



Employee Assistance for Catastrophic Loss

Program reminders

1. Applications cannot be edited once they have been submitted. Please ensure you have answered all questions accurately and uploaded all documentation prior to hitting **Submit Application**.
2. What documentation is required for the application?
 - a. If an employee has insurance, the employee is required to contact their homeowner's or renter's insurance provider and file a claim, unless losses do not exceed insurance deductible. The employee will be required to provide an **insurance settlement approval or denial**, unless their insurance claim is still being evaluated.
 - b. If an employee received assistance from FEMA, the employee is required to provide **all documentation regarding the FEMA assistance including their FEMA identification number and decision letter**.
 - c. If the employee received additional assistance, such as LCMC Health Employee Assistance Program, similar program from another household member's employer, city/parish assistance program, or others, the employee is required to provide **information regarding the additional assistance**.
3. Applicants are not required to upload any documentation related to relocation expenses. The Program will calculate per diem rates associated with any relocation expenses based on the U.S. General Services Administration federal rates.
4. Per diem rates will be based on the [U.S. General Services Administration federal rates](#) as of the date of the storm, August 29, 2021.
5. For eligible losses, applicants are required to enter the total amount incurred for each of the expense categories. If you do not have an expense in a category, enter \$0.
6. Deadline to apply is 11:59 pm CST on December 17, 2021.