

SENIOR LIVING CaRES FUND ELIGIBILITY & APPLICATION CRITERIA

All senior living sector workers across Canada are eligible to apply for the Senior Living CaRES Fund (the Fund). A one-time emergency payment up to \$10,000 may take in to account, but will not be limited to, family circumstances or unexpected and unforeseen financial distress, for example:

- Rent or mortgage for the employee's residence
- Utilities for the employee's residence
- Family care
- Equipment for mobility or accessibility
- Urgent home repairs or modifications
- Interruption of post-secondary education
- Legal services
- Moving assistance

Applicants must demonstrate the following:

- That personal circumstances do not allow them to meet the financial requirements on their own,
- That a barrier exists to the applicant or family fulfilling the financial obligation, and
- The applicant has exhausted other alternatives (i.e. government programs).

In addition, applicants must meet the following criteria for selection and auditing purposes.

Specifically, those who complete the online application for the Fund must:

- be an employee (casual, part-time or full-time) of a senior living operator in Canada working in a long-term care or retirement residence for at least three months as of the application date,
- require assistance for funding a one-time expense or financial obligation that they are unable to meet due to reasons related to the COVID-19 pandemic,
- provide relevant documentation to support the claim (i.e. bills or invoices for the expense),
- confirm that they understand that the program is for one-time financial assistance and not a replacement for income or government funding,
- consent for the review committee to contact applicant via email and/or phone, and
- agree to employment verification with the human resources department of their employer.

APPLICATION, REVIEW & PAYMENT PROCESS

Applications for the Fund can be submitted online at seniorlivingcares.ca

Applicants must:

- Fill out the questionnaire as completely as possible,
- Provide documentation to support the application, and
- Agree to the terms and conditions of the application.

Upon successful online submission, applicants will receive a confirmation of receipt and be notified via email regarding the status of their application, for example:

- qualification of the application or direction to the next wave of consideration,
- successful approval of the application and next steps for validation (i.e. contacting their employer to confirm employment status and payment details if required),
- denial of the application, and/or
- request for additional information.

Applications will be reviewed through a blind evaluation process by a committee made up of representatives of the founding members of the Fund. The blind evaluation process means that the names of the applicants, name of the employer/employment letter and any other identifying information will be hidden from the review panel.

The review panel will evaluate each application against pre-determined criteria established by the Fund to ensure fairness. The goal is to ensure that funds are distributed to those with the highest need based on level of emergency, urgency and significance.

Individuals that had their applications denied are invited to resubmit their application if they are advised that additional information or details need to be provided.

Payment Process

Payment arrangements to successful applicants will be made by the board of directors of the Fund. As a registered charity, The Senior CaRES Fund is not able to send money directly to recipients to cover expenses. We are required by the Canada Revenue Agency to pay bills directly to the billing company. As a result, applicants will be required to send bills to the Fund which the Fund will pay.