

B.C. DOMESTIC TEMPORARY FARM WORKER COVID-19 PPE SUPPORTS PROGRAM GUIDE FOR APPLICANTS

THE B.C. DOMESTIC TEMPORARY FARM WORKER COVID-19 PPE SUPPORTS PROGRAM

The B.C. Domestic Temporary Farm Worker Covid-19 PPE Supports Program is a cost-shared initiative that supports farmers/growers housing Domestic Temporary Farm Workers (DTFW) on-farm in temporary structures such as trailers, campers and tents. The program will reimburse up to 70% of costs for Personal Protective Equipment (PPE) to a maximum of \$1,000 per organization in accordance to Covid-19 [Public Health Office Orders, Notices & Guidance](#) such as:

- Handwashing stations
- Leased and/or cleaning of portable toilets
- Personal Protective Equipment (PPE) and cleaning and disinfecting supplies

Participants will assume the full cost of the eligible PPE and then seek reimbursement from the program, via claim submission, for their expense.

The program is administered and funded by the B.C. Ministry of Agriculture.

WHO MAY APPLY (ELIGIBLE APPLICANTS)

- Eligible farms/growers must be provincially registered businesses with an active GST number and must be based and operating out of British Columbia.
- Eligible farms/growers must provide [proof of an Infection Prevention Control Protocol \(IPCP\) through a farm inspection](#) prior to reimbursement.
- Eligible farms/growers must be providing designated camping areas to Domestic Temporary Farm Workers (DTFW) on premises for temporary structures such as trailers, campers and tents.
- Eligible farms/growers must be providing PPE in accordance with [Public Health Office Orders, Notices & Guidance](#).

WHO CANNOT APPLY (INELIGIBLE APPLICANTS)

The following types of organizations have been deemed as not eligible for the B.C. Domestic Temporary Farm Worker Covid-19 PPE Supports Program:

- Operations that have received or applied to receive funding through the Canadian Agricultural Partnership Post-Farm Food Safety PPE Program (CAP PFFS PPE);
- Operations that grow, process or handle health or nutrition supplements;
- Operations producing pet food or food not intended for human consumption;
- Businesses only involved in food beyond primary production (e.g. processors, wholesalers, distributors, farm input providers);

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- Restaurants or other foodservice operations;
- Aquaculture and seafood production businesses;
- Unlicensed, unregistered, and/or uninspected facilities; and
- Any other business deemed ineligible by the Ministry.

When there is any uncertainty, the Ministry will make an official decision regarding eligibility.

ELIGIBLE ITEMS

- Leased or purchased handwashing stations;
- Leased and/or cleaning of portable toilets;
- Leased or purchased portable showers;
- Face shields/Face masks;
- Soap/Hand sanitizer; and
- Cleaning and disinfecting supplies.

INELIGIBLE ITEMS

- Any item that does not directly support slowing the spread of Covid-19 based on [PHO Orders, Notices & Guidance](#).

PROOF OF PURCHASE

You will need to provide a legitimate invoice and receipt for each claim item, or other valid form of proof of purchase. The receipt must include the date of the expense, the vendor's full company name and contact information, description of the items purchased and a total dollar amount for the purchase, less the tax. A scan or picture of the original copy is sufficient, we do not require the original receipt.

- Please note: You must prove that you have purchased the item, if you don't have a receipt, we need a copy of the cheque or proof of transaction;
- *Accepted Proof of Payment: Copy of cheques, cheque stubs, bank transaction records, e-transfer receipt, credit card statements, official receipt, accounting records, online official receipts of purchase. *Please note: Writing the cheque number on the invoice is NOT a sufficient proof of payment.

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HOW TO MAKE A CLAIM

Submitting a claim is easy. Here is what you must do:

- 1) Assemble all the documents, pictures and paperwork you will need to make your claim.
- 2) Fill out the claim form, be sure to include all relevant pieces of information to make the process flow smoothly. *Please note: Each purchase must be described on its own line and proof of purchase must be included.

When your claim has been reviewed, you will get an email notification letting you know if your claim was approved or declined. When approved, you should expect payment within 10 to 15 business days after the expense has been approved. In high volume times, it may take 15 to 30 business days.

PROGRAM CONTACT INFORMATION

AGRIServiceBC

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