



# THE LUNCHBOX RELIEF PROGRAM

## Guidelines & Procedures

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**The purpose of this document is to provide information and the necessary requirements to access the LunchBox Relief Program.**

The Lunchbox Relief program relieves food insecurity among children. This program will help struggling families who constantly worry about how to feed their children throughout the school term.

### **Program Objectives:**

- Provide immediate crisis support by offering snack food items to school children in our multicultural community.
- Ensures parents and guardians can provide daily nutrition to their children.
- Alleviate the stress, anxiety, and embarrassment to those students who often don't have anything to eat at school.
- Support all families in Greater Western Sydney affected by financial hardship.
- Improve the lives of children and empower them to be healthier, happier and more secure.

### **Eligibility**

- Children in Public Primary School (Kindergarten to Grade 6)
- Families experiencing financial hardship
- Parent / Guardian under Centrelink benefit and/or
- Low-income families

### **Documentation Required**

- Proof of Identification (e.g. Centrelink Concession Card and Driver Licence)
- Proof of Income (e.g. Centrelink Income Statement or Pay Slip)
- Proof of experiencing financial hardship.

The proof of identification must be presented every week when the 5-day pack is picked up.

**\*\* Please note that each 5-day pack of snack food items will vary each week \*\***

## Steps to gain access to the LunchBox Relief Program

1. Parent/Guardian registers their child/children **directly** with our organisation by phone, email or website.
2. Non-English speaking parent/guardian can request an interpreter to help them with the registration form.
3. Parent/Guardian must pick up the 5-day snack pack every **Friday between 2:30pm - 4:30pm** from our Centre at 126 Avoca Road, Wakeley NSW 2176 (Brian Wunsch Centre).
4. If a parent/guardian does not have transportation to go to our Centre, they must nominate a friend/relative to pick up the 5-day pack on their behalf with a letter of authorisation. Please contact our office by calling 02 8798 2853 to advise of this change.
5. If for any circumstance the parent/guardian does not want to receive the 5-day snack pack for a particular week, they must notify our office, no later than Wednesday of each week.
6. As part of the Multicultural NSW Grant who has provided some funding for this program, all children who receive the snack packs, together with their parent/guardian are **required** to attend a small event. Attendance will include local media presence and the Honourable Dr Geoff Lee MP (Minister of Multicultural NSW).

**Event: Friday 30<sup>th</sup> October 2020 at 3:30pm at the Brian Wunsch Centre.**