



**BRIDGING THE GAP FUND REQUEST**

Name of Patient or Employee: \_\_\_\_\_

Employee's Department: \_\_\_\_\_ Phone number: \_\_\_\_\_

Person Making Request: \_\_\_\_\_ Phone number: \_\_\_\_\_

Amount Requested: \_\_\_\_\_  
(\$200 limit)                      \$ \_\_\_\_\_ Date Needed: \_\_\_\_\_

Name and Address of Payee \_\_\_\_\_  
(PLEASE ATTACH \_\_\_\_\_  
COPY OF BILL) \_\_\_\_\_

If employee, has the person exhausted their resources through employee services,  
friends, family and/or other reasonable sources? \_\_\_\_\_

Describe need for assistance and/or item to be funded stating consequences if need is not met:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Committee Approval \_\_\_\_\_ Date \_\_\_\_\_  
Foundation Approval \_\_\_\_\_ Date \_\_\_\_\_

Note: For further information, please call 530-642-9984 or email: [jjohnson1@marshallmedical.org](mailto:jjohnson1@marshallmedical.org).  
Please return this form to Marshall Foundation for Community Health, 1124 Sherman St., Placerville,  
CA 95667 or FAX to 530-295-1150.



## BRIDGING THE GAP CRISIS FUND GUIDELINES

This fund, established through Marshall Foundation for Community Health, is designed to assist Marshall Medical Center patients and families, including Home Care patients, as well as Marshall Employees and families, with short-term crisis funding situations, when all other avenues for assistance have been exhausted. Parameters of the Bridging the Gap Fund designate a split of resources between Marshall Medical Center patients and employees with 80% reserved for employee use per fiscal year.

1. Assistance will be given in the form of direct payment to the business (i.e., rent or utilities) or vouchers for goods and services unless special circumstances exist.
  - a. Goods and services include but are not limited to: transportation (gasoline, etc), housing, utilities, prescriptions (Robinson's Pharmacy) and food vouchers (Safeway).
  - b. Auto repairs, **auto payments** or vehicle purchases are not eligible for funding.
  - c. Medical bills are generally not eligible for funding but may be considered on a case by case basis.
  - d. Veterinary bills are generally not eligible for funding but may be considered on a case by case basis (i.e. service animals).
2. Cash may be disbursed only in special circumstances when none of the above goods or services apply.
3. Bridging the Gap assistance is available through Marshall Foundation, Marshall Hospital's Social Services, Administration, Solution Station, and Employee Services departments.
4. Applicants seeking Bridging the Gap assistance shall assist in completing a confidential application outlining the nature of the request and submit the application to one of the four departments listed in #3. Your application will be reviewed within 72 hours. This group reviews and approves applications for assistance, except where immediate patient prescriptions or other patient needs arise that need immediate approval via request from Marshall Hospital's Social Services department.



Bridging the Gap Crisis Fund Guidelines  
Page 2

5. The intent of the Bridging the Gap Fund is episodic, crisis intervention. This program is not designed to address reoccurring, unfortunate circumstances. Applicants awarded Bridging the Gap funds are eligible twice during their employment at Marshall Medical Center unless “extremely” unusual circumstances exist. A third request would need special review by the Committee.
6. A committee consisting of representatives from Marshall Foundation, Home Health, Social Services, Administration, Emergency department, Fiscal Services, Employee Services and the Solution Station developed these guidelines.
7. A maximum of \$200.00 per “*general*” request allows the fund to continue to help those in need without draining the resource. A maximum of \$100.00 is allowed for prescription requests for hospital patients. The Committee may approve a modest amount above the maximum allowed if special circumstances apply.
8. In “special circumstances,” this fund allows Marshall Medical Center employees to apply for special assistance of no more than 20% of the annual funds allowed for employees. Examples of “special circumstances” include, but are not restricted to: fire or other destruction of housing; catastrophic family illness; etc. The application for “special circumstances” would be the same as listed in #4.

Revised by Board of Trustees  
March 17, 2016

Annual Funding Committee recommends changes  
February 18, 2016

Updated: 07/05/2018