



BIG LAKES COUNTY POLICY



TITLE: Christmas Angels Hamper Policy	
POLICY NUMBER: FCSS-02	
LEGAL AUTHORITY:	
APPROVED BY COUNCIL: November 9, 2005	
EFFECTIVE DATE: November 9, 2005	REVISED DATE: October 9, 2019

Policy Statement

Big Lakes County recognizes the importance of assisting disadvantaged, low-income County families during the Christmas season. This program, known as the "Christmas Angels Hamper Program," is funded by donations and is delivered in accordance with the provisions outlined in this policy.

Policy

Definitions:

For the purposes of this policy:

"County" shall refer to Big Lakes County

"Applicant" shall refer to any individual who has submitted an application for the Christmas Angels Hamper Program.

"Collection Point" shall mean the location(s) established to receive applications and donations for the Christmas Angels Hamper Program.

"FCSS" shall mean the Family and Community Support Services program of Big Lakes County.

"FCSS Office" shall mean the Family and Community Support Services offices located in the Hamlet of Enilda, Hamlet of Faust, Hamlet of Grouard, Hamlet of Jossard, and Hamlet of Kinuso.

Program Delivery

A, General Provisions:

1. It is the intent that the program created through this policy serve as many disadvantaged, low income families as resources allow.



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2. Each collection point shall ensure that a mechanism is available for acceptance of monetary donations.
3. All monies donated to this program will be used for the sole purpose of providing food hampers for the disadvantaged and toys/gifts for children and youth.
4. The program will be advertised as deemed appropriate by the FCSS Manager.
5. Applications for participation in the program will be available at FCSS offices and the County Administration Building. The deadline to submit an application shall be set on a date in December to be determined by the FCSS Manager.
6. Late applications will not be accepted.
7. All food hampers and gifts will be distributed prior to December 25th.

Overflow/Shortfalls

1. Every effort will be made to operate on a zero-sum basis; however, if this is not possible, the following will apply:
 - a. Although eligibility depends on official poverty line criteria, if the volume of requests is far greater than donations, hampers will go to the lowest income families and individuals, who have applied.
 - b. In the event that the volume of donations exceeds the needs of the applicants, the FCSS manager will ensure that any excess cash donations will be maintained in a reserve fund for the sole purpose of assisting with the following year's hamper program.

Eligibility Requirements:

1. To be considered for eligibility, a completed application must be received at an FCSS office or the County Administration Building prior to the deadline set by the FCSS Manager.
2. The applicant must be a resident of Big Lakes County.
3. The applicant will be required to provide an Alberta Health Care card and proof of residency upon submission of an application. Applications submitted without the above will not be considered.
4. All applications will be dated upon receipt at the office where they were received.



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Determinations of Eligibility:

1. All decisions with respect to the eligibility of an applicant are the responsibility of the FCSS Manager. The decision of the Manager shall be final.
2. Applicants who do not meet the qualifications for eligibility will be notified with by letter.
3. All complaints with respect to this program shall be forwarded to the FCSS Manager.

Reeve

A/Chief Administrative Officer

October 17, 2019

Date of Final Signature