

## **DISASTER RELIEF FUND** **ASSISTANCE PLAN**

FECA's Disaster Relief Fund (Fund) is established to assist member-cooperative employees who sustained damages to essential personal property due to a hurricane or other natural disaster, and may be in need of short-term assistance. The Fund is created pursuant to the requirements of Internal Revenue Code Section 139 to ensure that payments made to employees do not result in taxable compensation.

The Fund will make an assessment that a recipient of aid is financially or otherwise in need based on an objective evaluation of the victims' needs at the time the grant is made. An individual who is eligible for assistance because he/she is a victim of a disaster has no automatic right to funds. The scope of the assessment will be based on documentation provided to the Fund by the member-cooperative on behalf of its employee(s) as specified in Attachment "A".

The Fund is responsible for taking into account the purpose for which it was formed and the needs and resources of each victim when using its discretion to distribute its funds. FECA's Executive Committee will have the ultimate authority to approve or disapprove a disbursement of funds to each member-cooperative. The Executive Committee's decision will be based on the majority vote of its members either in person or via e-mail. Members of the Committee shall abstain from voting for aid to their own cooperative employees to avoid any undue influence over the decision. Directors, officers, and trustees of FECA or its member cooperatives are not eligible to receive funds.

## **ATTACHMENT A**

### **REQUIRED DOCUMENTATION FROM MEMBER-COOPERATIVES TO FECA'S DISASTER RELIEF FUND TO RECEIVE PAYMENT**

Please provide the following documentation and information to FECA's Disaster Relief Fund to request payments to your employees for disaster-related needs:

1. A complete description and cost of essential personal property that was damaged for each recipient.
2. How the recipients were selected.
3. The name, address and amount requested for each recipient.
4. Any relationship or other conflict of interest between a recipient and officers, directors, or substantial contributors to the Fund.