

## Relief Grant Information Sheet

1. Relief Grant Application is available on the secure side of the website. Those who have already applied under the SUB fund must re-apply using the Relief Grant application as these are complete and separate funds to be accounted for. **The form can be located on the secure side of the website under the heading forms.**
2. Application requires proof of payment under the CERB or EI-ERB ie: bank statement
3. A member can claim the IBEW Local 353 Relief Grant only if **all** of the following apply:
  - a. You are in receipt of either EI-ERB or CERB payments through CRA or Service Canada
  - b. You are registered as out of work, trade school, maternity leave, parental leave, family caregiver leave, family medical leave, critical illness leave or temporary layoff due to COVID 19 at the union hall.
  - c. You are an active participant on the IBEW LU353 Health & Welfare Plan
4. A member cannot claim IBEW Local 353 Relief Grant:
  - a. If you quit, are dismissed, are on vacation, or are receiving EI benefits from a pre-existing claim.
  - b. If you are in receipt of IBEW Local 353 Pension, WSIB, LTD or STD.
  - c. If you are listed ill and injured or NAT.
5. You must be registered in dispatch in one of the following ways:

Out of Work, Trade School, Maternity/Parental Leave, Family Caregiver Leave, Family Medical Leave, Critical Illness (child or adult), COVID-19
6. If you are not registered with the union hall, you must provide your Record of Employment (ROE) in order to be considered. As the dispatch rule clearly states, it is the your responsibility to report any change in your employment.
7. There is a dedicated email address for the application: [reliefgrant@lu353.ca](mailto:reliefgrant@lu353.ca)
8. Applications will be vetted and approved by the local union and sent to TEIBAS for payment processing.
9. TEIBAS will process payments to members in one of two ways
  - a. By regular mail and physical cheque
  - b. By email transfer by the Royal Bank (your email address must be on the application form for TEIBAS to use for payment purposes.
10. The bank will make 6 attempts, once every 5 days, to transfer the relief grant to the member. The member will receive the notice from the bank, and they will be given instruction in the email for depositing the funds in their account.
11. If a you have an inquiry, you must send it to [reliefgrant@lu353.ca](mailto:reliefgrant@lu353.ca) for an answer
12. The Relief Grant provides economic relief to eligible members in the amount of \$150 per week for a maximum of 16 weeks - effective from March 15, 2020 and ending on October 3, 2020. These dates are exactly the same as the Federal Government's ERB programs.
13. The Relief Grant does **NOT** count towards a your SUB fund. As these are two separate entitlements, they are not to be considered the same. Should you be put back on Employment Insurance after October 3, 2020, you would be entitled to apply for SUB as you normally would with the number of weeks you would normally be entitled to.