



FOOD BANK POLICY

Mission Statement

The Nipissing First Nation Food Bank provides NFN community members in need with food and necessities. The food bank is an NFN owned program under a non-profit organization, dependent on NFN Funds, fundraising and donations. Food bank is a service that provides food based on family need.

The NFN Food Bank must comply with health and sanitation standards.

I. Eligibility and Implementation:

- Clients must be a resident of Nipissing First Nation.
- Individuals are eligible for one (1) visit per month per household (excluding emergencies).
- Assistance will be provided according to Revenue Canada's Low Income Cut Off (LICO) chart.

Upon the initial visit – all clients will be asked for visual verification of the following (at any time clients may be asked for verification prior to access):

1. Identification for all clients in household (ie: Health Card, Birth Certificate).
2. Proof of Address (ie: Health Card, phone bill, hydro bill).
 - Proof of residency for children (ie: report card)
 - All other clients (ie: phone bills, hydro bill, drivers licence)
3. Proof of income.

II. Hours of Operation:

Food is distributed on 1st and 3rd Wednesday of each month from 9:00 am to 4:00 pm.

All distributions are pre-packaged by the number of persons in the household as outlined in the Food Distribution List (attached).

Any requests to access the food bank outside of designated access days or delivery dates must be reviewed by the Program Supervisor.

III. Emergency Access:

Emergency access if available based on the following:

- a. All emergency requests will be dealt with in a timely manner. Individuals will complete an "Emergency Access Form".
- b. For new clients or individuals recently unemployed or without income; the individual(s) will be required to fill out an Emergency Access form. The Food Bank Worker will review the emergency requests with the Program Supervisor, if necessary.
- c. Once the emergency has been approved, every effort will be made to provide immediate access to the food bank for the emergency, and following this, client will be able to access food bank on regular access days being the 1st and 3rd Wednesday of the month from 9:00 am to 4:00 pm."
- d. Clients may have emergency access one (1) time per month to a maximum of six (6) times per year.

Emergency: An emergency is where an individual or family is in need of food due to financial hardship and/or they have received the maximum eligibility for the month.

IV. Deliveries:

Delivery orders are to be called in the day before delivery. Delivery arrangements must be made between the client and the Food Bank Worker and not third parties. *(see Section 7).*

V. Good Food Box:

Vouchers to receive a "Good Food Box" are available. The Good Food Box vouchers will be distributed to the Food Bank every access day and delivery day to eligible recipients. Eligible recipients are clients who have accessed the Food Bank. Clients will be given one (1) Good Food Bank voucher per month. It is the client's responsibility to contact the Health Centre to make arrangement for pickup and/or delivery of the Good Food Box.

VI. Special Diet:

Special diets shall be accommodated at the NFN Food Bank. All clients who require specific nutritional needs will be asked to identify their special diet on the access form. Diabetic access is available. Items on the diabetic shelf, and the diabetic access bags shall be sugar free, sodium reduced and low in fat. With the support and recommendation of the Community Nutritionist, dietary and special food items will be provided to meet the nutritional needs of the client(s).

VII. Third Party Pickups:

A client may have a third party individual attend the food bank to pick up their food box for them, provided that the client calls the Food Bank Worker and or completes a Third Party Pickup Form.

Third party individuals may include family members, neighbours, personal support workers, nurses and any other NFN staff member providing services.

VIII. Baby Items:

The Food Bank provides diapers, wipes, baby food and formula once per month per baby. When a specific baby formula is requested, a gift card will be provided for immediate purchase and the type of formula will be made available for the next access day.

IX. Extraordinary Circumstances:

If an individual or family is in need of Food Bank access and they do not fit the criteria to access the food bank (ie: resides off reserve, income over LICO chart) an Action Sheet must be completed. The Program Supervisor will review before access is approved.

X. Donations:

All donations must be made available to a Social Services staff member to ensure that only food items are collected in order to eliminate waste.

Approved this 24th day of October, 2006

Approved this 16th day of April, 2013

Approved this 16th day of June, 2015

Approved this 26th day of March, 2018

Approved this 10th day of September, 2019

Approved this 7th day of April, 2020.