



GRANT APPLICATION FAQs

What is the Tyson Foods Helping Hands Fund?

It was created to help employees who are facing financial hardship immediately after a natural disaster or an unforeseen personal hardship. The Tyson Foods Helping Hands Fund relies primarily on individual donations from employees and support from Tyson Foods to fund this program. Every contribution helps and when combined with the donations of others, can provide a tax-free grant to help a fellow employee in need when they are facing the unexpected.

Who can apply for assistance from the fund?

Applicants must be:

- Employed by Tyson Foods or its affiliates for at least 90 days on the date of the application; and
- Regularly scheduled to work any number of hours as a part- or full-time permanent union or non-union employee; or
- On approved medical leave or an approved leave of absence for no more than one year.

How large of a grant can I apply for?

The maximum amount available per event, per Team Member is \$1,500 and the minimum amount that can be requested is \$500.

What are the criteria to qualify for a grant?

While there are many factors which determine if a grant can be made, the review process is designed to try to make each grant when possible. To meet regulations, the objective review process is complex so the simplest first step is to determine if your situation meets the most basic criteria by answering the follow questions:

1. Did one of the funds events in the chart below happen to you?
2. Would your application meet the following general criteria?
 - a. Are you a full or part-time employee with Tyson Foods (Union or Non-Union)?
 - b. Are you applying within 90 days since the Event?
 - c. Did the Event occur after you were employed?
 - d. Employees can receive only one Helping Hands grant every 12 months.
3. Do you have the documentation for the Event including expenses which provide details such as date of the expense, the person responsible for the bill and other details listed in the application?
4. Is the expense documentation current (dated within 60 days of the application)?
5. While there are some additional criteria, applications that do not meet these basic criteria cannot be approved.

The **Qualified Events/Expenses Matrix** on the next page is a complete listing of Events and Expenses. The Expenses which are eligible depend on which Event occurred and the “v” indicates which expenses are associated with each Event.



Tyson Foods Helping Hands Fund

		QUALIFIED EXPENSES THAT ARE COVERED BY GRANTS																						
		IMMEDIATE NEEDS				MEDICAL			HOUSING *				TRANSPORTATION			MISC.								
QUALIFIED EVENTS THAT ARE COVERED BY GRANTS	Grant Maximum	Food – immediate needs only (usually applicable up to 2-4 weeks after the Event)	Clothing – immediate needs only (usually applicable up to 2-4 weeks after the Event)	Reasonable evacuation expenses resulting from an Event	Reasonable funeral, travel and burial expenses.	Significant medical expenses	Prescription medications	Travel expenses related to the medical care	Rent: temporary housing up to 30 days	Reasonable repairs to damaged property	Essential appliances and furnishings	Essential utilities (gas, water and electricity)	Security deposits (for new housing if unable to inhabit existing home)	Mortgage or rent assistance for primary residence	Adaptive improvements and solutions related to the Event	Repairs other than routine maintenance, or repairs that could not have been avoided	Cost of public or commercial transportation	Cost of car rental up to 30 days	Psychological counseling deemed by a physician to be necessary following an Event	Expenses resulting from flight from domestic violence such as temporary	Unable to work due to the event	Unexpected child care up to 60 days		
	Natural disaster such as flood, wildfire, tornado, earthquake, tsunami, volcanic eruption, blizzard, drought, cyclone, hurricane, typhoon or severe storms.	\$1,000	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
	Government (nation/state) declared disaster, or determined the event was catastrophic (Non-U.S. only)	\$1,000	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
	Presidentially declared disaster (USA)	\$1,000	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
	Terrorist actions	\$1,000	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	
	Disaster resulting from an accident involving a common carrier such as buses, trains, ferry, planes or trucks	\$1,000	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	
	Any event that the U.S. Secretary of the Treasury determined is catastrophic (USA)	\$1,000	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
	Epidemic	\$1,000	✓			✓	✓					✓		✓										✓
	Military Deployment (employee, spouse or domestic partner called to active duty)	\$1,000								✓			✓	✓	✓									✓
	Impacts primary residence: fire, flood or unusual life-altering expense not paid by insurance	\$1,500	✓	✓						✓	✓	✓	✓	✓	✓		✓			✓				
	Serious illness or injury	\$1,000	✓				✓	✓	✓				✓		✓	✓					✓		✓	
	Non-routine/exceptional medical expense	\$1,000					✓	✓	✓												✓		✓	
	Victim of a violent crime	\$1,000					✓	✓	✓												✓		✓	✓
	Domestic abuse	\$1,000					✓	✓	✓				✓	✓	✓						✓	✓	✓	✓
Death of employee or their immediate family member	\$1,000				✓															✓				

* Primary residence only

Who does the Tyson Foods Helping Hands Fund include as eligible dependents?

The Tyson Foods Helping Hands Fund considers the employee’s spouse/domestic partner, minor children and other dependents for whom the employee is financially responsible 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 (or government) tax returns. A domestic partner is defined as “an on-going and committed spouse-like relationship between adults of the same or opposite gender.”

Do you need help from the Tyson Foods Helping Hands Fund but do not know how to apply? Are you having trouble with the application, or the documentation required?



~~The best thing to do is to get someone that you trust to help you through the process. Maybe your supervisor could help, someone from the human resources department, your plant chaplain, or someone else that you trust. The important thing to remember is that you have a better chance of getting your application approved if you complete the application accurately, and supply all of the backup documentation necessary.~~

How do I apply for assistance from the Tyson Foods Helping Hands Fund?

Go to the Tyson Foods Helping Hands Fund's web page www.TysonHelpingHands.com and click on the link to the online application system, or contact the Tyson Foods Helping Hands Fund administrator for grant application forms and instructions.

What are the steps after I submit an application?

Step 1: REGISTRATION: Register and receive application link.

Step 2: APPLICATION: Complete application (you may save application at any point to continue adding other information later).

Step 3: SUBMISSION: Submit application and receive confirmation email from Emergency Assistance Foundation, Inc.

Step 4: VERIFICATION: Applicant's name is sent to employer for charitable class verification [usually confirmed by employer within 1-2 business days].

Step 5: INITIAL REVIEW: Application is reviewed. If there are follow-up questions, applicant will be contacted within 48 hours during business days. Once application is complete with all supporting documentation (depending on response/information from applicant, may take anywhere from 2 hours to several weeks), the reviewer transfers the application to Quality Check with a recommended grant/award amount. If your application is not approved, we will provide a specific reason.

Step 6: QUALITY CHECK & AWARD NOTIFICATION: A second reviewer completes a final quality check within 2-3 business days and sends an award notification email to the applicant.

Step 7: GRANT PROCESSING:

1. CONGRATULATIONS! If you've been approved for a full or partial amount, the grant award is submitted to grants payable/accounting.
2. Approximately 2-3 business days after your award notification email, applicants will receive another email from Emergency Assistance Foundation, Inc. confirming the grant award and who will receive the grant payment.
3. You will also receive a quick eCheck via email which you print out and cash.
4. If you are unable to receive an eCheck, then a secure DocuSign email will be sent for you to provide your banking information or address in order for a check to be mailed. Grant payments are made within 1–2 days after the DocuSign is completed and returned. The electronic fund transfers are made within in 1–2 days or when a check is chosen – please allow between up to 10 days for check processing and mail delivery.

5. VENDORS: If a vendor, such as mortgage company or rental agency, is to be paid, our email will include this information. We normally pay vendors with a credit card or check (up to 6-8 business days for receipt). Please follow up with your vendor to confirm receipt of payment.

I received an error message when I tried to download and/or print the paper application.

How can I get help?

Some Team Members have experienced an error message when printing the Helping Hands application. This is due to a Tyson firewall issue. Users who experience this will need to contact the Tyson Help Desk at 1-800-866-HELP or 479-290-4305 to resolve.

What does “Unable to work due to the event” mean?

An applicant is “unable to work due to the event” when they are forced to take 2 or more days off from work. These days off must be due to the event that is impacting them (Epidemic, Serious Illness, Victim of a Violent Crime).

What expenses are not covered?

Only the expenses included in the Matrix above meet the grant guidelines. Helping Hands cannot assist with the following expenses:

- Reimbursement of pay day loans or money borrowed from individuals
- Routine medical/dental expenses (supplies, prescriptions, bills, procedures, etc.)
- Non-essential utilities including telephone, cable, or internet
- Past due rent/mortgage from prior residences
- Costs associated with impounded vehicles
- Home repairs, including major appliances and heating/cooling equipment
- Routine automobile maintenance expenses (tires, batteries, insurance, etc.)
- Insurance premiums
- Legal fees/expenses
- Taxes
- Credit card debt (known or unknown)

The following events do not qualify for Helping Hands assistance (list is not meant to be all-inclusive).

- Robbed/identity theft
- Lost money
- Loss of child support, food stamps, SSI, unemployment benefits or any other supplemental income
- Payment of child support



- Loss or reduction of Tyson Foods work hours
- Loss of seasonal or temporary work
- Garnishment of checks or bank accounts
- Bankruptcy
- Paying legal fees/court costs
- Paying/owing taxes
- Maternity leave (unless extended due to complications with team member or child)
- Misconduct or illegal activity – examples of misconduct may include but are not limited to the following:
 - Violence or a safety violation that creates a high risk of injury to people or damage to property
 - Intentional failure to follow a Tyson policy
 - Falsification of documentation
 - Theft, fraud, or abuse of a team member’s benefit or other action involving financial integrity issues
 - Violation of federal, state or local statute or regulation through your work activities

Which family members does the Tyson Foods Helping Hands Fund consider as eligible immediate family?

In general, the Tyson Foods Helping Hands Fund considers the employee’s spouse/domestic partner, minor children and other dependents for whom the employee is financially responsible 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 (or government) tax returns. A domestic partner is defined as “an on-going and committed spouse-like relationship between adults of the same or opposite gender.”

An applicant may also be eligible for assistance in the event that **he or she is financially responsible for funeral, burial or travel expenses due to an unanticipated death (heart attack, stroke, accident) in the immediate family**. In this case only, the Tyson Foods Helping Hand Fund defines an eligible immediate family member as any of the following: spouse or partner in a civil union or domestic partnership, parent, stepparent, child, stepchild, sibling, grandparent or grandchild.

What is the turnaround time to process a grant application?

Normally, within 10 business days or less. The Tyson Foods Helping Hands Fund is administered by the Emergency Assistance Foundation, Inc. (EAF), which is a 501c(3) tax-exempt, public, nonprofit organization with IRS approval specifically for Employee Hardship and Disaster Relief Funds. EAF strives to maintain a quick response time from the time they receive a complete application. However, processing time will be extended in cases where documentation or



signatures are missing, or if other information is needed. Please take care to double check your application before sending it for review. You will be notified if there is missing information from your application.

How will I be notified of the decision?

The Emergency Assistance Foundation will notify you by email when your application is approved, missing information, missing documentation or not approved.

Are funds received as a grant taxable?

No. Grants received in the U.S. are not considered part of your taxable income. Outside of the U.S. they may or may not be taxable.

Do I have to repay the grant?

No. Amounts granted under the Helping Hands Fund are not loans and do not have to be repaid.

What information does the Fund need when reviewing an application?

In each case, the Tyson Foods Helping Hands Fund requires a completed application form along with required documentation regarding the qualifying incident. The application must establish a financial need and document the expenses for which the grant is being requested. Payments cannot be made without copies of current bills or invoices.

Will my information remain confidential?

Yes. Your personal information is only used to determine your eligibility for a grant and to determine the grant amount to be made. Applications to the Fund are reviewed by Emergency Assistance Foundation, Inc. and will be treated in a confidential manner; however non-identifying statistical information will be reported to Tyson Foods on a periodic basis to help it improve the fund.

I borrowed money from my friends and family to help me get caught up on my bills. Will the Tyson Foods Helping Hands Fund reimburse me so that I can pay them back?

No. The Tyson Foods Helping Hands Fund is available for those employees who do not have the means themselves or other resources available to pay their living expenses.

Can I apply on behalf of another employee?

No. If you think a co-worker would benefit from the Tyson Foods Helping Hands Fund, please pass along information about the Fund so that he or she can follow up. In the case of an employee who is incapacitated, a family member or manager can apply on the employee's behalf.