



# **Emergency Assistance Resource Guide**



## Emergency Assistance Resource Guide

Our hearts go out to everyone who has been impacted by a natural disaster. Sprouts has established a number of resources for impacted team members, and for those who wish to help.

This guide has been created to provide clear and simple directions for impacted team members to leverage available resources, depending on each individual situation. Please see below additional information regarding both internal and external resources for team members impacted by a natural disaster.

### **Internal Resources:**

Team members directly impacted by a natural disaster may be eligible for assistance from Sprouts, including:

- Eased hardship loan qualifications and other terms, plus expedited loan processing
- Financial or temporary housing assistance
- Merchandise relief kits filled with food, water and supplies
- Use of Gift of Time hours to cover missed work shifts

**Please complete the appropriate forms contained in this Resource Guide to apply for assistance based on your individual or family needs.** The following forms are provided in this packet:

- **Sprouts Team Member Emergency Assistance Application Fund** (pages 3-4). This fund can assist with team member needs as a result of:
  - natural disasters (such as losses due to a hurricane or flood)
  - destruction or damage to their family residence and contents
  - loss of vehicle(s) due to natural disasters
  - major injury from natural disasters resulting in loss of work
- **Hardship Loan Application** (pages 5-6). Eligible team members who encounter an unexpected personal financial crisis may apply for a low-interest hardship loan.

All impacted team members with questions should reach out to their store managers or to the HR Support Desk at [hrsupportdesk@sprouts.com](mailto:hrsupportdesk@sprouts.com) or by calling 844-577-7688 (844-5SPROUT).

The entire Sprouts team has our colleagues and friends on our minds as we see the devastating impact from any natural disaster. We will continue to work to identify ways our company and our team can serve you during this time.

Sincerely,

Sprouts Farmers Market



## SPROUTS TEAM MEMBER EMERGENCY ASSISTANCE FUND APPLICATION

The Sprouts Team Member Emergency Assistance Fund (TMEAF) provides a resource to Sprouts team members who have experienced severe financial hardship due to:

- the result of natural disasters (such as losses due to a hurricane or flood)
- destruction or damage to their family residence and contents
- loss of vehicle(s) due to natural disasters
- major injury from natural disasters resulting in loss of work

### TEAM MEMBER EMERGENCY ASSISTANCE FUND APPLICATION PROCEDURES

1. Team member to complete the application
2. Scan and send the Team Member Application to List-Emergency Response. Subject Line: TMEAF Application for Team Member First and Last Name, Team Member ID#

***Please Note:***

- ***Grant may be limited to one (1) per household or family may be approved. Please note on application if more than one team member from a household or family is applying.***
- ***\*If a TMEAF check is not cashed by the expiration date on the check, it will be considered rejected and will remain in the Emergency Assistance Fund.***



**SPROUTS TEAM MEMBER EMERGENCY ASSISTANCE FUND  
TEAM MEMBER APPLICATION**

To be completed by the team member

**(Please Print Clearly)**

Team Member Name: \_\_\_\_\_  
Team Member #: \_\_\_\_\_ Location#: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_

**I am applying for funds from the Sprouts Team Member Emergency Assistance Fund. I understand that this fund has been established to aid team members who are facing an unexpected and sudden financial hardship, due to a natural disaster, destruction or damage to family residence or sudden injury or death of an immediate family member.**

Please answer the questions on this application including as much detail about your situation as possible. Feel free to use an additional sheet of paper if more space is needed. All questions must be answered or it will delay processing your request.

1. Explain why you are applying for funds.
2. How has the above situation affected you and/or your family (including children and pets/animals)?
3. Are you currently able to work at your store?
4. Have you been offered hours at another store during your displacement, and if so, what was your response?
5. How long do you expect to be displaced? **Please include details for both work and home displacement.**
6. What other sources of financial help do you have available to you (i.e. 401(k) savings, personal accounts, medical insurance, life insurance policies, government/state assistance, etc.)?
7. Do you have any of the following insurance: homeowner, renters, auto? If yes, what is the deductible?
8. What specific assistance are you requesting from the Sprouts Team Member Emergency Assistance Fund? **Please include dollar amount of financial hardship you are facing.**
9. Are there other Sprouts team members in your household or family who are applying for the Emergency Assistance Fund? If yes, please provide their name(s).



## **Natural Disaster Hardship Loan Program and Application**

### **Available Benefit**

Eligible team members who have been actively employed by the company for thirty days (30) and have encountered an unexpected personal financial crisis may apply for a low-interest hardship loan. Hardship loans are available:

For up to a maximum of \$2,000.00. All hardship loans will bear interest at a 1% annual rate.

Eligible team members may receive only one hardship loan in any rolling 12-month period, even if the amount of the loan sought and received is less than the maximum amount available under the program. For example, if a team member were to apply for and receive a hardship loan in the amount of \$500.00, this is the only hardship loan available during the 12-month period beginning on the date the loan funds are received.

### **Repayment Terms**

Team members who receive a hardship loan must sign a promissory note setting forth the repayment terms for the loan.

- Your first payment will be deferred 60 days.
- Loans totaling less than \$1,000 require repayment through payroll deductions at the rate of \$10.00 per week until paid in full.
- Loans from \$1,000 to \$2,000 must be repaid through payroll deduction in equal installments over a 24-month period.

In the event a team member who has received a hardship loan separates employment with the company prior to fully repaying the hardship loan, the company will withhold any remaining balance due from the team member's final paycheck in accordance with applicable federal and state law. If additional amounts thereafter remain due, the company reserves the right to seek repayment under the terms of the promissory note, including but not limited to referral to a collections agency.

### **Application Process**

- Team members complete a hardship loan application and send to [list-payroll@sprouts.com](mailto:list-payroll@sprouts.com)
- The Payroll Team will review all submitted loan applications based upon the order in which they are received

### **Miscellaneous**

Loan requests will be kept confidential. Approval will be based on purpose of the loan and must meet the unexpected personal financial crisis criteria set forth.



**Hardship Loan  
Approval  
Confirmation**  
Yes or No: \_\_\_\_\_

**Natural Disaster  
Hardship Loan Application**

TEAM MEMBER NAME: \_\_\_\_\_ TEAM MEMBER ID # \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ HIRE DATE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
(Full Mailing Address)

\_\_\_\_\_

\_\_\_\_\_ STORE/LOCATION: \_\_\_\_\_

**Please provide the reason(s) you are applying for a hardship loan.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total amount requested:** \_\_\_\_\_

**Note: Maximum loan amount: \$2,000**

Upon approval, if you wish to receive your hardship loan immediately on a pay card, you must complete the Sprouts' Team Member Direct Deposit/Pay Card Authorization Form. Otherwise you will receive your loan on the next available payday.

Please pay my hardship loan on my pay card. I have submitted the authorization form to my Administrative Coordinator.

I prefer to receive my hardship loan through the regular payroll process.

<b>I attest under penalty of perjury that all the information on this form is correct and accurate.</b>	
Team Member Signature	Date

<b>I confirm that this team member meets the criteria regarding tenure and disciplinary actions.</b>			
Store Manager Signature	Date	Benefits Team Member Signature	Date