

TASC

POLICY AND PROCEDURE MEMORANDUM

Title:	Disaster Relief through the American Red Cross
Purpose:	To outline what qualifies for TASC participation in the American Red Cross donation and the donation process.

Details:

1. **Disaster Relief:** TASC disaster relief efforts focus on employees contributing to the American Red Cross financial support to humanitarian relief efforts. A corporate match may be made and is at the discretion of the Director of Human Resources.

2. **Donation Assistance:** To assist in national, international causes, and/or catastrophic disasters, TASC facilitates employees making individual donations through the American Red Cross via payroll deduction.
 - a. Criteria for TASC support: United States
 - i. A significant event that affects a highly populated geographical area, and:
 1. Labeled as a “federal disaster” by US Federal Government and Disaster supported by American Red Cross; or
 2. Labeled as a “state disaster” by a State Government that significantly impacts TASC employees or provider/client groups.
 - b. Criteria for TASC support: International
 - i. A significant international event that affects a highly populated geographical area, and:
 1. Labeled as “international disaster” by American Red Cross, and
 2. May impact TASC, TASC employees, client or provider group or strong employee request for TASC support.
 - c. Donation requests:
 - i. TASC Human Resources will initiate a donation request through TASC’s giving platform to all regular and seasonal TASC employees and provide a confidential method for securing donations.
 - ii. Payroll deduction or credit card are the offered method of payment.
 - d. TASC Support
 - i. TASC may match employee donations dollar for dollar.

1. Maximum donation is set at \$20 per TASC employee, rounding up/down to nearest \$1,000 (i.e., 695 employees * \$20 = \$13,900. \$14,000 maximum TASC match).
 2. Minimum donation is set at 20% of maximum, rounding up/down to nearest \$1,000 (i.e., \$13,900 * 20% = \$2,800. \$3,000 minimum TASC match).
 3. TASC may match donations previously donated to American Red Cross for the disaster being supported. A receipt from American Red Cross is required to obtain this match.
- e. Payment to American Red Cross
- i. Payment will be made either directly to American Red Cross or through the TASC giving platform, per standard procedure.
 1. A note must be made in the account indicating the following:
 - a. Disaster event being supported and date
 - b. Employee dollars collected
 - c. Corporate match provided

3. Business Response

- a. Customer Care will attempt to reach out to impacted Clients to offer Administrative assistance during this difficult time.
 - i. A voice message is left if Client is not available, encouraging them to call if they need our assistance administering their plan.
 - ii. An email is also sent to Clients who are not reached via phone.

4. Other

- a. Additional resources may be made available to assist employees impacted by natural disasters, including but not limited to: Financial assistance, temporary housing, supplies, additional PTO, transportation.