



# FOOD BANK POLICY

Approval Date	October 24, 2006
Revision Date	June 18, 2024
Revision No. #	8
Page 1 of 4	

## 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 and eligibility.

The NFN Food Bank must comply with health and sanitation standards. We cannot accept expired or opened food donations.

### I. Eligibility and Implementation:

- Clients must be a resident of Nipissing First Nation. (Not leased lands).
- Individuals are eligible for two (2) visits 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 and anytime thereafter – 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. (OW, ODSP, OAS, low income – Income Tax.)

### II. Hours of Pick-Up:

The Food Bank is open on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month from 9:00 am to 4:00 pm. The Food Bank is closed on Fridays.

All distributions are pre-packaged for the number of persons in the household as outlined in the Food Distribution List (attached). A separate pre-packaged food box will be available to transients (homeless).

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

III. Deliveries:

Delivery orders will be made on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month to only those who do not have access to transportation and residing outside of Garden Village. Third party arrangements will not be permitted - arrangements must be made between the client and Food Bank Worker.

IV. 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 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month from 9:00 am to 4:00 pm."

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.

V. 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).

**VI. 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.

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

**VII. 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.

**VIII. 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.

**IX. 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. The Food Bank will not accept food past its expiry date.