

THE DISABILITY LAW CENTER OF ALASKA

COVID-19 Qualified Disaster Relief Payment Plan

Purpose/Objective

The Disability Law Center of Alaska is instituting this temporary COVID-19 Qualified Disaster Relief Payment Plan to help employees cover some of their reasonable and necessary telecommunication expenses related to working from home during the President's COVID-19 emergency declaration.

What is a 'qualified disaster?'

The term "qualified disaster" means any disaster subsequently determined by the President of the United States to warrant assistance by the Federal Government under the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The President, on March 13, 2020 issued a proclamation that "the COVID-19 outbreak in the United States constitutes a national emergency, beginning March 1, 2020."

Eligibility

This Plan applies to all employees who are mostly working from home and mainly use their personal cell phone service and/or their personal internet service to conduct DLC business.

Covered Expenses

The purpose of this Plan is to assist eligible employees with their personal telecommunication expenses that are being used for work-related purposes. Specifically, the Disability Law Center seeks to provide supportive payments to employees to cover reasonable expenses incurred in their business use of their personal internet service and cell phone service. This Plan is not intended to cover all such expenses, just the reasonable expenses related to DLC work activity.

Employees who work from home may request reimbursement for other expenses incurred, such as office supplies and necessary equipment costs, through DLC's regular purchase request process.

Procedures

Employees who are working from home and primarily utilizing their personal internet service and cell phone service for work related purposes will, after completing this form, receive a monthly payment in addition to their monthly payroll direct deposit. There is no need to submit receipts or other expense related paperwork.

Payment Amount

The current monthly COVID-19 Qualified Disaster Relief Payment amounts are as follows:

Cell phone service - \$20.00

Internet service - \$40.00

COVID-19 Qualified Disaster Relief Payment Plan Start and End Date

The Disability Law Center’s COVID-19 Qualified Disaster Relief Payment Plan will retroactively begin during the March 2020 pay period. This Payment Plan will end when the President of the United States determines that assistance by the Federal Government under the Robert T. Stafford Disaster Relief and Emergency Assistance Act is no longer warranted.

The Disability Law Center reserves the right to modify, amend or terminate the program at any time and in their sole discretion.

Acknowledgement

I have read and understand the terms of the Disability Law Center of Alaska’s temporary COVID-19 Qualified Disaster Relief Payment Plan and declare that I satisfy the eligibility requirements.

[] I mainly use my personal cell phone for work while working from home because of the COVID-19 pandemic.

[] I mainly use my personal internet service for work while working from home because of the COVID-19 pandemic.

Signature

Date