# STUDENT EMERGENCY FUND PROGRAM GUIDELINES

## OUTCOMES

When a SEF is granted, it should provide at least one of the following outcomes to the student(s) involved:

- Decrease barriers for learning in school
- Improve mental or physical well-being
- Help students fully engage in all aspects of school life

The Student Emergency Fund (SEF) **provides immediate relief** for students, and their families, in emergency situations so they can continue to fully participate in their learning.

For the purpose of the SEF, emergency situations are defined as *serious, unexpected and unforeseen circumstances that require immediate action.* Examples could include:

- Food at home (is there access to a Sharing Cupboard?)
- Medical needs
- Eyeglasses
- Clothing/shoes/winter wear
- Emergency Transportation (on a case-by-case basis)
- Other one-time immediate need

## ELIGIBLE AMOUNT OF SEF GRANTS

**Food**

Each approved request for food can be granted to a maximum of $250 per HPEDSB student, per school year. *If more than $250 is required, please provide rational and estimated expenses with request.*

**Other Emergency Requests:**

All other requests will be considered on a case-by-case basis. Funding is based on the actual cost of the approved items, and HPELF will reimburse full value once receipts are submitted.

SEF requests must **only include support for students enrolled at the school submitting the request**. If a sibling attends a different HPEDSB school, that school must submit a separate request for them.

# EXCLUSIONS

**Situations that are not eligible for funding through the SEF include, but are not limited to:**

- Prescription medication expenses (considering both private insurances, OHIP Plus and Trillium coverage should be available for all students)
- Funding for items/costs/course fees to be covered through school-based funding
- On-going household expenses (e.g. rent, utilities)
- Extracurricular sporting activities (please refer family to Jumpstart)
- Optional school trips (not a part of a class trip, e.g. Europe)
- Non-sanctioned school events (e.g. Prom)

# PROCESS

**Student Emergency Fund requests are made by sending an email to the Program Coordinator.**

- Requests submitted on behalf of a student must demonstrate careful consideration, ensuring that all internal and external support resources have been fully explored before an application is submitted to The Learning Foundation.
- The Program Coordinator is responsible for receiving requests from schools and verifying that all required information is thoroughly completed and included.
- The request is reviewed, and if it clearly meets the established criteria, an approval notification is sent to the school Principal and any other designated school staff listed on the request form.
- The Program Coordinator will contact the principal if additional information is needed.
- If a request falls outside of the SEF guidelines, the Program Coordinator will consult with the Learning Foundation Executive Director about a final decision.
- Once approval is communicated via email, school staff shop for items/shopping cards needed and submit receipts to the Learning Foundation for reimbursement along with a **SEF Reimbursement Expense Form ***.
- **SEF funding will be reimbursed to schools only**. Cash or cheques provided directly to families will not be reimbursed.
- An individual student may receive assistance for different needs during the school year, but each specific need can only be funded once per year. For example, a student could receive support for both groceries and eyeglasses within the same year, but not for groceries more than once.

# COLLECT FEEDBACK

**On the SEF Reimbursement Expense Form:**

- When providing support to families, **we ask that you invite them to provide feedback on the impact that the SEF has had on their family.**
- This collection of anecdotal responses, directly from those who receive assistance, will help us demonstrate the tangible benefits of our initiatives, strengthen our case with current and potential donors, and encourage ongoing support for our programs.
- Personal information will not be shared publicly.
- Feedback can be shared in many ways, such as a written testimonial, a story, a photo, or a thank-you card.

The SEF request and expense forms can be found at: www.hpelearningfoundation.ca