



To: All Staff and Faculty
From: Human Resources -- F.A.I.T.H. Fund Committee
Subject: **F.A.I.T.H. Fund Food Assistance Program**
Date: February 1, 2011

The *F.A.I.T.H. Fund* includes a **Food Assistance Program**. Employees may apply for food assistance, or co-workers may initiate the application process by submitting a **Food Assistance Request Form** for employees who need help purchasing groceries.

The food assistance is limited to a maximum of two (2) \$100 Farm Fresh food certificates per year per employee. Approval of a food assistance certificate will not be counted toward the emergency financial assistance limits of \$600 per assistance occurrence, or a cumulative total of \$1,800 over a two-year time period.

Food Assistance Request Forms may be submitted through any F.A.I.T.H. Fund committee member or directly to Human Resources. The approval of at least two committee members is required for the food certificates unless the request is included in the F.A.I.T.H. Fund application for other financial assistance in which case will follow the normal application and approval procedures.

F.A.I.T.H. FUND Food Assistance Request Form

Name of Employee to Receive Certificate: _____

Date of Request _____

Department _____ Work Telephone Extension _____

_____ \$50 _____ \$100 _____ \$150 _____ \$200 (Note: You are limited to \$200 in a calendar year)

Name of Person Submitting Application (if other than recipient): _____

Circumstances Regarding the Request: _____

Please Submit This Form To: Human Resources, ADM 111

<u>F.A.I.T.H. Fund Signatures</u>	<u>Date</u>	<u>Approved</u>	<u>Declined</u>	<u>Comments</u>
_____ Committee Member	_____	_____	_____	_____
_____ Committee Member	_____	_____	_____	_____