



**The Employee Emergency Fund**  
**“The ACORN Fund”**  
(Revised 03/04/20)

**QUALIFICATION CRITERIA:**

- The Nominee must be an Ohio Valley Manor Employee who is active and in good standing.
- It must be an unexpected emergency that the Employee had no control in preventing.
- Assistance with basic needs (i.e. food, clothing, shelter, medical expenses, etc.) is required.
- The Nominee has worked a minimum of 390 hours in the past twelve months from the date of the application.
- If requested by the ACORN Fund Committee, the Nominee will be required to provide evidence that the emergency exists.

**ACORN APPLICATION PROCESS:**

- The ACORN Fund Application must be completed and submitted to Human Resources.
- After confirmation that the applicant meets the qualifications, Human Resources maintains anonymity of Nominee and only refers request description to the ACORN Fund Committee for review.
- Applications may be self-nominated or submitted by someone on behalf of the Nominee.
- The ACORN Fund Committee will meet monthly (or more often as needed) to review applications.
- Any staff member may participate in the ACORN Fund Committee.
- The ACORN Fund Committee has the right to reject any application.
- The ACORN Fund Committee has the right to determine the monetary value of the assistance awarded.
- All decisions by the ACORN Fund Committee are final.