



## GM Foundation Resource Guide

Check out our Team Member Resource Guide for free and confidential help:

[NC-Team-Member-Assistance-Programs-10-2020.pdf \(noodles.com\)](#)

- Lifeworks offers:
  - Mental Health Wellness
  - Legal Support
  - Financial Counseling
- 211.org offers help with the following and can connect you with someone local:
  - Supplemental Food Programs
  - Shelter/House options
  - Utilities Assistance
  - Support Groups
  - Disaster/Emergency Relief

Do you have a Team Member that wants to apply for The Foundation? Here's how it works.

- What the Foundation can help with
  - Housing
  - Scholarships
  - Funeral Services
  - Medical expenses caused by illness or accident
  - Emergency shelter, food, etc.
- What does extreme circumstances consist of?
  - Loss of property due to fire, flooding, etc.
  - Death of an immediate family member
  - Loss of housing suddenly
  - Loss of property such as car due to loss of wages, accident, etc., not at fault of team member
  - Emergency funds for bills such as utilities due to a loss in wages or other circumstances not at fault of team member
  - Other circumstances that the team member has found themselves in which are caused by things outside of their control
- What does the process of applying for assistance through the Foundation look like?
  - Application can be found at [www.noodles.com/foundation](http://www.noodles.com/foundation) and is to be filled out by the team member
  - Application will be reviewed within 48 hours
  - Email from the Foundation with follow up documents that are needed will be sent after application is reviewed
    - YTD paystubs (Workday)
    - 2 months of bank statements for TM applying and anyone in their household
    - Copies of outstanding bills
    - All above must be delivered via email, in **PDF format** (GMs can help TM scan into BOH computer and change to PDF format)
  - Please keep in mind, the Foundation is only able to provide assistance to Team Members who have a qualifying event which falls within IRS guidelines for a non-profit organization
  - If it is an emergency situation, the Foundation may be able to help immediately

- What is the GM/AM role in the Foundation process?
  - Continually identify any team members that may benefit from the Foundation
  - Remind these team members about the benefits of the Foundation and provide them the application link at [www.noodles.com/foundation](http://www.noodles.com/foundation)
  - Explain the application process to team members, help obtain any required documents, and help emailing those to [foundation@noodles.com](mailto:foundation@noodles.com) when needed
  - Contact [foundation@noodles.com](mailto:foundation@noodles.com) with any questions, status updates or concerns