

M'Chigeeng First Nation – Health and Wellness Department	
Policy and Procedure:	Clothing Assistance Program Policy
Approval Date:	
Department:	Health and Wellness Department – Family Resources

Introduction:

M'Chigeeng First Nation recognizes the cost of living and the increase in cost of clothing for children in school. With the funding provided under the Child Family Services, M'Chigeeng First Nation has allocated \$250,000.00 to assist families in need for the purchase of clothing for the 2026-27 school year. Each child may be eligible for up to \$1000 (one time) based on the criteria under section 4 of this policy.

1. Promoting Well-Being for Children

M'Chigeeng First Nation recognizes the importance for children to have proper clothing in school, and the positive impact it carries in the well-being of children.

2. Enhancing Access and Equity

The cost of clothing can be a significant barrier for many families. By providing funding, M'Chigeeng First Nation ensures that all children and youth have an equal opportunity to have proper clothing attire, regardless of their socio-economic status. This commitment to equity helps level the playing field and promotes inclusivity in community participation.

3. Building Future Leaders

M'Chigeeng First Nation wants to ensure all our children are treated fairly and given the same opportunities as everyone. By having proper clothing may reduce the stigmas and social anxiety placed on our children. M'Chigeeng First Nation continues to promote a positive atmosphere to the future leaders of our community.

4. Eligibility Criteria:

- Children and youth aged 12 months to 18 years at the time of registration.
- The child must have at least one parent who is a registered band member of M'Chigeeng First Nation (on and off)
- Each eligible child or youth may receive up to \$1,000 in funding to assist in the purchasing of back-to-school clothing.
- Any parent/caregiver that has not reconciled any previous funding received under the Child Family Services Program is not eligible under this program.

Application Process:

1. Parents or caregivers obtain and complete the Clothing Assistance Program Claim Form (see Appendix A). **Applications will open August 4th, 2026, and reimbursements will be considered until September 6, 2026.**
2. Attach required documentation (see below).
3. Submit the completed claim form by **September 11, 2026**, to Shelby Roy, Prevention Worker in person, by mail, or via email:
clothingassistance@mchigeeng.ca
4. Program staff will review claim forms for completeness and eligibility.
5. Claims will receive confirmation of approval or notification of missing information within 10 business days.

Payment and Reimbursement Process:

1. Upon approval, families may submit invoices or receipts for eligible purchases
2. Payments are made directly to parent/caregiver as indicated on the claim form.
3. Payments are processed within 10 business days of receipt of complete documentation.
4. For parents/caregivers who do not have the financial resources to purchase the clothing upfront, can sign up for the bus transportation and the financial assistance will be provided on day of travel – please reach out to
clothingassistance@mchigeeng.ca to make alternate arrangements.
5. All transactions are tracked for transparency and accountability.
6. Reimbursements will be considered from August 4, 2026, until September 6, 2026, and will be on a first come first serve basis until the funding allocation is expended.

Documentation Requirements:

- Completed claim form (see Appendix A).
- Proof of child/youth age (e.g., birth certificate, status card).

Equity and Inclusion:

This initiative is committed to equitable access for all eligible children and youth. The program prioritizes inclusion by:

- Ensuring no child or youth is denied participation due to financial barriers.
- Providing accommodation for children with disabilities or special needs.
- Supporting culturally relevant activities that reflect community values.

Program Monitoring and Reporting:

- Program staff will track fund usage, participant numbers, and outcomes.
- Feedback from families and participants will inform future program improvements.

Contact Information:

For questions, support, or application assistance, please contact:

- Shelby Roy
- Clothing Assistance Program
- Phone: (705)348-1675
- Email: clothingassistance@mchigeeng.ca
- Address: 689 Hwy 551, M'CHIGEENG, ON, P0P 1G0

Appendices:

Clothing Assistance Program Claim Form