

SWAPA PILOT RELIEF FUND:

Getting Started



The SWAPA Pilot Relief Fund Grant is here to help you in your time in need. Let this guide help you in the application process. SWAPA has appointed the Emergency Assistance Foundation Inc. (EAF) to administer the grants from the fund, but we would like to offer you support as you navigate through the application process. We recommend you call, text, or email Outreach Committee member FO Chris Brown before submitting an application to walk through necessary information before submitting the form.

Contact FO Chris Brown at cbrown@swapa.org or **303-590-4888**.

As you begin the process, you will need to register first by filling out the information [here](#). If you are already registered, click [here](#) and sign in to resume and/or review your application. To submit the application, you will click the “Save and Exit” button at the end of the application.

Explanations and Helpful Hints

Eligible Grant Applicants: SWAPA members, employees, and their eligible family members.

- **Who are eligible family members** – A covered SWAPA member, employee, or their spouse/domestic partner, minor children, and other dependents for whom the employee is financially responsible qualify as eligible dependents. Parents, grandparents, or other relatives are not considered dependents, unless the employee can show that they are claimed as a dependent on the employee’s IRS tax returns. A domestic partner is defined as “an on-going and committed spouse-like relationship between adults of the same or opposite gender.”

Documentation of the Qualifying Event: No matter what the event is, the EAF will need formal documentation for verification. The following list covers the more commonly used event categories and their respective documentation requirements. **Note:** The EAF uses the phrase “Not covered by insurance.” This has been clarified to mean “Not fully covered by insurance.”

- **Medical events** – A doctor’s or first responder’s statement is required. The statement needs to include the name of the person being treated (you or your eligible family member), contact information, the medical provider’s identification and contact information, the diagnosis, treatment provided, and any physical limitations mandated by the doctor. If submitting more than an official first responder report, a treating medical professional will need to sign the statement, e.g., Medical Doctor, Physicians Assistant, Nurse Practitioner, etc.

The two simplest ways to achieve these requirements are:

1. Obtain a signed doctor’s note on the medical practitioner’s letterhead with the required items listed above.

OR

2. Have the required info written on a prescription (RX) pad and signed by the medical professional.

- **Natural disasters (flood, fire, tornado, hurricane, etc.)** – Either as listed on the FEMA database or in a public news report
 - **Impacts primary residence (fire, flood, etc.)** – Responding authorities/entities incident report, i.e. fire department or flood damage restoration response company
 - **Crime victims** – Official police report
 - **Death** – A copy of the obituary from a public source, e.g., newspaper or funeral home publication
 - **Military deployment** – A copy of the service member's orders
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Documentation of Qualifying Expense: Different Qualifying Events offer different expense coverage. Regardless of expense category, only expenses incurred at or after the event are covered and proof of that expense is required. A large majority of expenses cannot be adequately verified by simply providing a credit card statement or canceled check. The following list of documents qualify as proof of expense.

- **Receipts** – For expenses you directly paid for such as food, clothing, etc.
 - **Invoices** – Medical expenses, funeral services, etc. (An insurance company's Explanation of Benefits is not considered proof of expense.)
 - **Bills/statements** – Utilities, rent, mortgage, etc.
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Documentation of Proof of Payment and Grant Payment: There are two options for grant money dispersal.

- **Direct Vendor Payment** – Upon grant approval, the EAF can send payment directly to the listed vendors. All that is required for this to be done is for you to provide the vendor's name, address, expense category, amount and your account number with that vendor, if applicable. You will need to follow up with the vendor to ensure payment was received.)
- **Recipient Payment** – As with most major life events, there are expenses that must be paid immediately or upfront, such as deductibles, coinsurance, rent, etc. Proof of payment is required for reimbursement! A bill or statement is required to accompany a receipt, a credit card statement, or canceled check. This will satisfy the documentation requirement to be reimbursed for expenses that you have paid directly. You would then list yourself as the vendor in the vendor portion of the application.