



CommunityLINK Reimbursement Form

Month of Expenses	
_____-LR (Year YYYY) (Month MM)	Example: 2022.09-LR for Sept 2022 Expenses

Cheque Payable To:		Payable To Signature:	
Title & School (e.g. Teacher-KRSS):			
New vendors: Please attach a completed A.10 New Vendor Set-up Application			
CommunityLINK Supplies & Meals G/L Code: 0 0000 4 10 51100		Cost Center:	

Description of Reimbursement:	GST	Total Amount
TOTAL:	\$	\$

School Based Approval			
Principal Signature:		Date:	
School:			

Please submit with itemized receipts and/or Monthly Meal Tracking sheet, single sided to:
 Inclusive Education, School Board Office | Email: clerical.inc@sd8.bc.ca

Inclusive Education Approval for Payment			
Approved Signature:		Date:	
Title:	Director of Inclusive Education		

CommunityLINK FOOD EQUITY Funding Procedures

CommunityLINK funding is a Special Purpose & Targeted Budget. This budget cannot be overspent and there are no carry-forwards. Funds will be allocated to schools for FOOD EQUITY in the fall and must be spent by April 30th. These funds are intended for food purchases only to support students who are vulnerable for food insecurity, as identified by the school principal and SBT, with enhanced food provisions at school. CommunityLINK criteria for identifying students who are vulnerable include: family income, low socio-economic status, BC Ministry of Children and Family Development involvement, etc.

Food programs in schools must follow Ministry and District policies and procedures (including but not limited to): Current K-12 Communicable Disease guidelines, [School Meal and School Nutrition Program Handbook \(2010\)](#), [Guidelines for Food and Beverage Sales in BC Schools](#). For spending questions regarding CommunityLINK funds please contact Inclusive Education Director Deanna Holitzki.

At the beginning of the school year a Food Equity Plan is due by **September 22nd**, and a final reporting is due by **May 15th** from each school.

Reimbursement of CommunityLINK Funding (410-51100-xx Supplies-Meals)

For schools to receive reimbursement please submit an A.1f CommunityLINK Reimbursement form with appropriate documentation for approval to Inclusive Education clerical.inc@sd8.bc.ca. Once reviewed and signed it will be processed with Accounts Payable.

For no fee Snack Programs, Bag Lunch Programs, Family Support of pre-made meals, and Breakfast Programs - Support documentation should include:

- Detailed grocery store receipts for healthy food given directly to vulnerable student. Cannot be paid by Principal's credit card. Many stores allow schools to have a store account and invoice monthly. Please set this up with your local grocery store or pay directly and submit an A.1f CommunityLINK Reimbursement form. Food items should be selected from the "Choose Most" primarily and "Choose Sometimes" occasionally as listed in the School Meal and School Nutrition Program Handbook (2010).

For all programs that charge a fee per meal, such as Hot Lunch, Catered, and Cafeteria Programs - Support documentation should include:

- Monthly Food Equity Tracking for Meal Program spreadsheet. Information must include student initials, grade, date per meal, meal cost, food provision and Munch a Lunch order if applicable. Please note that only 60% of this cost will be reimbursed.

CommunityLINK Funds **cannot** be used for the following:

- Grocery Gift Cards
- Wages for food production
- Food for entire classrooms
- Groceries for entire foods class or entire meal program
- Food items listed as "Not to be Served" in the School Meal and School Nutrition Program handbook (2010)
- Staff/classroom materials or supplies
- School fees