



POLICY 5.2

SERVICES

Emergency Food Assistance Program

POLICY INTENT

The purpose of this policy is to govern the distribution of the emergency food assistance program (EFAP) annually budgeted and provided by the Association.

POLICY

Emergency Food Assistance Program

- 5.02.1. Applications must be made through the AUGSA website.
- 5.02.2. Incomplete applications will be rejected. It is ultimately the member's responsibility to contact the office to ensure their application has been received and is complete.
- 5.02.3. The AUGSA Awards and Services Manager shall select successful applicants via a random draw monthly in accordance with the budgeted amounts made available for the program.
- 5.02.4. For each fiscal year, any EFAP funding that is not given out subsequent to a regularly scheduled disbursement will be available for the following month within the same fiscal year. No funding will be carried over into the following fiscal year.
- 5.02.5. From time to time, the Awards and Services Manager can elect to move funds around based on availability and need.
- 5.02.6. The application process must remain clear and relatively simple to fill out. The intent is that the application itself should not be a barrier to a member applying.

Deadlines

- 5.02.7. There shall be twelve deadlines per fiscal year for the EFAP program, which is the last day of every month.

5.02.8. All applications received are reviewed after the monthly deadline closes.

Eligibility Criteria

5.02.9. Applicants must be an active AUGSA member on the date of application.

5.02.10. Applicants must use their assigned Athabasca University e-mail address or otherwise their application will be considered ineligible.

5.02.11. Applicants must submit all requested documents as outlined on the respective application to be eligible for an award or bursary.

5.02.12. Any applicant that does not receive funding through the EFAP program may re-apply in subsequent months as long as food insecurity remains a concern for that student.

5.02.13. AUGSA Council Members are not eligible for the EFAP program.

Application Information

5.02.14. Information and applications submitted for consideration for the EFAP program will be used only for the purposes for which it was collected, including review of that information in conjunction with subsequent applications.

5.02.15. Applications will be viewed only by AUGSA staff as necessary for the purposes of the application process.

5.02.16. Applications for all EFAP will be retained by AUGSA as necessary for legal and business purposes as outlined in AUGSA's records management policy.

5.02.17. AUGSA will never publish the names of recipients of the EFAP program or those who have been declined for funding through the EFAP program.

RELATED REFERENCES AND POLICIES

This Policy References

Records Management

This Policy is Referenced by

POLICY RESPONSIBILITY

Executive Director

POLICY HISTORY

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