



**Emergency Food Fund & Wellness Bank
Policies and Procedures**

POLICY	SECTION	Approved By	Approval Date
EMERGENCY FOOD FUND & WELLNESS BANK	STUDENT SERVICES	CEO	December 6, 2023
		Effective Date:	December 6, 2023
		Revision Dates:	

POLICY STATEMENTS

- 1.0 The Emergency Food Fund (EFF) and Wellness Bank (WB) are a needs-based support program intended to provide students facing difficulty with food security and essentials such as hygiene products that directly impact the students’ experience and ability to navigate their post-secondary educational experience at SAIT.
- 2.0 Both the Emergency Food Fund and Wellness Bank are intended to provide short-term emergency financial assistance (Grocery Store Gift Cards) and resources (Wellness Bag) required due to unexpected or emergency situations encountered by SAIT Students.
- 3.0 Saitsa is committed to protecting the privacy of the applicants whose information it possesses and ensuring compliance with all Saitsa policies and privacy legislation
- 4.0 Members of Saitsa’s Board of Directors are not eligible for either need-based support programs. Student staff are eligible for either needs-based support programs at the discretion of the Manager, Student Experience.

PROCEDURES

1.0. Eligibility

- 1.1. The EFF and WB are only available to students currently enrolled at SAIT.
- 1.2. The EFF and WB are only available to Saitsa fee-paying members.
- 1.3. The EFF and WB are only available to students currently living in Canada.
- 1.4. To access either the EFF or WB, students must complete an online self-referral form outlining their current food insecurity/financial situation to assist in determining the member's needs.
 - 1.4.1 Alternatuvely, an application may submitted by a staff member, instructor, or department of SAIT and/or a staff member or deparment of Saitsa on the student’s behalf.
- 1.5. An applicant may on be approved for (either) the EFF or (and) WB once per semester.
 - a. In special circumstances, exceptions may be made to the limit or the number of times either the EFF or WB can be accessed for students who face systemic barriers. The Manager, Student Experience in consultation with the Director, Student Services will determine if an exception is granted. Exceptions will be clearly documented and tracked and communicated to the applicant that it is an exception.

2.0. Process and Approval

- 2.1. The Student Experience Coordinator, Support & Wellness, and/or the Assistant Manager, Student Experience will review applications on a weekly basis to review requests for the Emergency Food Fund. All WB requests are reviewed by the Peer Support Centre Administrative Assistants.
- 2.2. Decisions on the approval of the EFF and the WB will be based on the following criteria:
 - The number of dependent(s) the applicant is in care of
 - The financial situation of the applicant
 - The reason for the application
- 2.3.
- 2.4. Decisions for either needs-based programs will be determined weekly or more frequently based on the demand of the program.
 - Students who have been denied access to either program will be notified via email and referred to other resources or supports. Students may appeal the decision by emailing the Student Experience Coordinator, Support & Wellness. The Manager and Assistant Manager of Student Experience will review all appeals.

3.0. Disbursement of Emergency Food Fund and/or Wellness Bank

- 3.1. Applicants who have been approved will be communicated via email with information indicating how to claim their EFF or WB supports.
- 3.2. Approved needs-based support applications can only be picked up by the applicant unless otherwise communicated.