

FREQUENTLY ASKED QUESTIONS

What is the Scripps Howard Foundation COVID-19 Employee Fund?

The Scripps Howard Foundation will provide assistance up to \$1,000 to qualified Scripps employees who are adversely affected by the COVID-19 crisis. Hardship could be caused by loss of family income or increased personal expenses related to COVID-19 crisis.

Who is eligible to apply for assistance from the fund?

Full- and part-time regular employees of The E.W. Scripps Company whose title falls below director level may submit requests for assistance. In consideration of limited funding and the unexpected needs of colleagues across the company brought on by this crisis, we ask that you seek out and use other resources to address your situation wherever possible.

What expenses qualify for this fund?

This fund can help employees with purchasing food and basic household supplies; housing-related assistance, including but not limited to mortgage, rent and utility payments; and childcare or eldercare costs. Other needs, excluding medical, will be considered on a case by case basis.

What expenses do not qualify for this fund?

Qualified disaster relief payments may **not** include payments for expenses that are paid for by insurance or other reimbursement or income replacement payments such as payment of lost wages, lost business income or unemployment compensation. Medical expenses also do not qualify due to HIPPA considerations.

How can I apply?

Employees can submit a request by clicking [here](#). You will be asked to provide your employee ID number, contact information, the amount you are requesting, how it will be used and how the COVID-19 crisis caused or contributed to this need.

Can I apply more than one time?

Yes. Employees can submit multiple applications as long as the total amount requested during the program does not exceed \$1,000.

When is the deadline to apply?

Because the situation surrounding the COVID-19 outbreak is changing daily, we have not set a deadline to apply. Requests will be reviewed several times each week as they are received. We will continue to monitor the impact and will communicate any changes when they happen.

How quickly will I receive the help, if approved?

The approved assistance will appear on your next available paycheck following approval and will be noted as "SHF Assistance." It will take about 10 days to process requests after they are approved.

Will payments from this fund be considered taxable income?

This assistance for qualified disaster relief is **not** taxable income to the recipient under Internal Revenue Code Section 139.

Who will see my application?

This application is confidential. Someone from Human Resources will verify the “Personal Information” section to qualify your application, and the remainder of your request will be confidential within a small review team led by the Scripps Howard Foundation.

Why are you able to provide direct payments to employees for personal or emergency hardships now when it is generally not allowed?

Usually, an employer-sponsored private foundation may not make payments like these under the private foundation tax rules. However, an exception to this rule applies to payments made related to qualified disasters, such as a disaster declared by the President. On Friday, March 13, President Donald Trump declared the COVID-19 outbreak a national disaster.

I don’t need assistance, but I’d like to help my co-workers. Can I contribute to the fund?

If you would like to contribute to the Scripps Howard Foundation COVID-19 Employee Fund, you can do so by clicking [here](#).