



Date: October 29, 2025

To: Initial Assessment Bureau, Access Section and Professional Development Section

From: Bridget Chybowski, Division Administrator; Mika Makarovich, Deputy Administrator; Mark Ramion, Quality operations Bureau Director

Re: The purchase of food for families

We want to outline a few different options to offer our assistance to families, specifically during the government shutdown in which FoodShare will not be available.

Staff may use their PCards to purchase food for families. We must ensure this purchase is tax exempt and receive a receipt for PCard reconciliation. Please ensure that you are writing the eWISACWIS case numbers on the receipt prior to scanning in.

Please use the following funding codes (for food purchases only):

Fund	Appr	Dept	PC BU	Project	Activity	Account
10000	12200	4370711000	43700	437DMCPSMISC	MKESNAP	8800000

Mark Ramion will assist with any coding or PCard reconciliation questions or issues that arise.

Here are some recommended amounts to spend per household size:

Household size	\$ groceries/week
2-3	\$50-\$100
4-6	\$100-\$150
6+	\$150-\$200

Please note that the Management team will keep you updated on the Federal Government shut down.

Thank you