

The RODS Newcomer Emergency Fund exists to provide essential short-term emergency support to Newcomers to Regina who do not have sufficient financial means. This short-term financial support program is intended to assist with emergency transitional support only. Expenses for which RODS would ordinarily expect to be reimbursed by funders pursuant to existing program arrangements/contracts are not covered by the Fund. Prior to considered use of the RODS Newcomer Emergency Fund, all avenues of possible external program funding and community resources must be explored and deemed inaccessible or ineligible.

Newcomers are defined as immigrants and refugees arriving to or residing in the City of Regina or surrounding area.

The schedule outlines the historical types of requests that come forward from clients requesting emergency assistance from the Regina Open Door Society. While outlining the historical requests that come forward, there may be requests/needs that fall outside the items identified. In cases where requests fall outside the anticipated listed items, a review and authorization can be sought from the Executive Director.

Central Finance & Administration will follow the above schedule of allowable expense and corresponding authorizations. The authorized approvers, The Director and/or Senior Manager of Settlement Family and Community Services (SFCS), or the Executive Director where required, will complete and sign the pre-approval expense form, submitting it to Finance identifying it as an expense against the RODS Newcomer Emergency Fund.

Need	Authorization Level 1	Authorization Level 2	Additional Information
Temporary Accommodation	Up to 2 days approved by the Director/Senior Manager of SFCS	Stays in excess of 2 days requires the approval of the ED	Location of temporary accommodation subject to client needs/agency services
Basic Staple Food	Up to 2 days approved by the Director/Senior Manager of SFCS (\$20.00 per day per person if a kitchen is available) (\$35.00 per person per day for catered meals)	Basic staple food in excess of 2 days requires the approval of the ED (\$20.00 per day per person if a kitchen is available) (\$35.00 per person per day for catered meals)	Rates for staple food reflect rates in established RODS assistance programs. (\$20.00 per day per person if a kitchen is available) (\$35.00 per person per day for catered meals)

Infant needs (Diapers, formula)	Expense of up to \$100.00 approved by the Director/Senior Manager of SFCS	Expenses in excess of \$100.00 requires the approval of the ED	The Regina Food Bank 'Reclamation Program' should be checked first for supplies before purchase
Essential non-prescription Drugs	Expense of up to \$50.00 approved by the Director/Senior Manager of SFCS	Expenses in excess of \$50.00 requires the approval of the ED	The Regina Food Bank 'Reclamation Program' should be checked first for supplies before purchasing.
Personal Hygiene Supplies	Expense of up to \$50.00 approved by the Director/Senior Manager of SFCS	Expenses in excess of \$50.00 requires the approval of the ED	The Regina Food Bank 'Reclamation Program' should be checked first for supplies before purchasing.
Taxi Voucher or bus pass	Expense of up to \$25.00 approved by the Director/Senior Manager of SFCS	Expenses in excess of \$25.00 requires the approval of the ED	
Wheel Chair rental/Mobility device rental	Expense of up to \$100.00 approved by the Director/Senior Manager of SFCS	Expenses in excess of \$100.00 requires the approval of the ED	
Emergency Transport outside of Regina	All requests for emergency transportation must be reviewed and approved by the ED	All requests for emergency transportation must be reviewed and approved by the ED	
Emergency Utility payment	Expense of up to \$100.00 approved by the Director/Senior Manager of SFCS	Expenses in excess of \$100.00 requires the approval of the ED	
All other emergency requests that fall outside the above list	Requires the review and approval of the ED	Requires the review and approval of the ED	Requires the review and approval of the ED