



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

*Summer 2024*

## 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 conducted in 2023.

## 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. Please note there are two options for participating in this food program, and any eligible individual may only apply in one option per semester. Find details below for application deadlines and specifications. SSD Council members are eligible for this program, but their applications will not be considered until all non-council member applications received on or prior to the specified deadlines have been assessed. SSD Council members will only have access to this program if there are adequate funds left over in the budget for this program after all non-council members' applications have been processed.

## 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, Staples Box, or Sustainable Box (see options [here](#)). Good Food Box runs every 2 weeks through Fernwood NRG the program and first delivery will start **Wednesday May 22nd, 2024** and will run every other week until **August 14th, 2024**. To register for this program you are committing for the entire semester. **Registration must be completed by Wednesday, May 15th, 2024**. To collect your dry food box, please arrange to pick up before **Friday August 16th, 2024** during SSD drop in hours, or liaise with a Staff or Council Member for alternatives. SSD staff will contact students signed up for this option when their dry goods box is ready for pickup.

*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 per individual student each semester.

The last day to register for this program online is **Friday August 9th, 2024**. Grocery Reimbursement Program itemized receipts and cheque requisition must be received no later than end of day **Monday August 19th, 2024** in order to be processed. The receipts included must be from costs incurred during the Summer Session, as defined in the [UVic Academic Calendar](#). Documents can be submitted online by emailing [edusd@uvic.ca](mailto:edusd@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.

If you can not deliver these forms in person or via email please ensure we receive them by mail in our office by **Monday August 19th, 2024** 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 August 16th, 2024** 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 **Friday August 16th, 2024** (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 most of the Greater Victoria Area. Please see [this map](#) for the Good Food Box delivery region.
4. Option 1, Good Food Box, could use up all allotted funds before we get to option 2, Grocery Reimbursement. In the case that this happens we will inform students who have applied to option 2 that it is no longer available and we will close the registration link.

### 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, and meal replacements.

1. **Take-Out Food Items** such as: Skip the Dishes, UberEats, DoorDash pre-prepared meals such as a main dish, side, or drink. Take-out meals are intended for individual students. *Delivery tips will not be included in the reimbursement total.*
2. **Restaurant Meals** such as dine-in meal experiences or take-out options as well. Restaurant meals are intended for individual students. Alcoholic beverages are not eligible for reimbursement. *Tip will not be included in the reimbursement total.*
3. **Meal Kit Delivery Services** such as Hello Fresh, Chef's Plate, Fresh Prep, Good Food (note: NOT the same as the Fernwood Good Food Box).
4. **UVic Meal Plans** for students who live on campus is an eligible expense.
5. We encourage the purchase of nutritious food.
6. Option 1, Good Food Box, could use up all allotted funds before we get to option 2, Grocery Reimbursement. In the case that this happens we will inform students who have applied to option 2 that it is no longer available.
7. **Medicinal / Non Grocery Items** such as: Prescription medications, supplements or self-medicating substances such as energy drinks, 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 of \$200 per student.

## Registration

To register please visit our website at [uvicssd.ca](http://uvicssd.ca) and find our Food Security Program application under our "Funding" 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](mailto: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 Summer 2024 is **Friday August 9th, 2024** or **until funds are exhausted**. A waitlist will be taken should registration hit capacity. Filled out cheque requisition and receipts must be received in a legible format and received no later than **end of day Monday August 19th, 2024**. Cheque 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 with support from staff 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 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 August 19th, 2024**. 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: **May 31st, June 28th, July 31st** or as needed. SSD Council members will not receive payment until the final deadline for all applicants has passed and only if the budgeted funds have not been exhausted.

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](http://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](mailto:uvicssd@uvic.ca).

To apply, visit our website at [uvicssd.ca](http://uvicssd.ca) and find our Food Security Program application under our “Funding” page. There, you will apply through our website for this program and choose either Option 1 or Option 2.

## Internal Process

- Confidentiality CANNOT 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 **Friday August 9th, 2024**. Filled out cheque requisition and receipts must be received in a legible format by no later than end of day **Monday August 19th, 2024**. Cheques processing can take up to 3-4 weeks or longer.
- The cut off date for registration for the Supplemented Good Food Box option is **Wednesday, May 15th, 2024**. Students will arrange pick up of their one-time dry box by **Friday August 16th, 2024**. The deadline to collect your dry food box is **Friday August 16th, 2024** and the last Good Food Box delivery is **Wednesday August 14th, 2024**. 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/low food wastage.