
McKesson Taking Care of Our Own Fund

We Care Grant – How To Apply

We Care Grants are provided to eligible employees facing significant financial hardships from unexpected events. Examples of these types of events include family emergencies, natural disasters, serious illnesses, or injuries affecting you and/or your immediate family. *We Care Grants* range from \$500 - \$5,000 and help with expenses not covered by insurance. To ensure we help colleagues who need it most, income eligibility guidelines apply.

How do I know if I am eligible?

- You must be an active McKesson employee working 20+ hours/week or on an approved leave, including short-term disability, medical leave or paid/unpaid time off
- Income eligibility guidelines apply. The guidelines are based on a needs-based test that evaluates the applicant's income, household size and liquid assets
- You must provide receipts or invoices for eligible expenses dated within 60 days of your application

For more information, including a list of eligible events and expenses, please take a look at our FAQ.

Before submitting your application, please review the steps below so you are familiar with the process and timing. We also recommend you save copies of receipts/expenses prior to applying.

How does it work?

1. **Register:** at <http://mckessoncares.ca/> and receive an application link.
2. **Apply:** Complete the application.
3. **Submit:** Submit application and receive a confirmation email from the Emergency Assistance Foundation (EAF).
4. **Review:** We (EAF) review your application. If there are follow-up questions, we will contact you by email within 3 business days.
5. **Award Notification:** After we receive all documents, we will email you with the decision, usually within 5 business days. If your application is not approved, we will note the specific reason.
6. **Grant processing:**
 - If approved, expect us to follow up with you within 1-2 business days with a secure DocuSign email. The DocuSign email will ask you to provide your banking information or address for the grant check to be mailed. To reduce the risk of checks getting lost in the mail and for quicker payment, we recommend you provide your banking information if possible.
 - After you complete the DocuSign, we will issue an electronic fund transfer to your bank account within 1-2 days. If you opt for a check, please allow 6-8 days.
 - If payment is going to a vendor, such as mortgage company or rental agency, our email will include this information. We can pay vendors with a credit card or check (up to -8 business days for receipt). Please follow up with your vendor to confirm that they've received the payment.

Application Instructions:

- Go to <http://mckessoncares.ca/> to access the fund page. Here you'll find helpful information about the fund, including FAQs with details on eligibility requirements.
- Once you're ready to apply, click on the "**Apply for a Grant**" button.

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- The first step will be to register your account. *TIP – use an email address that you can access from anywhere.*
 - When complete, click the “**Create Account**” button.
 - You’ll receive an email from the EAF Grant Review Team to confirm your email and complete your application. If you don’t receive the email be sure to check in your junk mail.

Note: If you don’t receive an email within 24 hours, please contact Megha Bhatt (megha.bhatt@mckesson.com) or the McKesson Foundation at mckessonfoundation@mckesson.com for assistance.

- Click on the link to complete your registration. You’ll be automatically directed to start your
- application.
- If you choose to submit your application at a later date, simply log in at www.mckessoncares.ca, click on the button that says “**Already registered? – Sign in**” then enter your email and password credentials to login.
- Click on the **Start** link to begin your application
- Read the Consent Form, then click “**I agree**”, then click on the “**Next**” button to continue
- Read and complete the questions, to confirm your eligibility. Click on “**Next**” when complete.
- Populate the fields with your Applicant information. Click on “**Next**” when complete.
- Select the Qualified Event that best describes your situation, then click on “**Next**”.
- Depending on your event type, you’ll be asked to indicate which forms of supporting documentation you plan to provide. You may upload your documentation. Depending on your event type, you may be asked to provide detail on the expense categories.
- If you are unable to complete your application the same day, you can click on the “**Save and Continue**” button at the bottom of the page at any stage in the process.
- The next time you log in, your application status will indicate Incomplete. Click on the “**Continue**” link to resume the application process.
- You’ll be asked to provide your financial information. Click on “**Next**” when complete.
- Note, regulations require that there be a determination of need to show that grants are made for applicants that have difficulty paying expenses they face due to an unforeseen event. You may be asked to provide current pay stubs or tax returns.

You’ll be asked to provide detail and documentation of your expenses.

- If the expenses have not yet been paid, if you are awarded a grant, that payment would go directly to the vendor.
- If you’ve already paid the bills, you’ll provide the receipts and if you are awarded a grant, that payment would go directly to you to reimburse your expenses.
- After submitting your vendor payment details and uploading any applicable support documentation, you’ll be asked if you are willing to share your story. While the Taking Care of Our Own Fund is funded by the McKesson Foundation, McKesson Corporation, and employee contributions, all applicant information is reviewed by the Emergency Assistance Foundation (EAF). Your personal information remains confidential and is not shared with McKesson unless you **opt in** by selecting yes. If you opt in you may be contacted by a McKesson Foundation team member to learn more about your experience.
- You may also authorize EAF to provide your contact information to McKesson to assist with outreach in the event that EAF is unable to reach you within 14 days of your application.
- Read the Agreement and Authorization, check the box to acknowledge, and click on the “**Submit**” button to submit your application.
- Once submitted you’ll see a confirmation screen, acknowledging the successful completion of your application. You’ll also receive an email from EAF, confirming your submission.

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- You should expect to be contacted within 3 business days by an EAF team member with a status update.
 - You can login at any time to make changes to your application, upload additional documentation, or delete your submission.

If you have questions or concerns about your application, communicate with the McKesson Foundation team at mckessonfoundation@mckesson.com.