

The Denver CARE Fund

Enclosed is your application for a grant from *The CARE Fund*. These funds are intended to be a short-term bridge to help Denver-based United Airlines Flight Attendants and their dependents in times of emergency and serious illness. Our objective is to help with the basic necessities through an unexpected difficulty, or to provide breathing room while more permanent arrangements are made in a long-term situation. We can assist with bills but cannot pay credit card debt or other personal financial obligations.

We realize this may be a difficult process for you and want to make it as easy as possible. It is preferable that you fill out the application with your representative from *The CARE Fund*, but if you are unable to do so, please help us help you by doing the following: read the entire packet **before** filling out the application; print clearly as these pages may be faxed and/or copied several times. A complete application is **required** before any grant can be considered. There is a checklist enclosed to assist you and we ask that you initial each item as you complete it, and return a copy of the checklist with your completed application. If insurance or medical documentation is required but cannot be enclosed with the application, please fax or mail it to your representative.

Once all information has been received, our policy requires that two (2) *CARE Fund* committee members review your application to determine the amount granted. The amounts are decided on a case-by-case basis according to the need and availability of funds. The number of applicants requesting assistance may impact that figure and ongoing assistance may vary monthly due to the volume of requests. **There is a 'lifetime maximum' grant total not to exceed one-thousand dollars (\$1,000) for the individual and/or the family.**

The disbursement(s) received from *The CARE Fund* are grants. They are not taxable, nor do we ask that they be repaid. This is money our United Airlines Denver Council 9 flying partners have donated to help us help other Denver-based Flight Attendants. We have an obligation to dispense it as wisely and carefully as possible in order to ensure this legacy continues.

Be assured, this process is **confidential**. The Health Insurance Portability and Accountability Act (HIPAA) requires written permission for any information about your situation to be discussed outside *The CARE Fund* administrators. *The CARE Fund* administrators are prohibited from discussing any application outside of the process.

We are here to help, and we promise to assist you as quickly as possible. Please understand, though, that this process may take several weeks to complete depending on availability of the administrators and the need to confirm submitted application information. Every *CARE* volunteer representative is a Flight Attendant, and our schedules may prohibit us from getting back to you as quickly as we would like. Feel free to contact us at any time, and we will return your call as soon as we are able.

NAME OF *CARE FUND* REPRESENTATIVE

PHONE NUMBER

EMAIL

DATE