



AFF COVID-19 EMPLOYEE ASSISTANCE APPLICANT FAQs IMMEDIATE RESPONSE PROGRAM (IRP)

What is the Immediate Response Program (IRP)?

The IRP quickly and efficiently provides financial assistance to eligible A-dec and affiliates, Allison and Austin Industries employees and their families during the COVID-19 crisis.

Is there a limit to the grant amount?

To help efficiently administer grants during the COVID-19 crisis, the Fund is currently utilizing the Immediate Response Program with a \$1,000 grant per approved applicant.

How do I know if I am eligible for an IRP grant?

If you are experiencing a personal hardship or the effects of the COVID-19 pandemic, you can apply for a grant for financial assistance. The applicant must meet the following criteria according to the specific Presidentially Declared Disaster:

1. The applicant's primary residence was affected by "Epidemic," causing the applicant to be evacuated, displaced, stranded, quarantined or significantly impacted.
2. The applicant needs food or other basic immediate needs.

What type of financial assistance is available?

If the applicant meets all criteria, the applicant is eligible to receive a one-time grant in the amount of \$1,000. The awarded grant amount will be issued via an Electronic Check.

How do I receive my E-Check?

The applicant will be notified of an awarded grant via email. **The personalized eCheck will be sent from app@echecks.com.**

- Before submitting the grant application, the applicant should triple-check that all personal contact information is correct.
- The applicant should also check their spam or junk mail folder for notification of awarded grant.

How do I apply for an IRP grant?

Visit IRPstart.com and select AUSTIN FAMILY FOUNDATION COVID-19 EMPLOYEE ASSISTANCE FUND. Enter the fund access code: AFF2020. The applicant must apply in the state/country they reside and provide the following information:

1. Legal First Name
2. Legal Last Name
3. Birth Year
4. Employee ID#

Will I be taxed on the financial assistance I receive?

No. Grants awarded in the U.S. are not part of the employee's taxable income. Outside of the U.S., grants may or may not be taxable.

Do I have to repay the grant?

No. Grants awarded from the Fund are not loans and do not have to be repaid.

For additional community resources, visit the [EAF Resources Webpage-https://eafresources.org/](https://eafresources.org/)