

Princeton Medical Center Foundation Employee Benevolent Fund COVID-19 Relief – Application



As a result of COVID-19, if you are facing food insecurity or other emergent financial constraints, you can apply for a \$200 grant once every three months, with a limit of twice per year (while funding is available). Please fill out the below form and submit to Religious Ministries.

Any information within this box will be kept confidential, disclosing only to those necessary to application processing.

Date: _____

Name: _____ Employee ID: _____

Home Address: _____

Mobile/Preferred Phone: _____

Location/Department _____ Phone/ext. _____

Please describe your current situation of need:

Complete this application and return to:
Employee Benevolent Fund Chair c/o, Religious Ministries Office
Princeton Medical Center, 1 Plainsboro Road, Plainsboro, NJ 08536
Phone: 609-853-6020

The Employee Benevolent Fund provides financial support to Penn Medicine Princeton Health employees in times of unusual need. The Fund is mainly supported through employee donations and is a program sponsored by Princeton Medical Center Foundation.

This specific program of the Employee Benevolent Fund is available for a limited time to provide relief during COVID-19. It's intended use is for employees who find themselves experiencing food insecurity in a situation that could not have been anticipated or avoided by good advance planning. If you feel your situation fits these criteria, please fill out this application and submit to the Employee Benevolent Fund Chair c/o Religious Ministries Office, Penn Medicine Princeton Medical Center.

How this Fund Works

Applications are accepted from eligible Princeton Health employees and remain confidential throughout the process. A confidential committee will review each application. Religious Ministries facilitates the application process, and Human Resources facilitates the payment of awards.

How Funds Are Distributed

Once determined that the application meets all guidelines and is able to be funded, payment will be issued through payroll for the amount determined by the Committee. Please note that taxes are taken from the payment so the actual amount received may be less. Depending on when the request is submitted, payments may not be made until the following bi-weekly payroll cycle.

Eligibility for Application

Princeton Health Employees who:

- Have been employed by PMPH for six months or more
- Are not in final warning disciplinary action status
- Are not on an unresolved Performance Improvement Plan

**If you have questions about any part of this application, please call Religious Ministries directly – 609-853-6020 and speak with Samuel Yenn-Batah or Matthew Rhodes.*