



UVIC SOCIETY FOR STUDENTS WITH A DISABILITY (SSD) FOOD SECURITY PROGRAM FALL 2023

Intention

The intention of this program is to reduce financial barriers for UVic students with disabilities. This program began due to COVID-19 pandemic-related social distancing and/or self-quarantine precautions, though is now serving to increase food security and access to food for disabled students at UVic. Food security is a main issue for disabled students at UVic, and this is supported by SSD community surveys.

Eligibility

This program is only applicable to members of the SSD. This includes students at UVic who:

- a) self-identify as having one or more disabilities, and
- b) are members in good standing of either the UVSS or the GSS.

This does not include associate members of the SSD. SSD Council Members are eligible for this program. The program is provided on a first-come, first-serve basis until budgeted funds are exhausted. In the case that there is increased demand, we may increase the budget or begin a waitlist.

Scope

The scope of this program offers two options.

1. Option 1 – Supplemented Good Food Box option

Intended to provide the [Fernwood NRG Good Food Box](#) once every two weeks to students living in the Greater Victoria area in addition to a **one time dry food box** provided by the SSD. From the Good Food Box, students can select either the Snack Box, Fruit Box, Medium Box, Large Box, or Organics Box (see options [here](#)). Good Food Box runs every 2 weeks through Fernwood NRG the program and first delivery will start **Wednesday September 27th, 2023** until **December 20th 2023**. To register for this program you are committing for the entire semester. Registration must be completed by **Friday September 22nd, 2023**. To collect your dry food box, please arrange to pick up before **Friday October 20th, 2023** during SSD drop in hours, or liaise with a Staff or Council Member for alternatives.

For students outside of the Greater Victoria area, or for those with a disability or food restriction that makes the Good Food Box inaccessible for them, please select the Grocery Reimbursement option.

2. Option 2 – Grocery Reimbursement option

Allows for the purchase of groceries including perishable/non perishable or take-out food items for a maximum of \$200 for individual students and up to \$300 for students with dependents per semester.

The last day to register for this program online is **Monday November 27th, 2023**. Grocery Reimbursement Program itemized receipts and cheque requisition must be received no later than end of day **Monday December 11th, 2023** in order to be processed. The receipts included must be from costs incurred during the Fall Session, as defined in the [UVic Academic Calendar](#). Documents can be submitted online by emailing edusssd@uvic.ca or in physical form to the SSD office in the student union building room B111 or our office mailbox in the general office of the UVSS room B128.

Grocery Reimbursement Applicants will receive an email with a filled cheque-req template to complete and provide with their receipts.

Students applying as having dependents are required to show government ID for those dependents, which can be presented either in person to SSD staff or a photo/scan emailed to edusssd@uvic.ca for verification. These emails will be deleted as soon as they have been verified and will only be viewed by the SSD Education & Administrative Coordinator.

If you can not deliver these forms in person or via email please ensure we receive them by mail in our office by **Monday December 11th, 2023** at Society for Students with a Disability, UVic Students' Society, University of Victoria, PO Box 3035 STN CSC, Victoria BC V8W 3P3, Canada.

Limitation for Option 1, Good Food Box option

There are two options for receiving your one-time dry food box:

1. Arrange pick up from the SSD office by **Friday October 20th, 2023** during drop in hours.
2. Liaise with a Staff or Council Member to find an alternative method.
 - a. Please collect your Dry Food Box no later than **Wednesday December 20th, 2023** (the last day of exams). If you fail to do so, we will donate the foodstuffs to the UVSS Food Bank & Free Store to ensure there is no food waste, or use the leftover foods to create the next round of Dry Food Boxes.

There are three options for receiving your Good Food Box:

1. Arrange to pick up your Good Food Box from the SSD office.
 - a. Please collect your Good Food Box no later than one week after it is delivered. If you fail to do so, we will donate the foodstuffs to the UVSS Food Bank & Free Store to ensure there is no food waste.
 - i. If you miss two consecutive Good Food Box pick ups from the SSD Office, your order will be placed on hold for future deliveries until we are able to liaise with you to ensure you are accessing your foodstuffs.
2. Collecting your Good Food Box from a community centre location. The options are Fernwood Community Centre, Burnside Gorge Community Association, Fairfield Gonzales Community Association, Oaklands Community Association, Saanich Neighbourhood Place, or Vic West Community Centre on [Wednesdays at times specified](#).
3. Delivery of the Good Food Box by the [Fernwood NRG](#) to one's place of residence is available within the Greater Victoria Area only.

Limitation for Option 2, Grocery Reimbursement option

The following guidelines are included to clarify the definition of each eligible category for reimbursement; they are not exclusive:

Perishable / Non Perishable Food Items such as: Fruits, vegetables, dairy, dairy alternatives, pantry staples, frozen meals, frozen fruits and vegetables, meat, meat-alternatives, eggs, pasta, canned foods, dried foods, granola bars, rice, grains, prepared meals, meal replacements, non-prescriptive supplements and vitamins.

1. **Take-Out Food Items** such as: Skip the Dishes, UberEats, Tutti, DoorDash pre-prepared meals such as a main dish, side, or drink.
2. **Restaurant Meals** such as dine-in meal experiences or take-out options as well.
3. **UVic Meal Plans** for students who live on campus is an eligible expense.

Medicinal / Non Grocery Items such as: Prescription medications or supplements, household items such as dish soap, toilet paper, and other household goods are **not eligible for reimbursement**.

1. You may purchase these items on the receipts submitted, but please note that the costs of these items will be deducted from your total. Please ensure your foodstuffs totals meet or exceed your reimbursement amount (\$200 for single students, \$300 with dependents).

Registration

To register please visit our website at uvicssd.ca and find our Food Security Program application under our "Campaigns and Advocacy" page. There, you will apply through our website. Our online application requires the following information from each applicant:

- A Verification of Enrollment (this can be found online at – [Online tools](#) → [Student services](#) → Tools & forms → [Online Request Forms](#) → Verification of Enrollment)
 - **Note:** if you cannot generate a Verification of Enrollment please liaise with the SSD Education & Administrative Coordinator at edusssd@uvic.ca to discuss alternate options.
- Name
- Student number
- Current living address
- Phone number

Cutoff date for registration to the program for the UVic Society for Students with a Disability (SSD) Food Security for Fall 2022 is **Monday November 27th, 2023**. Filled out cheque requisition and receipts must be received in a legible format and received no later than end of day **Monday December 11th, 2023**. Cheques processing can take up to 3-4 weeks.

Process

Once registered for the program, students will either pick-up the Good Food Box from the SSD office or their specified community centre on every other [Wednesday at specified time](#), or receive delivery within the Greater Victoria Area.

Students not receiving the Good Food Box will follow the procedure for filling out the UVSS Cheque Requisition Form as outlined on the UVSS website.

Students will submit the Cheque Requisition Form along with the **original itemized receipt** for their grocery purchase from the Grocery Reimbursement Program.

In the case the food security program is financially exhausted, we will take a waitlist of applicants and serve them on a first come-first serve basis.

Timeline

Students participating in the Grocery Reimbursement Program **must** submit their itemized receipts and fill out UVSS Cheque Requisition form and submit to SSD no later than end of day **Monday December 11th, 2023**. Late submissions will not be accepted. Cheque requisitions will be processed frequently to reduce administrative pressure and accounting backlog for the end of semester. These dates are: **October 13th, November 10th, and November 24th** or as needed.

Students participating in the Good Food Box are required to sign up each semester and notify us of any changes to their student status and/or address.

Accountability

The SSD Coordinators in combination with the SSD Council will keep track of the student participation in the program for administration and accounting purposes, and to prevent misuse.

Expectations of the Applicant

The applicant must review the current policy on the SSD website (uvicssd.ca) at the beginning of each semester to understand any changes to the program or enrollment procedures. Each application is only valid for 1 semester. You must reapply each semester.

To update your status or if you no longer need these services please email uvicssd@uvic.ca.

To apply, visit our website at uvicssd.ca and find our Food Security Program application under our "Campaigns and Advocacy" page. There, you will apply through our website for this program and choose either Option 1 or Option 2.

Internal Process

- Confidentiality CAN NOT be maintained as personal information will be shared between organizations involved in coordinating these programs (UVSS, SSD, Fernwood NRG, Fernwood Community Centre, Google sheets).
- The SSD staff and Executive Council members will review and respond to enrollment for this program within 10 business days of receiving student application.
- The cut off date for enrollment for the Grocery Reimbursement Program is **Monday November 27th, 2023**. Filled out cheque requisition and receipts must be received in a legible format by no later than end of day **Monday December 11th, 2023**. Cheques processing can take up to 3-4 weeks or longer during the holidays.
- The cut off date for registration for the Supplemented Good Food Box option is **Friday September 22nd, 2023**. Students will arrange pick up of their one-time dry box by **Friday October 20th, 2023**. The deadline to collect your dry food box and the last Good Food Box delivery is **Wednesday December 20th 2023**. After this time the remaining foodstuffs will be donated to the UVSS Food Bank or repurposed into the following semester's dry food boxes to ensure no food wastage.