



CHAMPAGNE AND AISHIHIK FIRST NATIONS

Emergency Fund Policy


Note: This policy replaces the previous Emergency Medical Fund Policy and the Emergency Fund Policy.

(NOTE for drafting – Review #1 – Jan 5, 2024, Review #2 – April 29, 2024, Review #3 – May 28, 2024, Review with MC on Feb. 4, 2025)

Approved by First Nations Council: July 10, 2025

Effective Date: July 10, 2025

Governance Department
Champagne and Aishihik First Nation
Haines Junction | Whitehorse, Yukon



Dän nátthe äda K'úkhjá
Chief Barb Joe



1. Vision of Champagne and Aishihik First Nations

Champagne and Aishihik First Nations

Vision Statement

*Dákwän Shadhäla yè Äshèyi Kwädän dá government yè,
dän shäw ghüle du n-däsädüye shí.*

Dän dets'an shäw näkutth'et du n-läts'an näkune ní.

Kwädqy dän k'è, dákeyi shü dákeyi ye dákwänje shü ghàts'ukhí nū.



*We, the Champagne and Aishihik First Nations people and government
Shall promote a healthy, unified and self-reliant people,
While conserving and enhancing our environment and culture.*

2. Introduction

The Vision of Champagne and Aishihik First Nations has always called for self-reliant people. Self-reliance is the dependence on one's own powers and resources to the greatest extent possible, rather than those of others. At the same time, we recognize that emergency situations can happen. The Emergency Fund Policy is a component of our "Supported Self-Reliance" approach of providing assistance during times of need.

This policy applies to all CAFN Enrolled Citizens and their Immediate Family Members that reside within Canada.





3. Definitions

The following definitions apply in this policy:

“Applicant” means a person who is requesting emergency funding and whose eligibility has not yet been determined;

“Citizen” means a Citizen of the Champagne and Aishihik First Nations as determined by the *Constitution of the Champagne and Aishihik First Nations*;

“Emergency” means a present or imminent temporary event or situation that requires immediate action to assist and support the safety and welfare of a CAFN Enrolled Citizen or their Immediate Family.

“Enrolled” means enrolled under CAFN’s *Āghàatān (My Relatives) Enrollment Act*;

“Immediate Family Member” means father and mother (adopted, biological or step), legal guardian, spouse, common-law partner, uncle, aunt, grandmother, grandfather, brother and sister (adopted, biological or step), children (adopted, biological or step) and grandchildren.

“Medical Emergency” means an injury or illness that is acute and poses an immediate risk to a CAFN Enrolled Citizen’s, or their Immediate Family members’, life or long term health, resulting from a sudden diagnosis and/or traumatic event.

4. Purpose

CAFN recognizes that an Emergency can have a significant negative impact on a family. To assist with these situations, funds are available to support families facing an Emergency or a Medical Emergency.

The Emergency Fund should be considered as a last resort, after an Applicant has sought, researched, and applied for funding from other sources prior to applying to CAFN. Yukon Government and NIHB have medical treatment travel programs. Other sources of financial assistance are also available to individuals.

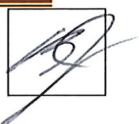
An Enrolled Citizen may apply for funds more than once per fiscal year, but may only access a maximum value of funding, as outlined in section 7, Available Funds. Applications made under the Emergency Fund are subject to available funds within the CAFN operating budget.

Community Wellness department staff are available to assist Citizens in accessing other sources of funding and in coordinating services with other agencies, if requested.

In addition, Case Managers are always available to work with clients experiencing emergency situations, to provide support when needed.

5. Eligibility

This policy establishes the conditions of eligibility related to accessing funds intended to assist Citizens when immediate and serious Emergency or Medical Emergency situations arise. In the case





of a Medical Emergency, these funds are available to assist with costs associated with transporting the patient to appropriate medical care, and/or costs associated with an Immediate Family Member travelling with the patient or to be with the patient if the patient is outside of the community for an extended period of time.

In order to be eligible for the Emergency Fund, an Applicant must be:

- an Enrolled Citizen or an Immediate Family Member of an Enrolled Citizen;
- a Canadian resident; and
- a minimum of 18 years old.

The Emergency Fund may only be used for a temporary event or situation that requires financial assistance, which may include physical property damages, death in the family, and/or unexpected expenses that arose from an Emergency or Medical Emergency situation or event.

The application shall be assessed based on the Emergency or Medical Emergency need and the information provided in the application form. It is the Applicant's responsibility to provide all supporting documentation to accompany the application form before a decision can be made. Please note that in some situations Emergency Funds can be granted where Applicants have received other funding (such as NIHB), where the other funding is determined to be insufficient.

Note that receipt of Bereavement funds from CAFN does not impact eligibility for the Emergency Fund.

6. Procedure

For an Emergency, the family will nominate one family spokesperson to submit the application for funds, and represent the family with respect to any related decisions. This individual will be the Applicant and the payee to receive funds from CAFN. The Applicant will be required to:

- Complete the application form;
- In the case of a Medical Emergency, provide documentation from a registered Health Care Professional regarding the nature of the Medical Emergency; and
- Provide documentation of approval and/or rejection of application to other funding sources.

For clarity, applications will not be processed and funds will not be released until a family spokesperson is identified.

CAFN Enrolled Citizens and their Immediate Family Members who face medical travel emergencies must access financial assistance and coordination of travel from the following agencies, where applicable, prior to contacting CAFN:

- NIHB;
- Yukon Government Health Services;
- Employer's insurance provider;
- Workers' Compensation (for injuries occurring in work situations);
- Other potential charitable providers.





In the case of services and funding being denied by one of the above, the appeal and reapplication process can be aided by CAFN Community Wellness department staff.

6.1 Application Process

Applicants shall complete the application form to request financial assistance under this policy. Applications can also be completed over the phone with a CAFN Community Wellness department staff member.

Applicants must provide documentation demonstrating the Emergency situation.

Applications must be received within one month from the date of the Emergency or Medical Emergency. The Director of Community Wellness may extend this timeline in exceptional circumstances.

The Community Wellness department must receive all supporting documentation before an application is assessed.

A CAFN Case Manager can be available to assist with completion of the form and will collect all of the supporting documentation and then forward the completed application to the Wellness Manager or designate. The Wellness Manager or designate will assess eligibility, including confirmation that the funding allocation for the Applicant has not been exhausted in the current fiscal year, and make a recommendation regarding approval to the Director of Community Wellness.

The Director of Community Wellness will review the recommendation, confirm the amount of funding to be provided, document the decision on the application form, and provide the decision to the Manager for communication to the Applicant. The Director of Community Wellness will make best efforts to make a decision immediately, but the Applicant can expect a decision within 3 days from providing a completed application form.

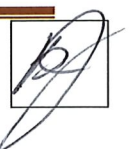
If the Director of Community Wellness is unavailable or in a conflict of interest, the Executive Director will review the recommendation and confirm the amount of funding to be provided.

6.2 Validating Requests

In determining the eligibility of Applicants, and with the consent of the Applicant, Community Wellness department staff may speak to relevant individuals to determine the details of the Emergency situation. Only the minimal level of information required to assess eligibility will be collected, and information provided in this application process will be treated as confidential.

6.3 Decisions

Decisions will be made solely based on the information provided on the application form and supporting documentation submitted.





7. Available Funds

Upon approval of the application, funding may be allocated to the Applicant, as follows:

- In the case of an Emergency, funding may be approved up to a maximum of \$2,500 per fiscal year, per Applicant (per family).
- For a Medical Emergency within Yukon, funding may be approved up to a maximum of \$2,500 per fiscal year, per Applicant (per family).
- For a Medical Emergency outside Yukon, funding may be approved up to a maximum of \$3,750 per fiscal year, per Applicant (per family).

These amounts are total annual allocation maximums, and are not based on a specific situation.

Applicants may apply for funding more than once, but are only eligible to access the maximums noted above per fiscal year.

Under exceptional circumstances, the Director of Community Wellness, with the agreement of the Executive Director, may exercise discretion with respect to this policy; however, the funds allocated will never exceed the maximums noted above.

Funds received for Medical Emergency travel assistance may only be used for the purposes identified in the application. Recipients may be required to provide receipts to substantiate their expenses.

CAFN reserves the right to recover funds that are not spent in accordance with this policy, or if it is determined that inaccurate information was provided by the Applicant, through appropriate collection actions.

8. Advancement of Funds and Reimbursement Requirements

In the case that the approved primary provider funding for Medical Emergency travel is not available until completion of the travel, CAFN may provide an advancement of funding.

The amount provided will not exceed the amount approved by the primary provider.

Approval will only be given once reimbursement to CAFN is confirmed, i.e. CAFN is identified as the payee on the NIHB form or client reimbursement forms from other funding agencies.

Receipts may be required.

9. Reservations and Travel Arrangements

Flight and hotel reservations should be made through the approved primary funding agency. Community Wellness department staff can assist with travel arrangements when CAFN is the primary funder.

