


SAKIMAY FIRST NATIONS
BAND MEMBER ALLOTMENT
PROGRAM



Adopted June 12,2013

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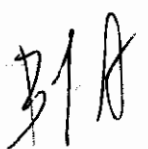
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	Policy Title:	Band Member Allotment
	Policy Number:	AP-00-01
	Date Approved:	June 12, 2013
	Date Amended:	May 27, 2013

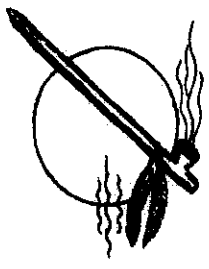
I. INTRODUCTION

1. The purpose of the Sakimay First Nations Band Member Allotment Program is to provide financial assistance to eligible Members where no other alternate source of funding can be identified to meet unforeseen, emergency needs.
2. The Band Member Allotment Program is funded, solely, from Sakimay First Nations' own source revenue.
3. The benefits outlined in this program will be administered in a transparent, fair and equitable manner. Levels of assistance will be enforced and the program administrator retains the right to adjust the levels of assistance based on circumstances pertaining to individual applications.
4. The benefits of this program are available to all Members, regardless of residency.
5. The benefits outlined in the program are based on an annual allocation of funds from Chief and Council, divided into twelve, monthly installments. Under no circumstances will the monthly installments be exceeded.
6. In the event that the number of applications exceeds the monthly installment, the remaining applications will be denied. Applicants can reapply on the first business day of the following month
7. The Sakimay First Nations Chief and Council reserves the right to alter, suspend and/or terminate this program.

PROCEDURES:

1. Members should contact the Sakimay First Nations Administration Center for information regarding the Band Member Allotment Program.
2. For clarification in interpretation, the definitions outlined in the Standards Definitions and Interpretations Policy apply to this program.



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II. ELIGIBILITY

1. To be eligible for assistance under this program, applicants must:
 - i) Be a Registered Member of the Sakimay First Nations; and
 - ii) Be aged 18 (eighteen) years of age or older; or
 - iii) A legal guardian making application on behalf of a minor child; and
 - iv) Where applicable, proof that expense has been denied from funding agent generally considered responsible, including but not limited to: Health Canada, AANDC, Provincial or First Nations Social Assistance Agencies, insurance plans.

2. Applications and supporting documentation must be forwarded to the program administrator by one of the following means;
 - i) In writing, by mail, personal application or facsimilie; or
 - ii) In digital format by email
 - iii) Or initial enquiry by telephone.

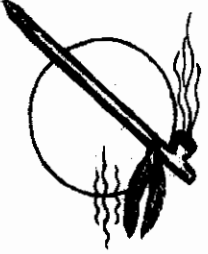
3. Incomplete applications will not be considered or processed.

4. Members may be considered for (1) allotment per month, to a maximum of (2) two per fiscal year.

PROCEDURES:

1. The program administrator will date stamp and record all applications and supporting document as received.
2. Applicants who fail to submit supporting documentation will be advised that the application will be placed on hold for a period not exceeding seven (7) days. If the applicant submits the required documentation, the application will be processed as per policy. In the event that the supporting documentation is not submitted within the required seven (7) days, the application will be denied. Applications can be resubmitted in the following month.
3. The original application and supporting documentation will be attached to the cheque requisition and forwarded to the finance office.
4. The program administrator will maintain a vendor based filing system for program files.

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III. BENEFITS

Eligible items that may be considered as benefits under this program include:

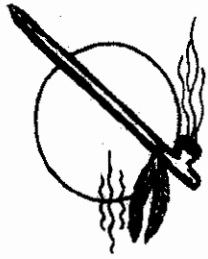
1. Aids to Independent Living and Corrective Devices – including primary, non-cosmetic eyewear and dental; hearing aids, homecare safety devices
 - i) Maximum based on lower of actual cost or \$300.00
 - ii) Payments will be issued to supplier based on invoice
 - iii) Letter from NIHB confirming applicant's ineligibility under their program
 - iv) Cosmetic or secondary devices are not eligible.

2. Emergency Shelter/Utilities – as a result of unforeseen circumstances including but not limited to; extreme weather events, spousal separation, income loss or interruption as a result of a debilitating accident or sudden illness, which prohibits the applicant from working
 - i) Maximum based on lower of actual cost or \$300.00
 - ii) Eligible costs include; shelter, power, hydro, natural gas, propane heat, water or telephone, cellular bill, Para transit service.
 - iii) Payments will be issued directly to supplier.
 - iv) One allotment per household may be considered.

3. Emergency Hospitalization - involving a life threatening trauma, and or serious illness with immediate family member
 - i) Maximum based on lower of actual cost or \$300.00
 - ii) Written confirmation from hospital nursing unit and/or Native Services
 - iii) Payment may be made directly to the applicant
 - iv) One allotment per household may be considered.
 - v) Applications will not be considered where support is the responsibility of another agency or program such as NIHB,(Non Insured Health Benefits) Social Services or any band program.

4. The Band Member Allotment Program will not consider reimbursements to Members.

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PROCEDURES:

1. The program administrator will use discretion to meet the needs of qualified applicants and the urgency of the situation, for example; issuing purchase orders and meal requisitions.
2. Supporting documentation must be in the applicant's name and includes; landlord notification of rental arrears, water, power and energy bills.


IV. APPLICATION PROCESSING AND REPORTING

1. Completed applications will be forwarded to the Director of Operations for final approval.
2. If approved, the program administrator shall;
 - i) Confirm with the applicant the timeframe and method of payment; and
 - ii) Prepare the documentation for payment and submit to the finance office for processing; and
 - iii) Indicate on the documentation the method by which the payment will be distributed, for example; mail, applicant pick up, bank deposit.
3. If not approved, the program administrator shall;
 - i) Inform the applicant, in writing, of the reason for denial; and
 - ii) When an application is denied due to non-compliance with policy or shortage of funds, the decision is not subject to appeal.
 - iii) Any appeals under this policy will be administered according to the Administrative Review Panel guidelines.
4. The program administrator will prepare a written report, on a monthly basis, detailing all applications received by name, amount and types of benefit allotted.

PROCEDURES:

1. The Program Administrator shall review and make recommendations regarding the levels of assistance and types of emergency benefits.
2. The program administrator will maintain a list of all applications and the applicable policy clause relating to the decisions.
3. The monthly report of allocations will be presented to the Chief and Council with the Director of Operations regular report.

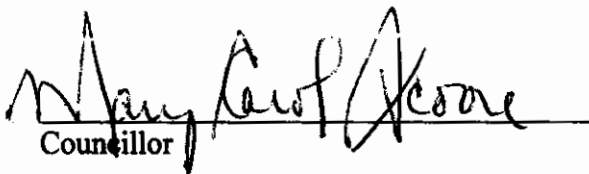


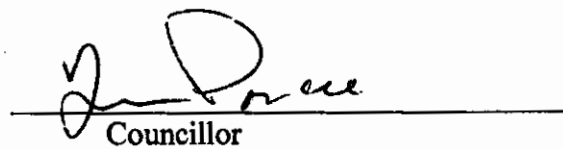
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V. REVIEW AND AMENDMENTS

1. The Director of Operations and the program administrator shall present recommendations to the Chief and Council regarding possible policy amendments.
2. This Sakimay First Nations Band Member Allotment Program will be reviewed on an annual basis, immediately following annual budget allocations.
3. Any revisions and amendments will be in force and effect on the date of ratification by Chief and Council motion.


Chief

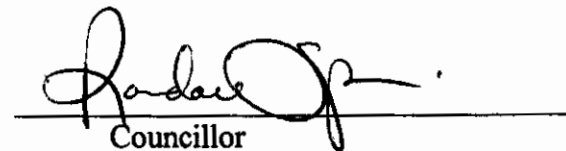

Councillor

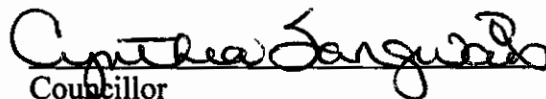

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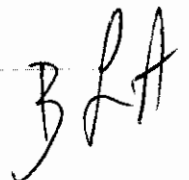
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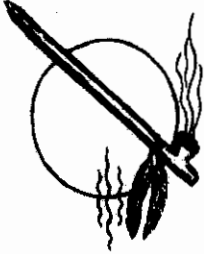
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VI. DESCRIPTION OF CHANGES

Description of Changes	Date Approved
Adopted at Chief & Council	September 24, 2002
Reviewed and amended	December 4, 2002
Reviewed and amended	February 6, 2003
Reviewed and amended	February 26, 2004
Reviewed and amended	October 26, 2004
Reviewed and amended	January 18, 2005
Reviewed and amended	July 31, 2008
Reviewed and amended	May 27, 2009
Reviewed and amended	April 18, 2012
Reviewed and amended by Treasury Board	May 27, 2013
Revisions adopted by Chief & Council	June 12, 2013

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