

Appendix A: Reporting Instructions

Payment Request Requirements

Each month, recipients must submit an electronic claim for the subsidy in order to be reimbursed (if they shipped eligible items during the month). A full claim submission is comprised of:

1. Itemized Shipment Report in prescribed Excel format - or via any other NNC mandatory format;
2. Subsidy Claim Form in prescribed Excel format or via any other NNC mandatory format;
3. Scanned copy of the signed Subsidy Claim Form (e.g. pdf) (subject to NNC approval, signed copy may not be required in the future with an electronic signature or else);
4. Copies of all invoices and air waybills/sealift manifests/bills of lading related to the claim (unless specified otherwise by NNC).

All elements must be submitted electronically via the Claims Processor's EDI or any other NNC approved tool or software provided by the Claims Processor or NNC. **Each monthly claim must be submitted by the 15th of the following month with the exception of the March claim, as outlined in the funding agreement, which must be submitted no later than April 6th. With respect of this deadline, NNC will be in a position to issue subsidy payments to recipients that have met the reporting requirements following the recommendation made by the Claims Processor.** This deadline is a requirement of the Receiver General of Canada; the Program does not have authority to extend this deadline.

In situations when no claim is being submitted for a specific month, recipients must notify NNC, by sending an email to the claim processor.

Northern Retailers must also produce a Food Price Report every month for a payment to be processed.

For any questions, on transmitting electronically the monthly claims, please refer to the Claims Processor EDI User guide – NNC Recipient Support Manual.

1. Itemized Shipment Report

Whether they are produced manually or automatically via recipients' informatics systems, the Itemized Shipment Report must be submitted electronically in the mandatory format (Excel or informed otherwise by NNC) via the Claim Processor's EDI or by any other NNC approved tool/software, and contains all the mandatory fields, in the same order as presented below. In addition, the appropriate values presented in the table below must be correctly reflected. NNC will provide the Excel spreadsheet to be used via e-mail when required.

The sum of weights by community and subsidy level (and by client type for Suppliers and Country Food Processors/Distributors) must be reported on the Subsidy Claim Form. To facilitate this task, the form provided contains filters on the second line (for more information on how to use filters, refer to your Excel Help function by clicking on the "?" icon).

a) Itemized Shipment Report for Northern Retailers and Suppliers

| Field | Description | Format | Values |
|----------------|--|--|---|
| Fiscal Year | Government fiscal year for which the report is being submitted. | Use dropdown menu. | 2012-2013 |
| Period | Period for which the report is being submitted. | Use dropdown menu. | 01 = April, 02 = May,... , 12 = March |
| Recipient Type | Category of recipient. | Use dropdown menu. | N = Northern Retailer, S = Supplier, C= Country Food, Processor/Distributor |
| Recipient ID | Your 4 letter ID supplied to you by INAC. | Use dropdown menu. | CIRNAC provided a 4 letter ID unique to each recipient. |
| Community ID | Alphabetic ID of the community where items are shipped. | Use dropdown menu (Appendix B , Table 1 contains a list ID codes for all eligible communities). | e.g., Akulivik=QC-NQC-AKU |
| Client Type | This information varies only for Suppliers and Country Food Processor/Distributors. <u>Northern Retailers will always use R in this field.</u> | Use dropdown menu. | Client Type must be one of: P= individual, S = social institution (school, daycare), R =Northern retailer, E = Establishment (hotel/restaurant) |
| Client Name | This information must be provided by Suppliers and Country Food Processor/Distributors. | Text | e.g., Corner gas |

| Field | Description | Format | Values |
|----------------------|---|--|--|
| NNC Item ID | <p><u>Names must not be provided for individuals</u>, only for social institutions, Northern Retailers, and establishments.</p> <p>Data for shipments to individuals must be aggregated under a single client name identified as: "Individual/Particular".</p> <p>A NNC-specific code used to identify the eligible item. The first digit of the code is linked to the subsidy level.</p> | <p>Field will be populated automatically by making a selection for "NNC Item Description".</p> <p>In cases where the recipient requested that the selection be made on the NNC Item ID, use dropdown menu.</p> | <p>e.g., 1-A01, 2-B03 (see Appendix B, Table 2 for all values).</p> |
| NNC item Description | <p>Description of the item shipped.</p> | <p>Use dropdown menu.</p> <p>In cases where the recipient requested that the selection be made on the NNC Item ID, the field will be populated automatically by making a selection for "NNC Item ID".</p> | <p>e.g. Bell peppers (green, yellow, orange and red) (see Appendix B, Table 2 for all descriptions).</p> |
| Subsidy Level | <p>See the description of subsidy levels in the manual's glossary</p> | <p>Field will be populated automatically by making a selection for "NNC Item Description" or "NNC Item ID".</p> | <p>Subsidy by Air 7= High subsidy, 1= Medium subsidy, 2, 3 and 4= Low subsidy, 5= CF = Subsidy level for Country Food supplied from Country Food Processors/ Distributors</p> <p>Subsidy by Surface Transportation</p> |

| Field | Description | Format | Values |
|---------------------------------------|--|-----------------------|---|
| Weight Shipped in kg* See Note | The total weight of a specific item, shipped to a specific community, within the reporting period, expressed in kg. | Numeric to 1 decimal. | 8= Seasonal Surface Transportation subsidy, e.g., 200.5 |
| Proof of Content Delivered # | The proof of content delivered (e.g. invoice) number(s) associated with the shipment of the NNC Item. | General | TBD by recipient |
| Proof of Delivery # | The proof of delivery number(s) (e.g. air waybill/ sealift manifest/ bill of lading) associated with the shipment of NNC Item. | General | TBD by recipient |

***NOTE:** Table 3 in [Appendix B](#) contains reference weights for loose/variable weight vegetables and fruits that might carry a “per unit” price (e.g., a head of lettuce) as opposed to produce that is commonly sold by weight (e.g., bananas).

These reference weights are to be used to calculate the rebate to provide to clients and prepare the related shipment reports and subsidy claims only if the recipient does not weigh the items listed each time an order is packaged for a customer.

NNC requires that the recipient be consistent in treating loose/variable weight produce when preparing a subsidy claim. During any given claim period, only one approach is to be used, either weighing loose produce items when packaging direct orders or using the reference weights in [Appendix B](#), Table 3.

➤ Itemized Shipment Report for Northern Retailers and Suppliers

| EFFECTIVE APRIL 1, 2013 | | | | | | | | | | | | | |
|--------------------------------|------------------|---------------------------------------|-------------------------------------|-------------------------------------|------------------------------|-----------------------------|----------------------------------|---|--|--|--|---|--|
| Fiscal Year / Année financière | Period / Période | Recipient Type / type de bénéficiaire | Recipient ID / Code de bénéficiaire | Community ID / Code de collectivité | Client Type / Type de client | Client Name / Nom du client | NNC Item ID / Code d'article NNC | NNC Item Description / Description de l'article NNC | Subsidy Level / Niveau de contribution | Weight Shipped in kg / Poids expédié en kg | Proof of Content Delivered # / Numéro de preuve du contenu expédié | Proof of Delivery # / Numéro de preuve de livraison | |
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Example only

b) Itemized Shipment Report for Country Food Processors/Distributors

| Field | Description | Format | Values |
|----------------|---|--|--|
| Fiscal Year | Government fiscal year for which the report is being submitted. | Use dropdown menu. | 2012-2013 |
| Period | Period for which the report is being submitted. | Use dropdown menu. | 01 = April, 02 = May,... , 12 = March |
| Recipient Type | Category of recipient. | Field will be populated automatically by making a selection for "Period". | C= Country Food Processor/Distributor |
| Recipient ID | Your 4 letter ID supplied to you by INAC. | Use dropdown menu. | CIRNAC provided a 4 letter ID unique to each recipient |
| Community ID | Alphabetic ID of the community where items are shipped. | Use dropdown menu (Appendix B , Table 1 contains a list ID codes for all eligible communities). | e.g., Akulivik=QC-NQC-AKU |
| Client Type | This information varies only for Suppliers and Country Food Processor/Distributors. <u>Northern Retailers will always use R in this field.</u> | Use dropdown menu. | Client Type must be one of: P= individual, S = social institution (school, daycare), R =Northern retailer, E = Establishment (hotel/restaurant). |
| Client Name | This information must be provided by Suppliers and Country Food Processor/Distributors. <u>Names must not be provided for individuals</u> , only for social institutions, Northern Retailers, and establishments. Data for shipments to individuals must be aggregated under a single client name identified as: "Individual/Particular". | Text | e.g., Corner gas |
| NNC Item ID | An NNC-specific code used to identify the eligible item. The first | Field will be populated automatically by | The unique NNC Item ID for Country Food supplied by Northern Country Food |

| Field | Description | Format | Values |
|---------------------------------------|---|---|---|
| NNC Item Description | digit of the code is linked to the subsidy level. Description of the item shipped. | entering a name in the "Client Name" field. Field will be populated automatically by entering a name in the "Client Name" field. | Processors/Distributors is 5-D01 - <i>Fresh and frozen country food (e.g. Arctic char, caribou, goose and muktuk) supplied by Northern Country Food Processors/Distributors.</i> The unique NNC Item Description for Country Food supplied by Northern Country Food Processors/Distributors is <i>Fresh and frozen Country Food (e.g. Arctic char, caribou, goose and muktuk) supplied by Northern Country Food Processors/Distributors.</i> |
| Subsidy Level | Review the description of subsidy levels in the manual's glossary | Field will be populated automatically by entering a name in the "Client Name" field. | CF = Subsidy level for Country Food supplied from Country Food Processors/Distributors. Items in this food Category begin with code 5. |
| Weight Shipped in kg* See Note | The total weight of a specific item, shipped to a specific community, within the reporting period, expressed in kg. | Numeric to 1 decimal. | e.g., 200.5 |
| Proof of Content Delivered # | The proof of content delivered (e.g. invoice) number(s) associated with the shipment of the NNC Item. | General | TBD by recipient |
| Proof of Delivery # | The proof of delivery number (s) (e.g. air waybill/ sealfight manifest/ bill of lading) associated with the shipment of NNC Item. | General | TBD by recipient |

***NOTE:** Table 3 in [Appendix B](#) contains reference weights for loose/variable weight vegetables and fruits that might carry a "per unit" price (e.g., a head of lettuce) as opposed to produce that is commonly sold by weight (e.g., bananas).

These reference weights are to be used to calculate the rebate to provide to clients and prepare the related shipment reports and subsidy claims only if the recipient does not weigh the items listed each time an order is packaged for a customer.

NNC requires that the recipient be consistent in treating loose/variable weight produce when preparing a subsidy claim. During any given claim period, only one approach is to be used, either weighing loose produce items when packaging direct orders or using the reference weights in [Appendix B](#), Table 3.

➤ **Itemized Shipment Report for Country Food Processors/Distributors**

EFFECTIVE APRIL 1, 2013

| Fiscal Year / Année financière | Period / Période | Recipient Type / type de bénéficiaire | Recipient ID / Code de bénéficiaire | Community ID / Code de collectivité | Client Type / Type de client | Client Name / Nom du client | NNC Item ID / Code d'article NNC | NNC Item Description / Description de l'article NNC | Subsidy Level / Niveau de contribution | Weight Shipped in kg / Poids expédié en kg | Proof of Content Delivered # / Numéro de preuve du contenu expédié | Proof of Delivery # / Numéro de preuve de livraison |
|--------------------------------|------------------|---------------------------------------|-------------------------------------|-------------------------------------|------------------------------|-----------------------------|----------------------------------|---|--|--|--|---|
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2. Subsidy Claim Form in Excel Format

If the Claim Processor's EDI is not used, the mandatory Excel form to be used includes pre-populated cells and is provided in advance to recipients by NNC via e-mail every time subsidy rates are modified. Recipients are to fill in cells highlighted in blue only.

You must "Enable Macros" to use the file.

When asked to update links, click: "Continue" or "Do Not Update" (depending on the Excel version used).

Note that there are two pages (tabs) in the Excel file. Sections A to C are on page 1 and section D is on page 2.

The sum of weights by community and subsidy level (and by client type for Suppliers and Country Food Processors/Distributors) from the Itemized Shipment Report must be reported on page 2 of the Subsidy Claim Form.

The completed form must be submitted electronically, via the Claims Processor's EDI.

Form structure varies according to the following types of recipients:

- a) Northern Retailers without provision for packaging;
- b) Northern Retailers with provision for packaging;
- c) Suppliers without provision for packaging;
- d) Suppliers with provision for packaging;
- e) Country Food Processors/Distributors without provision for packaging; and
- f) Country Food Processors/Distributors with provision for packaging.

a) Subsidy Claim Form for Northern Retailers without Provision for Packaging

This form is used by Northern Retailers when packaging is already included in the weight reported on the Itemized Shipment Report.

| Field | Description | Format | Values |
|---|---|--|--|
| SECTION A – Recipient Information | | | |
| Company Name | Recipient name (i.e., the party with whom INAC has signed a Funding Agreement to govern the transfer of funds under NNC). | General | |
| Recipient ID | ID provided by INAC. | 4 letters | CIRNAC provided a 4 letter ID unique to each recipient. |
| Company Address | Mailing address | General | |
| City/Town | Mailing address | General | |
| Province/ Territory | Mailing address | Use dropdown menu. | e.g., NU=Nunavut |
| Postal Code | Mailing address | General | |
| Contact Person | Name and contact coordinates of a person to whom questions regarding this claim can be directed. | General | Title/Given Name/ Family Name/ Telephone/Email/ Facsimile |
| Language of Preference | Official language to be used with contact person. | Check appropriate box | English or French |
| SECTION B – Totals Per Subsidy Level | | | |
| Claim Period | Period for which the report is being submitted. | Dates: From and To | mm-dd-yy |
| Subsidy Level | Roll-up of community data reported in Section D. | Fields will be populated automatically by completing Section D of the Subsidy Claim Form. | Total Weight (Kg) and Total Subsidy (\$). |
| Administration fee | Amount allowed to cover a portion of incremental costs associated with funding agreement requirements, such as claims processing, program visibility and reporting. | This fee is negotiated between the recipient and INAC, based on reasonable incremental expenditures and identified in the Funding Agreement. | Enter the monthly amount negotiated with CIRNAC. |
| SECTION C – CERTIFICATION | | | |

| Field | Description | Format | Values |
|--|--|--|--|
| Name, Position Title, Signature and Date (mm/dd/yy) | Fields to be completed and signed by the authorized agent of the recipient. | A scanned copy of signed certification must be submitted. | |
| SECTION D – Shipment Information Per Community | | | |
| This section summarizes information provided on the Recipient’s Itemized Shipment Report. | | | |
| Community Name | Name of the community where items are shipped. Each community is reported separately using the “Add a Community” button. | Use dropdown menu of eligible communities (eligible communities are also listed in Appendix B , Table 1). | e.g., Akulivik |
| Community ID | Alphabetic ID of the community where items are shipped. | Field will be populated automatically once Community Name has been selected. | e.g., Akulivik= QC-NQC-AKU |
| Weight | Shipment Weights (Kg) for High Subsidy, Medium Subsidy , Low Subsidy and Country Food from Cambridge Bay, Country Food from Rankin Inlet Country Food from Pagnirtung. | Numeric to one decimal. Subsidy Rates (\$/kg) are pre-populated once the community has been identified. Total and subsidy (\$) are automatically populated as weights (kg) are entered into the relevant fields. | e.g., 200.5 Should match the sum of weights identified for the community on the Itemized Shipment Report. |

➤ Subsidy Claim Form for Northern Retailers without Provision for Packaging (p.1)

| Nutrition North Canada Subsidy Claim for Eligible Recipients Effective April 1, 2019 | | | |
|--|---------------------------------|---------------------------------|--|
| <i>Please provide input for cells highlighted in blue only</i> | | | |
| SECTION A - Recipient Information | | | |
| Company Name | | Recipient I.D. | |
| Company Address | | | |
| City/Town | Province/Territory | Postal Code | |
| Contact Person (Please provide the name of a person with whom questions regarding this claim can be directed to) | | | |
| Title <input checked="" type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other | Given Name | Family Name | |
| Telephone | Email | Facsimile | |
| Language of Preference <input type="checkbox"/> English <input type="checkbox"/> French | | | |
| SECTION B - Totals Per Subsidy Level | | | |
| Claim Period (mm-dd-yy) | From | To | |
| Item Category | Total Weight (Kg) | Total Subsidy (\$) | |
| Total of Subsidy Level 1 | - | - | |
| Total of Subsidy Level 2 | - | - | |
| Total of Subsidy Level 7 | - | - | |
| Total of Subsidy Level 8 | - | - | |
| Total of Subsidy for Country Food from Cambridge Bay | - | - | |
| Total of Subsidy for Country Food from Rankin Inlet | - | - | |
| Total of Subsidy for Country Food from Pangnirtung | - | - | |
| Administration fee | | | |
| Total | - | - | |
| SECTION C - CERTIFICATION | | | |
| As an authorized agent of the recipient, I hereby certify that the information given on this form and the supporting documents submitted with this form are true, correct, and complete in every respect and that the subsidy is being fully passed on to consumers. | | | |
| _____ Name | | _____ Position Title | |
| _____ Signature | | _____ Date (mm/dd/yy) | |

➤ Subsidy Claim Form for Northern Retailers without Provision for Packaging (p.2)

SECTION D - Shipment Information Per Community

*Please use a separate section for each community you are submitting a claim for.
Provide summary shipment information for each level of subsidy.*

[Click to Add a New Community](#)

| Community Name: | Community I.D.: | | |
|---|-----------------|----------------------|--------------|
| Subsidy Level | Weight (Kg) | Subsidy Rate (\$/kg) | Subsidy (\$) |
| Subsidy Level 1 | | - | - |
| Subsidy Level 2 | | - | - |
| Subsidy Level 7 | | - | - |
| Subsidy Level 8 | | | |
| Subsidy for Country Food from Cambridge Bay | | - | - |
| Subsidy for Country Food from Rankin Inlet | | - | - |
| Subsidy for Country Food from Pangnirtung | | - | - |

| Community Name: | Community I.D.: | | |
|---|-----------------|----------------------|--------------|
| Subsidy Level | Weight (Kg) | Subsidy Rate (\$/kg) | Subsidy (\$) |
| Subsidy Level 1 | | - | - |
| Subsidy Level 2 | | - | - |
| Subsidy Level 7 | | - | - |
| Subsidy Level 8 | | | |
| Subsidy for Country Food from Cambridge Bay | | - | - |
| Subsidy for Country Food from Rankin Inlet | | - | - |
| Subsidy for Country Food from Pangnirtung | | - | - |

b) Subsidy Claim Form for Northern Retailers with Provision for Packaging

This form is used by Northern Retailers when packaging is not already included in the weight reported on the Itemized Shipment Report.

| Field | Description | Format | Values |
|---|---|--|--|
| SECTION A – Recipient Information | | | |
| Company Name | Recipient name (i.e., the party with whom INAC has signed a Funding Agreement to govern the transfer of funds under NNC). | General | |
| Recipient ID | ID provided by INAC. | 4 letters | CIRNAC provided a 4 letter ID unique to each recipient |
| Company Address | Mailing address. | General | |
| City/Town | Mailing address. | General | |
| Province/ Territory | Mailing address. | Use dropdown menu. | e.g., NU=Nunavut |
| Postal Code | Mailing address. | General | |
| Contact Person | Name and contact coordinates of a person to whom questions regarding this claim can be directed. | General | Title/Given Name/ Family Name/ Telephone/Email/ Facsimile |
| Language of Preference | Official language to be used with contact person. | Check appropriate box. | English or French |
| SECTION B – Totals Per Subsidy Level | | | |
| Claim Period | Period for which the report is being submitted. | Dates: From and To | mm-dd-yy |
| Subsidy Level | Roll-up of community data reported in Section D. | Fields will be populated automatically by completing Section D of the Subsidy Claim Form. | Total Weight (Kg) and Total Subsidy (\$) |
| Administration Fee | Amount allowed to cover a portion of incremental costs associated with Funding Agreement requirements, such as claims processing, program visibility and reporting. | This fee is negotiated between the Recipient and INAC, based on reasonable incremental expenditures and identified in the Funding Agreement. | Enter the monthly amount negotiated with CIRNAC. |
| SECTION C – CERTIFICATION | | | |

| Field | Description | Format | Values |
|---|---|---|--|
| Name, Position Title, Signature and Date (mm/dd/yy) | Fields to be completed and signed by the authorized agent of the recipient. | A scanned copy of signed certification must be submitted. | |
| SECTION D – Shipment Information Per Community | | | |
| Community Name | Name of the community where items are shipped. Each community is reported separately using the “Add a Community” button. | Use dropdown menu of eligible communities (eligible communities are also listed in Appendix B , Table 1). | e.g., Akulivik |
| Community ID | Alphabetic ID of the community where items are shipped. | Field will be populated automatically once Community Name has been selected. | e.g., Akulivik= QC-NQC-AKU |
| Weight | Shipment and packaging weights (kg) for Subsidy High (code 7), Subsidy Medium (code 1), Subsidy Low (code 2, 3 and 4), Country Food from Cambridge Bay, Country Food from Rankin Inlet Country Food from Pangnirtung. | Numeric to one decimal. Subsidy Rates (\$/kg) are pre-populated once the community has been identified. Total and Subsidy (\$) are automatically populated as Weights (kg) are entered into the relevant fields. Extra packaging weights (kg) are automatically populated and represent 5% of the weight entered. | e.g., 200.5 Should match the sum of weights identified for the community on the Itemized Shipment Report. |

➤ Subsidy Claim Form for Northern Retailers with Provision for Packaging (p.1)

**Nutrition North Canada
Subsidy Claim for Eligible Recipients
Effective April 1, 2019**

Please provide input for cells highlighted in blue only

SECTION A - Recipient Information

| | | | |
|---|-------------------|---------------------------|--------------------|
| Company Name | | Recipient I.D. | |
| Company Address | | | |
| City/Town | | Province/Territory | Postal Code |
| Contact Person (Please provide the name of a person with whom questions regarding this claim can be directed to) | | | |
| Title <input checked="" type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other | Given Name | Family Name | |
| Telephone | Email | Facsimile | |
| Language of Preference <input type="checkbox"/> English <input type="checkbox"/> French | | | |

SECTION B - Totals Per Subsidy Level

| Claim Period (mm-dd-yy) | From | To | | |
|--|-------------|-----------|--------------------------|---------------------------|
| Item Category | | | Total Weight (Kg) | Total Subsidy (\$) |
| Total Subsidy Level 1 | | | - | - |
| Total Packaging Level 1 | | | - | - |
| Total Subsidy Level 2 | | | - | - |
| Total Packaging Level 2 | | | - | - |
| Total Subsidy Level 7 | | | - | - |
| Total Packaging Level 7 | | | - | - |
| Total Subsidy Level 8 | | | - | - |
| Total Packaging Level 8 | | | - | - |
| Total of Subsidy for Country Food from Cambridge Bay | | | - | - |
| Total of Subsidy for Country Food from Rankin Inlet | | | - | - |
| Total of Subsidy for Country Food from Pangnirtung | | | - | - |
| Administration fee | | | | |
| Total | | | - | - |

SECTION C - CERTIFICATION

As an authorized agent of the recipient, I hereby certify that the information given on this form and the supporting documents submitted with this form are true, correct, and complete in every respect and that the subsidy is being fully passed on to consumers.

Name

Position Title

Signature

Date (mm/dd/yy)

➤ Subsidy Claim Form for Northern Retailers with Provision for Packaging (p.2)

SECTION D - Shipment Information Per Community

Please use a separate section for each community you are submitting a claim for. [Click to Add a New Community](#)
 Provide summary shipment information for each level of subsidy.

| Community Name: | Community I.D.: | | |
|---|-----------------|---------------------------------|--------------|
| Subsidy Level | Weight (Kg) | Subsidy Rate (\$/kg) | Subsidy (\$) |
| Subsidy Level 1 | | - | - |
| Packaging Level 1 | | - | - |
| Subsidy Level 2 | | - | - |
| Packaging Level 2 | | - | - |
| Subsidy Level 7 | | - | - |
| Packaging Level 7 | | - | - |
| Subsidy Level 8 | | - | - |
| Packaging Level 8 | | - | - |
| Subsidy for Country Food from Cambridge Bay | | - | - |
| Subsidy for Country Food from Rankin Inlet | | - | - |
| Subsidy for Country Food from Pangnirtung | | - | - |
| Total | - | | - |

| Community Name: | Community I.D.: | | |
|---|-----------------|---------------------------------|--------------|
| Subsidy Level | Weight (Kg) | Subsidy Rate (\$/kg) | Subsidy (\$) |
| Subsidy Level 1 | | - | - |
| Packaging Level 1 | | - | - |
| Subsidy Level 2 | | - | - |
| Packaging Level 2 | | - | - |
| Subsidy Level 7 | | - | - |
| Packaging Level 7 | | - | - |
| Subsidy Level 8 | | - | - |
| Packaging Level 8 | | - | - |
| Subsidy for Country Food from Cambridge Bay | | - | - |
| Subsidy for Country Food from Rankin Inlet | | - | - |
| Subsidy for Country Food from Pangnirtung | | - | - |
| Total | - | | - |

c) Subsidy Claim Form for Suppliers without Provision for Packaging

This form is used by Suppliers when packaging is already included in the weight reported on the Itemized Shipment Report.

| Field | Description | Format | Values |
|---|---|--|--|
| SECTION A – Recipient Information | | | |
| Company Name | Recipient name (i.e., the party with whom INAC has signed a Funding Agreement to govern the transfer of funds under NNC). | General | |
| Recipient ID | ID provided by INAC. | 4 letters | INAC provided a 4 letter ID unique to each recipient. |
| Company Address | Mailing address. | General | |
| City/Town | Mailing address. | General | |
| Province/ Territory | Mailing address. | Use dropdown menu | e.g., NU=Nunavut |
| Postal Code | Mailing address. | General | |
| Contact Person | Name and contact coordinates of a person to whom questions regarding this claim can be directed. | General | Title/Given Name/ Family Name/ Telephone/Email/ Facsimile |
| Language of Preference | Official language to be used with contact person. | Check appropriate box. | English or French |
| SECTION B – Totals Per Subsidy Level | | | |
| Claim Period | Period for which the report is being submitted. | Dates: From and To | mm-dd-yy |
| Subsidy Level | Roll-up of community data reported in Section D. | Fields will be populated automatically by completing Section D of the Subsidy Claim Form | Total Weight (Kg) and Total Subsidy (\$) |
| Administration Fee | Amount allowed to cover a portion of incremental costs associated with Funding Agreement requirements, such as claims processing, program visibility and reporting. | This fee is negotiated between the Recipient and CIRNAC, based on reasonable incremental expenditures and identified in the Funding Agreement. | Enter the monthly amount negotiated with CIRNAC. |
| SECTION C – CERTIFICATION | | | |

| Field | Description | Format | Values |
|--|---|---|--|
| Name, Position Title, Signature and Date (mm/dd/yy) | Fields to be completed and signed by the authorized agent of the recipient. | A scanned copy of signed certification must be submitted. | |
| SECTION D – Shipment Information Per Community | | | |
| Community Name | Name of the community where items are shipped. Each community is reported separately using the “Add a Community” button. | Use dropdown menu of eligible communities (eligible communities are also listed in Appendix B , Table 1). | e.g., Akulivik |
| Community ID | Alphabetic ID of the community where items are shipped. | Field will be populated automatically once Community Name has been selected. | e.g., Akulivik=QC-NQC-AKU |
| Personal Orders | Report number of individuals that received subsidized shipments during the period. | Numeric | e.g., 10 |
| Weight | Shipment Weights (g) for High subsidy (Code 7), Medium subsidy (Code 1), Low subsidy (Code 2,3 and 4) and seasonal Surface Transportation subsidy (Code 8). | Numeric to one decimal. Subsidy Rates (\$/kg) are pre-populated once the community has been identified. Totals and Subsidy (\$) are automatically populated as Weights (kg) are entered into the relevant fields. | e.g., 200.5 Should match the sum of weights identified for the community and client type on the Itemized Shipment Report. |
| Report shipment weights for Northern Retail Orders , Establishment Orders (Hotels/Restaurants) and Institutional Orders (Schools, daycares, etc.) in the relevant fields. | | | |
| Weight | Shipment Weights (g) for High subsidy (Code 7), Medium subsidy (Code 1), Low subsidy (Code 2,3 and 4) and seasonal Surface Transportation subsidy (Code 8). | Numeric to one decimal. Subsidy Rates (\$/kg) are pre-populated once the community has been identified. Totals and Subsidy (\$) are automatically populated as Weights (kg) are entered into the relevant fields. | e.g., 200.5 Should match the sum of weights identified for the community and client type on the Itemized Shipment Report. |

➤ Subsidy Claim Form for Suppliers without Provision for Packaging) (p.1)

| | | | |
|---|--------------------------|----------------------------------|---------------------------|
| <p>Nutrition North Canada Subsidy Claim for Eligible Recipients Effective April 1, 2019</p> | | | |
| <p><i>Please provide input for cells highlighted in blue only</i></p> | | | |
| SECTION A - Recipient Information | | | |
| Company Name | | | Recipient I.D. |
| Company Address | | | |
| City/Town | | Province/Territory | Postal Code |
| Contact Person (Please provide the name of a person with whom questions regarding this claim can be directed to) | | | |
| Title <input checked="" type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other | Given Name | | Family Name |
| Telephone | Email | | Facsimile |
| Language of Preference <input type="checkbox"/> English <input type="checkbox"/> French | | | |
| SECTION B - Totals Per Subsidy Level | | | |
| Claim Period (mm-dd-yy) | From | To | |
| Item Category | Total Weight (Kg) | | Total Subsidy (\$) |
| Total of Subsidy Level 1 | | | - |
| Total of Subsidy Level 2 | | | - |
| Total of Subsidy Level 7 | | | - |
| Total of Subsidy Level 8 | | | - |
| Total of Subsidy for Country Food from Cambridge Bay | | | - |
| Total of Subsidy for Country Food from Rankin Inlet | | | - |
| Total of Subsidy for Country Food from Pangnirtung | | | - |
| Administration fee | X | | |
| Total | | | - |
| SECTION C - CERTIFICATION | | | |
| <p>As an authorized agent of the recipient, I hereby certify that the information given on this form and the supporting documents submitted with this form are true, correct, and complete in every respect and that the subsidy is being fully passed on to consumers.</p> | | | |
| <p>_____ Name</p> | | <p>_____ Position Title</p> | |
| <p>_____ Signature</p> | | <p>_____ Date (mm/dd/yy)</p> | |

➤ Subsidy Claim Form for Suppliers without Provision for Packaging (p.2)

SECTION D - Shipment Information Per Community

Please use a separate section for each community you are submitting a claim for.
Provide summary shipment information for each level of subsidy.

[Click to Add a New Community](#)

| | | | |
|---|--------------------|---------------------------------|---------------------|
| Community Name: Aklavik | | Community ID: NT-BDE-AKL | |
| Personal Orders | | | |
| Indicate the number of individuals that received subsidized shipments | | | |
| Subsidy Level | Weight (Kg) | Subsidy Rate (\$/kg) | Subsidy (\$) |
| Subsidy Level 1 | | 1.80 | - |
| Subsidy Level 2 | | 1.00 | - |
| Subsidy Level 7 | | 2.25 | - |
| Subsidy Level 8 | | | |
| Total for the personal orders | - | | - |
| Northern Retail Orders | | | |
| Subsidy Level | Weight (Kg) | Subsidy Rate (\$/kg) | Subsidy (\$) |
| Subsidy Level 1 | | 1.80 | - |
| Subsidy Level 2 | | 1.00 | - |
| Subsidy Level 7 | | 2.25 | - |
| Subsidy Level 8 | | | |
| Total of the Northern retailer orders | - | | - |
| Establishment Orders (Hotels/Restaurants) | | | |
| Subsidy Level | Weight (Kg) | Subsidy Rate (\$/kg) | Subsidy (\$) |
| Subsidy Level 1 | | 1.80 | - |
| Subsidy Level 2 | | 1.00 | - |
| Subsidy Level 7 | | 2.25 | - |
| Subsidy Level 8 | | | |
| Total of the Establishment Orders | - | | - |
| Institutional Orders (Schools, daycares, etc.) | | | |
| Subsidy Level | Weight (Kg) | Subsidy Rate (\$/kg) | Subsidy (\$) |
| Subsidy Level 1 | | 1.80 | - |
| Subsidy Level 2 | | 1.00 | - |
| Subsidy Level 7 | | 2.25 | - |
| Subsidy Level 8 | | | |
| Total of the Institutional Orders | - | | - |

d) Subsidy Claim Form for Suppliers with Provisions for Packaging

This form is used by Suppliers when packaging is not already included in the weight reported on the Itemized Shipment Report.

| Field | Description | Format | Values |
|---|---|--|--|
| SECTION A – Recipient Information | | | |
| Company Name | Recipient name (i.e., the party with whom INAC has signed a Funding Agreement to govern the transfer of funds under NNC). | General | |
| Recipient ID | ID provided by CIRNAC. | 4 letters | CIRNAC provided a 4 letter ID unique to each recipient. |
| Company Address | Mailing address. | General | |
| City/Town | Mailing address. | General | |
| Province/ Territory | Mailing address. | Use dropdown menu. | e.g., NU=Nunavut |
| Postal Code | Mailing address. | General | |
| Contact Person | Name and contact coordinates of a person to whom questions regarding this claim can be directed. | General | Title/Given Name/ Family Name/ Telephone/Email/ Facsimile |
| Language of Preference | Official language to be used with contact person. | Check appropriate box. | English or French |
| SECTION B – Totals Per Subsidy Level | | | |
| Claim Period | Period for which the report is being submitted. | Dates: From and To | mm-dd-yy |
| Subsidy Level | Roll-up of community data reported in Section D. | Fields will be populated automatically by completing Section D of the Subsidy Claim Form. | Total Weight (kg) and Total Subsidy (\$). |
| Administration fee | Amount allowed to cover a portion of incremental costs associated with Funding Agreement requirements, such as claims processing, program visibility and reporting. | This fee is negotiated between the Recipient and INAC, based on reasonable incremental expenditures and identified in the Funding Agreement. | Enter the monthly amount negotiated with CIRNAC. |
| SECTION C – CERTIFICATION | | | |

| Field | Description | Format | Values |
|--|--|---|--|
| Name, Position Title, Signature and Date (mm/dd/yy) | Fields to be completed and signed by the authorized agent of the recipient. | A scanned copy of signed certification must be submitted. | |
| SECTION D – Shipment Information Per Community | | | |
| Community Name | Name of the community where items are shipped. Each community is reported separately using the “Add a Community” button. | Use dropdown menu of eligible communities (eligible communities are also listed in Appendix B , Table 1). | e.g., Akulivik |
| Community ID | Alphabetic ID of the community where items are shipped. | Field will be populated automatically once Community Name has been selected. | e.g., Akulivik=QC-NQC-AKU |
| Personal Orders | Report number of individuals that received subsidized shipments during the period. | Numeric | e.g., 10 |
| Weight | Shipment and packaging weights (kg) for High subsidy (Code 7), Medium subsidy (Code 1), Low subsidy (Code 2,3 and 4) and seasonal Surface Transportation subsidy (Code 8). | Numeric to one decimal. Subsidy Rates (\$/kg) are pre-populated once the community has been identified. Total and Subsidy (\$) are automatically populated as Weights (kg) are entered into the relevant fields. Extra packaging weights (kg) are automatically populated and represent 5% of the weight entered. | e.g., 200.5 Should match the sum of weights identified for the community and client type on the Itemized Shipment Report. |
| Report shipment weights for Northern Retail Orders , Establishment Orders (Hotels/Restaurants) and Institutional Orders (Schools, daycares, etc.) in the relevant fields. | | | |
| Weight | Shipment and packaging weights (kg) for High subsidy (Code 7), Medium subsidy (Code 1), Low subsidy (Code 2,3 and 4) and seasonal Surface Transportation subsidy (Code 8). | Numeric to one decimal. Subsidy Rates (\$/kg) are pre-populated once the community has been identified. Total and Subsidy (\$) are automatically populated as Weights (kg) are entered into the relevant fields. Extra packaging weights (kg) are automatically populated and represent 5% of the weight entered. | e.g., 200.5 Should match the sum of weights identified for the community and client type on the Itemized Shipment Report. |

➤ Subsidy Claim Form for Suppliers with Provisions for Packaging (p.1)

**Nutrition North Canada
Subsidy Claim for Eligible Recipients
Effective April 1, 2019**

Please provide input for cells highlighted in blue only

SECTION A - Recipient Information

| | | | |
|---|-------------------|---------------------------|--------------------|
| Company Name | | Recipient I.D. | |
| Company Address | | | |
| City/Town | | Province/Territory | Postal Code |
| Contact Person (Please provide the name of a person with whom questions regarding this claim can be directed to) | | | |
| Title <input checked="" type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other | Given Name | Family Name | |
| Telephone | Email | Facsimile | |
| Language of Preference <input type="checkbox"/> English <input type="checkbox"/> French | | | |

SECTION B - Totals Per Subsidy Level

| Claim Period (mm-dd-yy) | From | To | | |
|--|-------------|-----------|--------------------------|---------------------------|
| Item Category | | | Total Weight (Kg) | Total Subsidy (\$) |
| Total Subsidy Level 1 | | | - | - |
| Total Packaging Level 1 | | | - | - |
| Total Subsidy Level 2 | | | - | - |
| Total Packaging Level 2 | | | - | - |
| Total Subsidy Level 7 | | | - | - |
| Total Packaging Level 7 | | | - | - |
| Total Subsidy Level 8 | | | - | - |
| Total Packaging Level 8 | | | - | - |
| Total of Subsidy for Country Food from Cambridge Bay | | | - | - |
| Total of Subsidy for Country Food from Rankin Inlet | | | - | - |
| Total of Subsidy for Country Food from Pangnirtung | | | - | - |
| Administration fee | | | | |
| Total | | | - | - |

SECTION C - CERTIFICATION

As an authorized agent of the recipient, I hereby certify that the information given on this form and the supporting documents submitted with this form are true, correct, and complete in every respect and that the subsidy is being fully passed on to consumers.

Name

Signature

Position Title

Date (mm/dd/yy)

➤ Subsidy Claim Form for Suppliers with Provisions for Packaging (p.2)

Please use a separate section for each community you are submitting a claim for.

[Click to Add a New Community](#)

Community Name: _____ Community ID: _____

| Personal Orders | | Indicate the number of individuals that received subsidized shipments | | |
|--------------------------------------|--------------------|--|---------------------------------|---|
| Subsidy Level | Weight (Kg) | Subsidy Rate (\$/kg) | Subsidy (\$) | |
| Subsidy Level 1 | | - | - | - |
| Packaging Level 1 | - | - | - | - |
| Subsidy Level 2 | | - | - | - |
| Packaging Level 2 | - | - | - | - |
| Subsidy Level 7 | | - | - | - |
| Packaging Level 7 | - | - | - | - |
| Subsidy Level 8 | | - | - | - |
| Packaging Level 8 | - | - | - | - |
| Total for the personal orders | | - | | - |

| Northern Retail Orders | | | | |
|--|--------------------|-----------------------------|---------------------------------|---|
| Subsidy Level | Weight (Kg) | Subsidy Rate (\$/kg) | Subsidy (\$) | |
| Subsidy Level 1 | | - | - | - |
| Packaging Level 1 | - | - | - | - |
| Subsidy Level 2 | | - | - | - |
| Packaging Level 2 | - | - | - | - |
| Subsidy Level 7 | | - | - | - |
| Packaging Level 7 | - | - | - | - |
| Subsidy Level 8 | | - | - | - |
| Packaging Level 8 | - | - | - | - |
| Total of the Northern retailer orders | | - | | - |

| Establishment Orders (Hotels/Restaurants) | | | | |
|--|--------------------|-----------------------------|---------------------------------|---|
| Subsidy Level | Weight (Kg) | Subsidy Rate (\$/kg) | Subsidy (\$) | |
| Subsidy Level 1 | | - | - | - |
| Packaging Level 1 | - | - | - | - |
| Subsidy Level 2 | | - | - | - |
| Packaging Level 2 | - | - | - | - |
| Subsidy Level 7 | | - | - | - |
| Packaging Level 7 | - | - | - | - |
| Subsidy Level 8 | | - | - | - |
| Packaging Level 8 | - | - | - | - |
| Total of the Establishment Orders | | - | | - |

| Institutional Orders (Schools, daycares, etc.) | | | | |
|---|--------------------|-----------------------------|---------------------------------|---|
| Subsidy Level | Weight (Kg) | Subsidy Rate (\$/kg) | Subsidy (\$) | |
| Subsidy Level 1 | | - | - | - |
| Packaging Level 1 | - | - | - | - |
| Subsidy Level 2 | | - | - | - |
| Packaging Level 2 | - | - | - | - |
| Subsidy Level 7 | | - | - | - |
| Packaging Level 7 | - | - | - | - |
| Subsidy Level 8 | | - | - | - |
| Packaging Level 8 | - | - | - | - |
| Total of the Institutional Orders | | - | | - |

e) Subsidy Claim Form for Country Food Processors/Distributors without Provisions for Packaging

This form is used by Country Food Processors/Distributors when packaging is already included in the weight reported on the Itemized Shipment Report.

| Field | Description | Format | Values |
|---|---|--|--|
| SECTION A – Recipient Information | | | |
| Company Name | Recipient name (i.e., the party with whom INAC has signed a Funding Agreement to govern the transfer of funds under NNC). | General | |
| Recipient ID | ID provided by INAC. | 4 letters | CIRNAC provided a 4 letter ID unique to each recipient. |
| Company Address | Mailing address. | General | |
| City/Town | Mailing address. | General | |
| Province/ Territory | Mailing address. | Use dropdown menu. | e.g., NU=Nunavut |
| Postal Code | Mailing address. | General | |
| Contact Person | Name and contact coordinates of a person to whom questions regarding this claim can be directed. | General | Title/Given Name/ Family Name/ Telephone/Email/ Facsimile |
| Language of Preference | Official language to be used with contact person. | Check appropriate box. | English or French |
| SECTION B – Totals Per Subsidy Level | | | |
| Claim Period | Period for which the report is being submitted. | Dates: From and To | mm-dd-yy |
| Subsidy Level | Roll-up of community data reported in Section D. | Fields will be populated automatically by completing Section D of the Subsidy Claim Form. | Total Weight (Kg) and Total Subsidy (\$) |
| Administration fee | Amount allowed to cover a portion of incremental costs associated with Funding Agreement requirements, such as claims processing, program visibility and reporting. | This fee is negotiated between the Recipient and INAC, based on reasonable incremental expenditures and identified in the Funding Agreement. | Enter the monthly amount negotiated with CIRNAC. |

| Field | Description | Format | Values |
|--|--|---|--|
| SECTION C – CERTIFICATION | | | |
| Name, Position Title, Signature and Date (mm/dd/yy) | Fields to be completed and signed by the authorized agent of the recipient. | A scanned copy of signed certification must be submitted. | |
| SECTION D – Shipment Information Per Community | | | |
| Community Name | Name of the community where items are shipped. Each community is reported separately using the “Add a Community” button. | Use dropdown menu of eligible communities (eligible communities are also listed in Appendix B , Table 1). | e.g., Akulivik |
| Community ID | Alphabetic ID of the community where items are shipped. | Field will be populated automatically once Community Name has been selected. | e.g., Akulivik=QC-NQC-AKU |
| Personal Orders | Report number of individuals that received subsidized shipments during the period. | Numeric | e.g., 10 |
| Weight | Shipment Weights (kg) for Country Food. | Numeric to one decimal. Subsidy Rates (\$/kg) are pre-populated once the community has been identified. Totals and Subsidy (\$) are automatically populated as Weights (kg) are entered into the relevant fields. | e.g., 200.5 Should match the sum of weights identified for the community and client type on the Itemized Shipment Report. |
| Report shipment weights for Northern Retail Orders , Establishment Orders (Hotels/Restaurants) and Institutional Orders (Schools, daycares, etc.) in the relevant fields. | | | |
| Weight | Shipment Weights (Kg) for Country Food. | Numeric to one decimal. Subsidy Rates (\$/kg) are pre-populated once the community has been identified. Totals and Subsidy (\$) are automatically populated as Weights (kg) are entered into the relevant fields. | e.g., 200.5 Should match the sum of weights identified for the community and client type on the Itemized Shipment Report. |

- Subsidy Claim Form for Country Food Processors/Distributors without Provisions for Packaging (p.1)

Nutrition North Canada Subsidy Claim - Country Food Effective April 1, 2019

Please provide input for cells highlighted in blue only

SECTION A - Recipient Information

| | | |
|---|---------------------------|--------------------|
| Company Name | Recipient I.D. | |
| Company Address | | |
| City/Town | Province/Territory | Postal Code |
| Contact Person (Please provide the name of a person with whom questions regarding this claim can be directed to) | | |
| Title <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other | Given Name | Family Name |
| Telephone | Email | Facsimile |
| Language of Preference <input type="checkbox"/> English <input type="checkbox"/> French | | |

SECTION B - Totals Per Subsidy Level

| Claim Period (mm-dd-yy) | From | To | |
|--|---------------------------------|----|---------------------------|
| Item Category | Total Weight (Kg) | | Total Subsidy (\$) |
| Total of Subsidy for Country Food from Cambridge Bay | - | | - |
| Total of Subsidy for Country Food from Rankin Inlet | - | | - |
| Total of Subsidy for Country Food from Pangnirtung | - | | - |
| Administration fee | | | |
| Total | - | | - |

SECTION C - CERTIFICATION

As an authorized agent of the recipient, I hereby certify that the information given on this form and the supporting documents submitted with this form are true, correct, and complete in every respect and that the subsidy is being fully passed on to consumers.

| | |
|--|--|
| <p>_____ Name</p> <p>_____ Signature</p> | <p>_____ Position Title</p> <p>_____ Date (mm/dd/yy)</p> |
|--|--|

➤ Subsidy Claim Form for Country Food Processors/Distributors without Provisions for Packaging (p.2)

| | |
|---|--|
| SECTION D - Shipment Information Per Community | |
| <i>Please use a separate section for each community you are submitting a claim for. Provide summary shipment information for each level of subsidy.</i> | Click to Add a New Community |

| | | | |
|---|--------------------|---------------------------------|---------------------|
| Community Name: | | Community I.D.: | |
| Personal Orders <small>Indicate the number of individuals that received subsidized shipments</small> | | | |
| Item Category | Weight (Kg) | Subsidy Rate (\$/kg) | Subsidy (\$) |
| Subsidy for Country Food from Cambridge Bay | | - | - |
| Subsidy for Country Food from Rankin Inlet | | - | - |
| Subsidy for Country Food from Pangnirtung | | - | - |
| Total of Country Food - Category 5 | - | | - |
| Northern Retailer Orders | | | |
| Item Category | Weight (Kg) | Subsidy Rate (\$/kg) | Subsidy (\$) |
| Subsidy for Country Food from Cambridge Bay | | - | - |
| Subsidy for Country Food from Rankin Inlet | | - | - |
| Subsidy for Country Food from Pangnirtung | | - | - |
| Total of Country Food - Category 5 | - | | - |
| Establishment Orders (Hotels/Restaurants) | | | |
| Item Category | Weight (Kg) | Subsidy Rate (\$/kg) | Subsidy (\$) |
| Subsidy for Country Food from Cambridge Bay | | - | - |
| Subsidy for Country Food from Rankin Inlet | | - | - |
| Subsidy for Country Food from Pangnirtung | | - | - |
| Total of Country Food - Category 5 | - | | - |
| Institutional Orders (Schools, daycares, etc) | | | |
| Item Category | Weight (Kg) | Subsidy Rate (\$/kg) | Subsidy (\$) |
| Subsidy for Country Food from Cambridge Bay | | - | - |
| Subsidy for Country Food from Rankin Inlet | | - | - |
| Subsidy for Country Food from Pangnirtung | | - | - |
| Total of Country Food - Category 5 | - | | - |

f) Subsidy Claim Form for Country Food Processors/Distributors with Provisions for Packaging

This form is used by Country Food Processors/Distributors when packaging is not already included in the weight reported on the Itemized Shipment Report.

| Field | Description | Format | Values |
|---|---|--|--|
| SECTION A – Recipient Information | | | |
| Company Name | Recipient name (i.e., the party with whom INAC has signed a Funding Agreement to govern the transfer of funds under NNC). | General | |
| Recipient ID | ID provided by INAC. | 4 letters | CIRNAC provided a 4 letter ID unique to each recipient. |
| Company Address | Mailing address. | General | |
| City/Town | Mailing address. | General | |
| Province/ Territory | Mailing address. | Use dropdown menu. | e.g., NU=Nunavut |
| Postal Code | Mailing address. | General | |
| Contact Person | Name and contact coordinates of a person to whom questions regarding this claim can be directed. | General | Title/Given Name/ Family Name/ Telephone/Email/ Facsimile |
| Language of Preference | Official language to be used with contact person. | Check appropriate box | English or French |
| SECTION B – Totals Per Subsidy Level | | | |
| Claim Period | Period for which the report is being submitted. | Dates: From and To | mm-dd-yy |
| Subsidy Level | Roll-up of community data reported in Section D. | Fields will be populated automatically by completing Section D of the Subsidy Claim Form. | Total Weight (kg) and Total Subsidy (\$). |
| Administration Fee | Amount allowed to cover a portion of incremental costs associated with Funding Agreement requirements, such as claims processing, program visibility and reporting. | This fee is negotiated between the Recipient and INAC, based on reasonable incremental expenditures and identified in the Funding Agreement. | Enter the monthly amount negotiated with CIRNAC. |
| SECTION C – CERTIFICATION | | | |

| Field | Description | Format | Values |
|--|--|---|--|
| Name, Position Title, Signature and Date (mm/dd/yy) | Fields to be completed and signed by the authorized agent of the recipient. | A scanned copy of signed certification must be submitted. | |
| SECTION D – Shipment Information Per Community | | | |
| Community Name | Name of the community where items are shipped. Each community is reported separately using the “Add a Community” button. | Use dropdown menu of eligible communities (eligible communities are also listed in Appendix B , Table 1). | e.g., Iqaluit |
| Community ID | Alphabetic ID of the community where items are shipped. | Field will be populated automatically once Community Name has been selected. | e.g., Iqaluit= NU-BAF-IQA |
| Personal Orders | Report number of individuals that received subsidized shipments during the period. | Numeric | e.g., 10 |
| Weight | Shipment and packaging weights (kg) for Country Food. | Numeric to one decimal. Subsidy Rates (\$/kg) are pre-populated once the community has been identified. Total and Subsidy (\$) are automatically populated as Weights (kg) are entered into the relevant fields. Extra packaging weights (kg) are automatically populated and represent 5% of the weight entered. | e.g., 200.5 Should match the sum of weights identified for the community and client type on the Itemized Shipment Report. |
| Report shipment weights for Northern Retail Orders , Establishment Orders (Hotels/Restaurants) and Institutional Orders (Schools, daycares, etc.) in the relevant fields. | | | |
| Weight | Shipment and packaging weights (kg) for Country Food. | Numeric to one decimal. Subsidy Rates (\$/kg) are pre-populated once the community has been identified. Total and Subsidy (\$) are automatically populated as Weights (kg) are entered into the relevant fields. Extra packaging weights (kg) are automatically populated and represent 5% of the weight entered. | e.g., 200.5 Should match the sum of weights identified for the community and client type on the Itemized Shipment Report. |

➤ Subsidy Claim Form for Country Food Processors/Distributors with Provisions for Packaging (p.1)

**Nutrition North Canada
Subsidy Claim for Country Food Processors (Cambridge Bay)
Effective October 1, 2011**

Please provide input for cells highlighted in blue only

| | | | |
|---|----------------------------------|--|-------------|
| SECTION A - Recipient Information | | | |
| Company Name | | Recipient I.D. | |
| Company Address | | | |
| City/Town | | Province/Territory | Postal Code |
| Contact Person (Please provide the name of a person with whom questions regarding this claim can be directed to) | | | |
| Title | Given Name | Family Name | |
| <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input checked="" type="radio"/> Other | | | |
| Telephone | Email | Facsimile | |
| Language of Preference | <input type="checkbox"/> English | <input checked="" type="checkbox"/> French | |

| | | | |
|---|-------------------|----|--------------------|
| SECTION B - Totals Per Subsidy Level | | | |
| Claim Period (mm-dd-yy) | From | To | |
| Subsidy Level | Total Weight (Kg) | | Total Subsidy (\$) |
| Total of Country Food | - | | - |
| Total Packaging | - | | - |
| Administration fee | | | |
| Total | - | | - |

| | |
|---|--------------------------|
| SECTION C - CERTIFICATION | |
| As an authorized agent of the recipient, I hereby certify that the information given on this form and the supporting documents submitted with this form are true, correct, and complete in every respect and that the subsidy is being fully passed on to consu | |
| _____ Name | _____ Position Title |
| _____ Signature | _____ Date (mm/dd/yy) |

➤ Subsidy Claim Form for Country Food Processors/Distributors with Provisions for Packaging (p.2)

| | | | |
|--|--------------------|-----------------------------|---------------------|
| Community Name: | | Community I.D.: | |
| Personal Orders | | | |
| Indicate the number of individuals that received subsidized shipments | | | |
| Item Category | Weight (Kg) | Subsidy Rate (\$/kg) | Subsidy (\$) |
| Subsidy for Country Food from Cambridge Bay | | - | - |
| Packaging | | | |
| Subsidy for Country Food from Rankin Inlet | | - | - |
| Packaging | | | |
| Subsidy for Country Food from Pangnirtung | | - | - |
| Packaging | | | |
| Total of Country Food - Category 5 | - | | - |
| Northern Retailer Orders | | | |
| Item Category | Weight (Kg) | Subsidy Rate (\$/kg) | Subsidy (\$) |
| Subsidy for Country Food from Cambridge Bay | | - | - |
| Packaging | | | |
| Subsidy for Country Food from Rankin Inlet | | - | - |
| Packaging | | | |
| Subsidy for Country Food from Pangnirtung | | - | - |
| Packaging | | | |
| Total of Country Food - Category 5 | - | | - |
| Establishment Orders (Hotels/Restaurants) | | | |
| Item Category | Weight (Kg) | Subsidy Rate (\$/kg) | Subsidy (\$) |
| Subsidy for Country Food from Cambridge Bay | | - | - |
| Packaging | | | |
| Subsidy for Country Food from Rankin Inlet | | - | - |
| Packaging | | | |
| Subsidy for Country Food from Pangnirtung | | - | - |
| Packaging | | | |
| Total of Country Food - Category 5 | - | | - |
| Institutional Orders (Schools, daycares, etc) | | | |
| Item Category | Weight (Kg) | Subsidy Rate (\$/kg) | Subsidy (\$) |
| Subsidy for Country Food from Cambridge Bay | | - | - |
| Packaging | | | |
| Subsidy for Country Food from Rankin Inlet | | - | - |
| Packaging | | | |
| Subsidy for Country Food from Pangnirtung | | - | - |
| Packaging | | | |
| Total of Country Food - Category 5 | - | | - |

3. Scanned Copy of the Signed Subsidy Claim Form

Once completed, the Subsidy Claim Form must be printed, signed, scanned and submitted electronically (e.g. pdf) via Claim Processor’s EDI, along with the other required documents.

4. Copies of All Invoices and Waybills Related to the Claim

Unless specified otherwise by NNC, copies of all proof of content delivered (e.g. invoices) and proof of delivery by air (e.g. waybills) related to the claim submitted must be submitted electronically via the Claim Processor’s EDI, along with the Claim Form and Itemized Shipment Report.

When the recipient has only hard copies of the invoices and/or waybills, they must be scanned, ideally into a single electronic file and chronologically.

5. NNC Food Price Reports (Northern Retailers Only)

This monthly report must be **produced between the 12th and the 18th** of each month and submitted **by the 25th** of each month during the term of the agreement. It must be submitted electronically, in Excel format, **via NNC’s Claims Processor, RCGT’s website (<https://cp.sync.com/login>)**. Please be sure to upload the file to the “Food Pricing Report” folder located above the “NNC Subsidy Claims” folder for each claims submission period.

The instructions below refer to reports produced manually. However, whether they are produced manually or automatically via recipients’ informatics systems, the Food Price Reports must contain all the mandatory fields, in the same order as presented below. In addition, the appropriate values presented in the table below must be correctly reflected. NNC will provide via e-mail, the Excel spreadsheet to be used by Northern Retailers producing the report manually. The price report values must reflect the price of items available for sale in the community in that specific period.

| Field | Description | Format | Values |
|--------------|---|--------------------|---|
| Fiscal Year | Government fiscal year for which the report is being submitted. | Use dropdown menu. | e.g. 2020-2021 |
| Period | Period for which the report is being submitted. | Use dropdown menu. | 1 = April, 2 = May, 12 = March |
| Recipient ID | Recipient ID (i.e., the party with whom CIRNAC has signed a Funding Agreement to govern the transfer of funds under NNC). | Use dropdown menu. | CIRNAC provided a 4 letter ID unique to each recipient. |

| | | | |
|-----------------|---|--|---|
| Community ID | Alphabetic ID of the community where items are shipped. | Use dropdown menu. | e.g., Akulivik=QC-NQC-AKU |
| Product Type | Generic listing of products sold. | Description of the product. | e.g., STEAK - fresh/frozen; CANNED CARROTS; EGGS (regular)(white) |
| Brand Name | Listing of the Brand Name. | Brand name of the product. | Brand Name |
| Unit Count | For each Product Type, number of item. | Unit Count default is 1. In the case of a bundle set of products like 6x100ml yogourt, it would translate into unit count: 6, unit size: 100, unit of measure: ml, product type: yogourt. | e.g., 1 |
| Unit Size | For each Product Type, Unit Size of the product. | Numeric size of the product. Default is 1. If 398 ml, then Unit Size is 398; if 2 litres of milk, then Unit Size is 2. | e.g., 398, 2. |
| Unit of Measure | For each Product Type, the unit of measure is of the product. | Standard unit of measure used in recipient's system. The unit of measure should be something that is convertible to kilograms or litres (The exception to this is eggs as the food basket price is based on individual units. These can be given a unit of measure = EACH or UNIT). | e.g., Pound, Kg, ml, litre, EACH, etc. |
| Unit Price | The price of the product that the consumer would pay in that store on that day, before taxes. | Without dollar sign, product price to 2 decimals for an item with the specified unit count, unit size and unit of measure. | e.g., 4.99 |

➤ Example of Food Price Reports Produced Manually

Note: Reports produced electronically must contain all the mandatory fields, in the same order and format as presented below.

| FiscalYear | Period | RecipientID | CommunityID | ProductType | BrandName | UnitCount | UnitSize | UnitOfMeasure | UnitPrice |
|------------|--------|-------------|-------------|----------------------------|------------|-----------|----------|---------------|-----------|
| 2015-2016 | 5 | ABCD | NT-BDE-AKL | Frozen vegetables | Brand Name | 1 | 1 | KG | 1.00 |
| 2015-2016 | 5 | ABCD | NT-BDE-AKL | Frozen vegetables | Brand Name | 1 | 1 | KG | 1.00 |
| 2015-2016 | 5 | ABCD | NT-BDE-AKL | Frozen vegetables | Brand Name | 1 | 500 | G | |
| 2015-2016 | 5 | ABCD | NT-BDE-AKL | Frozen vegetables | Brand Name | 1 | 500 | G | 1.00 |
| 2015-2016 | 5 | ABCD | NT-BDE-AKL | Frozen vegetables | Brand Name | 1 | 750 | G | 1.00 |
| 2015-2016 | 5 | ABCD | NT-BDE-AKL | Frozen vegetables | Brand Name | 1 | 500 | G | 1.00 |
| 2015-2016 | 5 | ABCD | NT-BDE-TUK | Lard and shortening | Brand Name | 1 | 454 | G | 0.99 |
| 2015-2016 | 5 | ABCD | NT-BDE-TUK | Lard and shortening | Brand Name | 1 | 1.36 | KG | 0.99 |
| 2015-2016 | 5 | ABCD | NT-BDE-TUK | Ground Beef - fresh/frozen | Brand Name | 1 | 1 | KG | 1.10 |
| 2015-2016 | 5 | ABCD | NT-BDE-TUK | Ground Beef - fresh/frozen | Brand Name | 1 | 1 | KG | 1.10 |
| 2015-2016 | 5 | ABCD | NT-BDE-TUK | Pork Chops - fresh/frozen | Brand Name | 1 | 1 | KG | 2.99 |
| 2015-2016 | 5 | ABCD | NT-BDE-TUK | Pork Chops - fresh/frozen | Brand Name | 1 | 1 | KG | 2.99 |
| 2015-2016 | 5 | ABCD | NT-BDE-TUK | Raw Chicken - fresh/frozen | Brand Name | 1 | 1 | KG | 3.01 |
| 2015-2016 | 5 | ABCD | NT-BDE-TUK | Raw Chicken - fresh/frozen | Brand Name | 1 | 1 | KG | 3.01 |
| 2015-2016 | 5 | ABCD | NT-BDE-TUK | Ham (sliced, packaged) | Brand Name | 1 | 125 | G | 1.25 |
| 2015-2016 | 5 | ABCD | NT-BDE-TUK | Ham (sliced, packaged) | Brand Name | 1 | 125 | G | 1.25 |
| 2015-2016 | 5 | ABCD | NT-BDE-TUK | Ham (sliced, packaged) | Brand Name | 1 | 375 | G | 5.25 |
| 2015-2016 | 5 | ABCD | NT-BDE-TUK | Ham (sliced, packaged) | Brand Name | 1 | 375 | G | 5.25 |

Monthly Forecast Report (Upon Request Only)

Forecasts of estimated monthly shipment weights, by subsidy level for each eligible community, must be submitted to the Program if requested. The forecasts must be submitted either **by e-mail** to aadnc.rapportsnnc-nncreports.aandc@canada.ca or **via the Claims Processor's EDI** to **'Forecasts-Price Reports - Mise-a-jour previsions-rapports de prix.**

The mandatory Excel spreadsheet to be used includes pre-populated cells and is provided to recipients by NNC via e-mail a few weeks before the due date. You must "enable macros" to use the file. Recipients are to fill in cells highlighted in blue only.

| Field | Description | Format | Values |
|--------------------------------------|---|---|---|
| Recipient | Recipient name and ID (i.e., the party with whom INAC has signed a Funding Agreement to govern the transfer of funds under NNC). | Use dropdown menu. | CIRNAC provided a 4 letter ID unique to each recipient. |
| Community | Name of the community where items are shipped. Each community is reported separately using the "Add a Community" button. | Use dropdown menu of Eligible Communities (Eligible Communities are also listed in Appendix B , Table 1). | e.g., Akulivik |
| Community ID | Alphabetic ID of the community where items are shipped. | Field will be automatically populated when community is selected. | e.g., Akulivik= QC-NQC-AKU |
| Fiscal Year | Government fiscal year for which the report is being submitted. | Pre-populated | e.g., 2020-2021 |
| Month | 12 month period for which the report is being submitted. | Pre-populated | 01-April, 02-May... 12-March |
| kg – High Subsidy (Code 7) | Total weight of items under the High subsidy (Code 7), shipped to a specific community, within the reporting period, expressed in kg. | Numeric to 1 decimal. | e.g., 200.5 |
| kg – Medium (Code 1) | Total weight of items under the Medium subsidy (Code 1) , shipped to a specific community, within the reporting period, expressed in kg. | Numeric to 1 decimal. | e.g., 200.5 |
| kg - Low (Code 2, 3 and 4) | Total weight of items under the Low subsidy (Codes 2, 3 and 4) , shipped to a specific community, within the reporting period, expressed in kg. | Numeric to 1 decimal. | e.g., 200.5 |
| kg – Seasonal Surface Transportation | Total weight of items under the Seasonal Surface Transportation subsidy (Code 8), shipped to a specific | Numeric to 1 decimal. | e.g., 200.5 |

| | | | |
|----------------------------|---|---|-------------|
| (Code 8) | community, within the reporting period, expressed in kg. | | |
| kg – Country Food (Code 5) | Total weight of Country Food (Code 5) shipped from an eligible plant to a specific community, within the reporting period, expressed in kg. | Numeric to 1 decimal. | e.g., 200.5 |
| Total kg | Total weight of Levels 1, 2, 7 and 8 items, shipped to a specific community, within the reporting period, expressed in kg. | Field will be automatically populated once kg data per level have been entered. | e.g., 401.0 |

➤ Example of a Monthly Forecast Report

| Input required into blue cells only / Entrée de données dans les cellules bleues seulement | | | | Add a community / Ajouter une collectivité | | | |
|--|-------------------------------------|--------------------------------|--------------|--|-------------------------|---------------------------------|----------|
| Recipient / Bénéficiaire | | | | | | | |
| | | TOTALS | | - | - | - | - |
| Community / Collectivité | Community ID / Code de collectivité | Fiscal Year / Année financière | Month / Mois | kg - Level 1 / Niveau 1 | kg - Level 2 / Niveau 2 | kg - Country Food / Alim. trad. | Total kg |
| | - | 2014-2015 | 01-Apr | | | | - |
| - | - | 2014-2015 | 02-May | | | | - |
| - | - | 2014-2015 | 03-Jun | | | | - |
| - | - | 2014-2015 | 04-Jul | | | | - |
| - | - | 2014-2015 | 05-Aug | | | | - |
| - | - | 2014-2015 | 06-Sep | | | | - |
| - | - | 2014-2015 | 07-Oct | | | | - |
| - | - | 2014-2015 | 08-Nov | | | | - |
| - | - | 2014-2015 | 09-Dec | | | | - |
| - | - | 2014-2015 | 10-Jan | | | | - |
| - | - | 2014-2015 | 11-Feb | | | | - |
| - | - | 2014-2015 | 12-Mar | | | | - |
| | - | 2014-2015 | 01-Apr | | | | - |
| - | - | 2014-2015 | 02-May | | | | - |
| - | - | 2014-2015 | 03-Jun | | | | - |
| - | - | 2014-2015 | 04-Jul | | | | - |
| - | - | 2014-2015 | 05-Aug | | | | - |
| - | - | 2014-2015 | 06-Sep | | | | - |
| - | - | 2014-2015 | 07-Oct | | | | - |
| - | - | 2014-2015 | 08-Nov | | | | - |
| - | - | 2014-2015 | 09-Dec | | | | - |
| - | - | 2014-2015 | 10-Jan | | | | - |
| - | - | 2014-2015 | 11-Feb | | | | - |
| - | - | 2014-2015 | 12-Mar | | | | - |

Appendix B: Reference Tables

Table 1: Eligible Communities Subsidy Rates

| NNC Subsidy Rates for All Eligible Communities as of May 1 st , 2020 | | | | | |
|---|----------------|--------------|----------------|-------------|---------------------------------|
| COMMUNITY | COMMUNITY CODE | HIGH SUBSIDY | MEDIUM SUBSIDY | LOW SUBSIDY | SEASONAL SURFACE TRANSPORTATION |
| Fort Chipewyan | AB-NAB-FCH | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Brochet | MB-NMB-BRO | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Gods Lake Narrows | MB-NMB-GLN | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Granville Lake | MB-NMB-GRA | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Gods River | MB-NMB-GRI | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Island Lake (Garden Hill) | MB-NMB-ILA | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Lac Brochet | MB-NMB-LBR | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Little Grand Rapids | MB-NMB-LGR | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Negginan (Poplar River) | MB-NMB-NEG | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Oxford House | MB-NMB-OHO | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Pauingassi | MB-NMB-PAU | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Red Sucker Lake | MB-NMB-RSL | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Shamattawa | MB-NMB-SHA | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| St. Theresa Point | MB-NMB-STP | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Tadoule Lake | MB-NMB-TAD | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Waasagomach | MB-NMB-WAA | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| York Landing | MB-NMB-YOL | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Hopedale | NL-NNL-HOP | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Makkovik | NL-NNL-MAK | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Postville | NL-NNL-POS | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Rigolet | NL-NNL-RIG | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Black Tickle | NL-SNL-BTI | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Aklavik | NT-BDE-AKL | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Sanikiluaq | NU-BAF-SAN | \$3.05 | \$2.95 | \$1.00 | \$1.00 |
| Cambridge Bay | NU-KIT-CBA | \$3.05 | \$2.95 | \$1.00 | \$1.00 |
| Angling Lake | ON-NON-ALA | \$2.90 | \$2.80 | \$1.00 | \$1.00 |

| | | | | | |
|------------------------------|------------|--------|--------|--------|--------|
| Attawapiskat | ON-NON-ATT | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Bearskin Lake | ON-NON-BLA | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Big Trout Lake | ON-NON-BTL | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Cat Lake | ON-NON-CAT | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Deer Lake | ON-NON-DEE | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Eabamet Lake (Fort Hope) | ON-NON-EAB | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Fort Albany | ON-NON-FAL | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Favourable Lake (Sandy Lake) | ON-NON-FAV | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Kashechewan | ON-NON-KAS | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Keewaywin | ON-NON-KEE | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Kasabonika | ON-NON-KKA | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Kingfisher Lake | ON-NON-KLA | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Lansdowne House | ON-NON-LAH | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Muskrat Dam | ON-NON-MDA | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| North Spirit Lake | ON-NON-NSL | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Ogoki | ON-NON-OGO | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Pikangikum | ON-NON-PIK | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Poplar Hill | ON-NON-POP | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Sachigo Lake | ON-NON-SLA | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Summer Beaver | ON-NON-SUM | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Wawakapewin | ON-NON-WAW | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Webequie | ON-NON-WEB | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Weagamow Lake | ON-NON-WLA | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Wunnummin Lake | ON-NON-WUL | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Port-Menier | QC-QNS-POM | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Fond-du-Lac | SK-SKT-FLA | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Uranium City | SK-SKT-URA | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Wollaston Lake | SK-SKT-WOL | \$2.90 | \$2.80 | \$1.00 | \$1.00 |
| Nain | NL-NNL-NAI | \$3.80 | \$3.65 | \$1.00 | \$1.00 |
| Natuashish | NL-NNL-NAT | \$3.25 | \$3.15 | \$1.00 | \$1.00 |
| Paulatuk | NT-BDE-PAU | \$5.45 | \$4.95 | \$2.00 | \$1.00 |
| Sachs Harbour | NT-BDE-SHA | \$8.30 | \$7.25 | \$4.30 | \$1.00 |
| Ulukhaktok (Holman) | NT-BDE-ULU | \$6.30 | \$5.65 | \$2.70 | \$1.00 |
| Sambaa K'e (Trout Lake) | NT-DCH-TLA | \$4.70 | \$4.35 | \$1.40 | \$1.00 |

| | | | | | |
|-----------------------|------------|---------|---------|---------|--------|
| Gameti (Rae Lakes) | NT-GSL-GAM | \$4.30 | \$4.05 | \$1.10 | \$1.00 |
| Lutsel K'e | NT-GSL-LUT | \$4.30 | \$4.05 | \$1.10 | \$1.00 |
| Wekweti (Snare Lake) | NT-GSL-WEK | \$4.30 | \$4.05 | \$1.10 | \$1.00 |
| Wha Ti | NT-GSL-WTI | \$4.30 | \$4.05 | \$1.10 | \$1.00 |
| Colville Lake | NT-SAH-COL | \$7.20 | \$6.35 | \$3.40 | \$1.00 |
| Deline | NT-SAH-DEL | \$4.05 | \$3.85 | \$1.00 | \$1.00 |
| Fort Good Hope | NT-SAH-FGH | \$4.30 | \$4.05 | \$1.10 | \$1.00 |
| Norman Wells | NT-SAH-NEW | \$3.45 | \$3.35 | \$1.00 | \$1.00 |
| Tulita | NT-SAH-TUL | \$4.05 | \$3.85 | \$1.00 | \$1.00 |
| Arctic Bay | NU-BAF-ABA | \$11.45 | \$9.75 | \$6.80 | \$1.00 |
| Cape Dorset | NU-BAF-CDO | \$6.45 | \$5.75 | \$2.80 | \$1.00 |
| Clyde River | NU-BAF-CRI | \$8.95 | \$7.75 | \$4.80 | \$1.00 |
| Grise Fiord | NU-BAF-GFI | \$20.70 | \$17.15 | \$14.20 | \$1.00 |
| Hall Beach | NU-BAF-HBE | \$7.70 | \$6.75 | \$3.80 | \$1.00 |
| Igloodik | NU-BAF-IGL | \$7.70 | \$6.75 | \$3.80 | \$1.00 |
| Iqaluit | NU-BAF-IQA | \$3.55 | \$3.45 | \$1.00 | \$1.00 |
| Kimmitut | NU-BAF-KIM | \$7.45 | \$6.55 | \$3.60 | \$1.00 |
| Pangnirtung | NU-BAF-PAN | \$5.80 | \$5.25 | \$2.30 | \$1.00 |
| Pond Inlet | NU-BAF-PIN | \$10.80 | \$9.25 | \$6.30 | \$1.00 |
| Qikiqtarjuaq | NU-BAF-QIK | \$6.70 | \$5.95 | \$3.00 | \$1.00 |
| Resolute | NU-BAF-RES | \$13.45 | \$11.35 | \$8.40 | \$1.00 |
| Gjoa Haven | NU-KIT-GHA | \$4.95 | \$4.55 | \$1.60 | \$1.00 |
| Kugaaruk | NU-KIT-KGA | \$5.80 | \$5.25 | \$2.30 | \$1.00 |
| Kugluktuk | NU-KIT-KGL | \$3.95 | \$3.75 | \$1.00 | \$1.00 |
| Taloyoak | NU-KIT-TAL | \$5.30 | \$4.85 | \$1.90 | \$1.00 |
| Arviat | NU-KIV-ARV | \$3.25 | \$3.15 | \$1.00 | \$1.00 |
| Baker Lake | NU-KIV-BLA | \$4.80 | \$4.45 | \$1.50 | \$1.00 |
| Coral Harbour | NU-KIV-CHA | \$5.80 | \$5.25 | \$2.30 | \$1.00 |
| Chesterfield Inlet | NU-KIV-CIN | \$4.70 | \$4.35 | \$1.40 | \$1.00 |
| Naujaat (Repulse Bay) | NU-KIV-RBA | \$5.95 | \$5.35 | \$2.40 | \$1.00 |
| Rankin Inlet | NU-KIV-RIN | \$3.45 | \$3.35 | \$1.00 | \$1.00 |
| Whale Cove | NU-KIV-WCO | \$4.20 | \$3.95 | \$1.00 | \$1.00 |
| Fort Severn | ON-NON-FSE | \$3.95 | \$3.75 | \$1.00 | \$1.00 |
| Peawanuck | ON-NON-PEA | \$3.70 | \$3.55 | \$1.00 | \$1.00 |
| Akulivik | QC-NQC-AKU | \$6.45 | \$5.75 | \$2.80 | \$1.00 |

| | | | | | |
|-----------------------------|------------|--------|--------|--------|--------|
| Aupaluk | QC-NQC-AUP | \$6.45 | \$5.75 | \$2.80 | \$1.00 |
| Inukjuak | QC-NQC-INU | \$4.30 | \$4.05 | \$1.10 | \$1.00 |
| Ivujivik | QC-NQC-IVU | \$7.55 | \$6.65 | \$3.70 | \$1.00 |
| Kangiqsualujuaq | QC-NQC-KAL | \$6.05 | \$5.45 | \$2.50 | \$1.00 |
| Kuujuaq | QC-NQC-KAQ | \$3.95 | \$3.75 | \$1.00 | \$1.00 |
| Kuujuarapik | QC-NQC-KIK | \$3.45 | \$3.35 | \$1.00 | \$1.00 |
| Kangiqsujuaq | QC-NQC-KJU | \$7.20 | \$6.35 | \$3.40 | \$1.00 |
| Kangirsuk | QC-NQC-KUK | \$7.45 | \$6.55 | \$3.60 | \$1.00 |
| Puvirnituaq | QC-NQC-PUV | \$5.55 | \$5.05 | \$2.10 | \$1.00 |
| Quaqtaq | QC-NQC-QUA | \$7.55 | \$6.65 | \$3.70 | \$1.00 |
| Salluit | QC-NQC-SAL | \$7.20 | \$6.35 | \$3.40 | \$1.00 |
| Tasiujaq | QC-NQC-TAS | \$6.05 | \$5.45 | \$2.50 | \$1.00 |
| Umiujaq | QC-NQC-UMI | \$3.70 | \$3.55 | \$1.00 | \$1.00 |
| Chevery | QC-QNS-CHE | \$3.55 | \$3.45 | \$1.00 | \$1.00 |
| Gethsémani (La Romaine) | QC-QNS-GET | \$3.55 | \$3.45 | \$1.00 | \$1.00 |
| Harrington Harbour | QC-QNS-HHA | \$3.55 | \$3.45 | \$1.00 | \$1.00 |
| La Tabatière | QC-QNS-LTA | \$3.55 | \$3.45 | \$1.00 | \$1.00 |
| Mutton Bay | QC-QNS-MBA | \$3.55 | \$3.45 | \$1.00 | \$1.00 |
| Saint-Augustin / Pakuashipi | QC-QNS-SAS | \$3.55 | \$3.45 | \$1.00 | \$1.00 |
| Tête-à-la-Baleine | QC-QNS-TBA | \$3.55 | \$3.45 | \$1.00 | \$1.00 |
| Old Crow | YK-YUK-OCR | \$4.05 | \$3.85 | \$1.00 | n.a |

* Quebec North Shore communities are only eligible during the period of the year without marine service (usually January to March). / Les collectivités de la Côte-nord du Québec sont admissibles à une contribution dans le cadre de Nutrition Nord Canada pour les mois pendant lesquels le transport maritime n'est pas offert (en général, de janvier à mars).

Table 2: Eligible Items and Associated NNC ID Codes

Please consult the eligible items list for the NNC ID codes and found below a description of each subsidy levels. Detailed food list is after this table.

- Foods under ID codes starting with:
 - Codes begin with 7 are eligible for the **High** level subsidy;
 - Codes begin with 1 are eligible for the **Medium** level subsidy;
 - Codes begin with 2, 3 or 4 are eligible for the **Low** level subsidy;
 - Codes begin with 5 are eligible for the **Country Food (CF)** subsidy.
 - Codes begin with 8 are eligible for the **Seasonal Surface Transportation** subsidy.

| |
|---|
| NUTRITION NORTH CANADA ELIGIBLE FOOD LIST |
| EFFECTIVE FROM APRIL 1, 2020 TO MARCH 31, 2021 |

| <u>NNC ID</u> | <u>NNC Item Description</u> | <u>Additional Details Inclusion</u> | <u>Exclusions</u> |
|----------------------|---|--|--|
| 1-A02 | Frozen French fries, hash browns and other potato products | | |
| 1-A04 | Frozen juice concentrate (unsweetened) | | |
| 1-A05 | Dried fruit unsweetened (e.g., raisins, dates, cranberries and apricots) | | |
| 1-A06 | Dried unseasoned vegetables (e.g., onion flakes, dried vegetable mixes, instant potato flakes, seaweed) | All varieties of mashed potatoes accepted. | Excludes dip mix or similar products, scalloped potato with seasoning. |
| 1-A07 | Unsweetened juice in individual-size TetraPaks and similar containers (250ml and less) | Includes multi-packs (e.g. 3x250 ml juice boxes). Includes fresh herbs (e.g. basil, parsley, etc.) | Excludes baby juices and excludes glass bottles and cans. |
| 1-A17 | All fresh vegetable | Also eligible 100% Fresh-cut of Veggies platter/tray/tube <u>but should not have added sugar, sauce or dips.</u> Eligible even if subject to GST or HST. | Excludes all varieties of whole pumpkins and salad kits that contain dressing and/or croutons. |

| | | | |
|-------|---|---|--|
| 1-A26 | All fresh fruits | Also eligible 100% Fresh-cut of Fruits platter/tray/tube <u>but should not have added sugar, sauce or dips.</u> Eligible even if subject to GST or HST. | |
| 1-B01 | Cook-type cereal (e.g., porridge, oatmeal and cream of wheat) | Includes mixed granola and sugar-added products. | Excludes granola bars. |
| 1-B02 | Ready-to-eat breakfast cereal | Includes mixed granola and sugar-added products. | Excludes granola bars. |
| 1-B03 | Bread | Includes all types of fresh and frozen loaves of bread (e.g., whole wheat bread, gluten-free bread). | Excludes garlic bread |
| 1-B04 | Bread products without sweetened fillings or coatings (e.g., bagels, English muffins, bread rolls, raisin bread, hamburger buns, hot dog buns, pizza crusts, frozen bread dough, tortilla). | Includes croissants and garlic bread. | Excludes prepared mixes, croutons, bread crumbs, graham crumbs, fresh/frozen pie crusts. |
| 1-B05 | All purpose flour and whole wheat flour | | Excludes, rye and other semi-perishable flours and cake and pastry flour (see code 2-B05). Excludes flavoured or seasoned, and all other types of pasta. |
| 1-B06 | Unseasoned plain dry pasta, plain rice* . | *Are eligible ONLY: - pasta: white or whole wheat macaroni, lasagna and spaghetti; - rice: white, brown or instant. | Excludes aromatic rice varieties (e.g. jasmine and basmati) |
| 1-C05 | UHT milk | | |
| 1-C06 | Buttermilk | | |
| 1-C07 | Chocolate milk | Includes eggnog and all varieties of flavoured milk (e.g. strawberry). | Excludes Milk 2 Go, Ensure/protein shakes and similar products. |
| 1-C08 | Powdered milk and canned evaporated milk | | |

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|-------|--|--|---|
| 1-C09 | Yogurt and yogurt drinks | Includes kefir. Yogurt with fruits and/or berries in the yogurt are fine (even with some sugar). | Exclude yogurt with ingredients TO ADD to the yogurt such as: jams, cereals, spices, confectionery, seasonings, herbs or nuts. (e.g. ingredients in a separate container on top of the yogurt). Excludes whey cheese (e.g. ricotta) and cold packed cheese. |
| 1-C10 | Cheese (block and shredded) | Includes cottage cheese, cheese sticks (e.g. ficello) and Babybel. | Excludes processed cheese spreads (see 2-C01). |
| 1-C11 | Processed cheese (e.g., Kraft and Velveeta) | Includes laughing cow cheese and processed cheese slices. | Excludes rice, almond, cashew and coconut beverages. |
| 1-C12 | Fortified soy beverages | | |
| 1-D01 | Eggs | Includes egg whites. | |
| 1-D02 | Tofu and similar vegetable-based meat substitutes (e.g., vegetable patties and nut burgers) | | Excludes breaded tofu nuggets and all other products that are breaded, battered or in pastry. |
| 1-D03 | Unsweetened seeds and nuts | Salted nuts included | |
| 1-D04 | Peanut butter and other nut butters | | |
| 1-D05 | Dried beans, lentil, split peas and barley. | Includes kidney, pinto and black beans; barley, lentil and split peas. | |
| 1-D06 | Fresh and Frozen (store) meat (e.g., beef, pork, lamb, caribou, muktuk, peameal and back bacon, other cured and smoked products) | Meat packs are eligible but should be claimed individually under the correct code. Please provide the details of your packs. | Excludes side bacon and products that are breaded, battered or in pastry. Excludes fresh pâtés and cretons. |
| 1-D07 | Fresh and Frozen (store) poultry (e.g. chicken, turkey, goose) | Meat packs are eligible but should be claimed individually under the correct code. Please provide the details of your packs. | Excludes products that are breaded, battered or in pastry. |
| 1-D08 | Fresh and Frozen (store) fish and seafood | Includes frozen breaded fish sticks and frozen fish cakes. | Excludes other products that are |

| | | | |
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| 1-E01 | Butter (salted and unsalted) | | breaded, battered or in pastry. |
| 1-E02 | Cooking oil (only Canola, Olive and Vegetable) | | Excludes all flavoured butters. All other cooking oils (see 2-E02) |
| 1-E03 | Lard | | Excludes shortening. |
| 1-E04 | Salt | Includes table salt and sea salt. | Excludes all other types of salt. |
| 1-G04 | Yeast | | |
| 1-G05 | Baking powder | | |
| 1-X01 | Diapers | Includes pull up diapers | |
| 1-X03 | Feminine hygiene products | | |
| 2-A02 | Unsweetened juice - fresh and in large TetraPaks and similar containers (more than 250 ml) | | Excludes glass bottles and cans. |
| 2-B01 | Crackers, crispbread, hard bread, Pilot biscuits, melba toast, Arrowroot and social tea cookies | Crackers include products such as soda crackers, cheese-flavoured crackers, wheat or vegetable thins and rice cakes without icing. | Excludes cracker chips. |
| 2-B03 | Fresh and Frozen pasta - <i>excluding combination foods that contain pasta</i> | | |
| 2-B05 | Rye and other semi-perishable flours - excluding cake and pastry flour | | Excludes all purposes flour and whole wheat (see code 1-B05). |
| 2-C01 | Processed cheese spread | Includes Cheez Whiz and Maclaren Imperial cheese. | |
| 2-C02 | Cream, sour cream and cream cheese | Cream cheese: includes Philadelphia cheese and Boursin. | Excludes flavored cream. |
| 2-C03 | Ice cream, ice milk, frozen yogourt and sherbet | Includes ice cream novelties (e.g., ice cream sandwich, fudge bars), real fruit smoothie bars. | Excludes popsicles. |
| 2-D01 | Bacon | Includes all types of bacon (e.g., pork, turkey). | |
| 2-E01 | Salad dressing and mayonnaise | | |

| | | | |
|-------|--|--|---|
| 2-E02 | All cooking oils like safflower, peanut, and flaxseed oil | | Excludes canola, olive, and vegetable oil (see code 1-E02). |
| 2-E03 | Shortening | | Excludes Lard (see 1-E03). |
| 2-E05 | Margarine | | Excludes all flavoured margarines. |
| 2-E06 | Perishable dips | Includes spinach dips and sour cream dips. | Excludes dry mixes. |
| 2-F02 | Fresh and Frozen pizzas | Includes frozen pizza snacks (e.g., pizza bites, pops, pockets). | |
| 2-F04 | Fresh and Frozen combination foods (e.g., lasagne) - excluding those containing products that are breaded, battered or in pastry or desserts, poutine, prepared sandwiches, hamburgers, hot dogs, prepared salads, other prepared foods for immediate consumption that are subject to GST or HST. | Includes dumplings. Includes salad kits with salad dressing and/or croutons. Includes Fresh-cut of Fruits/Veggies platter/tray/tube with sauce or dips. Eligible even if subject to GST or HST. The products should have a valid Drug Identification Number (DIN) to be sold in Canada or eight-digit Natural Product Number (NPN) issued by Health Canada. | Excludes those containing products that are breaded, battered or in pastry, or desserts , poutine, prepared sandwiches , hamburgers, hot dogs, prepared salads, sushi, other prepared foods for immediate consumption that are subject to GST. |
| 2-G03 | Non-prescription drugs | Example of eligible products: Antacids, Rub A535 (cream and patches), Cough and cold medication (syrup, spray, lozenge), Absorbine Junior, Orajel, Ozonol, Polysporin, Vicks Vapour Rub, Decongestant, Tylenol, Advil, Pepto-Bismol. | Excludes: Contact lens solution, Blistex, Eye drops, Condoms, Aloe gel. |

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|-------|--|---|---|
| 7-A01 | Frozen vegetables | | Excludes french fries, hash browns and other potato products. |
| 7-A03 | All frozen fruits | | |
| 7-C01 | Fresh milk (whole, 2%, 1%, skim) - <i>excluding chocolate milk</i> | Includes all types of cow's milk (e.g. fine-filtered, lactose-free milk). | Excludes flavoured milk, milk with sweetening agents, milk drinks, milk shakes and milk shakes mixes (ex.: Soy milk, Almond Milk, Rice Milk, Coconut Milk, or other milk beverages) and buttermilk. |
| 7-G01 | Infant formula (including liquid concentrate and powder) | | |
| 7-G03 | Foods prepared specifically for infants, including cereals | | |

Seasonal Surface Transportation (sealift / ice roads)

| <u>NNC ID</u> | <u>NNC Item Description</u> | <u>Additional Details Inclusion</u> | <u>Exclusions</u> |
|---------------|---|--|---|
| 8-B05 | All-purpose flour, whole wheat | | Excludes, rye and other semi-perishable flours and cake and pastry flour. Excludes size greater than 10Kg. |
| 8-E01 | Butter (salted and unsalted) | | |
| 8-E02 | Cooking oil (only Canola, Olive and Vegetable) | | Excludes garnishing oils and flavored oils |
| 8-E03 | Lard | | Excludes Shortening |
| 8-E04 | Salt | Includes table salt and sea salt | Excludes all other types of salt |
| 8-G04 | Yeast | | |
| 8-G05 | Baking powder | | |
| 8-X01 | Diapers | | |
| 8-D05 | Dried beans, lentil, split peas and grains (barley) | Includes beans such as kidney, pinto and black beans; grains such as | |

| | | | |
|-------|---|---|--|
| | | barley; lentil and split peas | |
| 8-B06 | Unseasoned plain dry pasta and plain rice | ONLY Eligible: Macaroni, spaghetti and lasagna: White and whole wheat, Rice: White, brown, Minute | Excludes flavoured or seasoned, and all other types of pasta. Excludes aromatic rice varieties. |

Food and non-food items under Category 3 and 4

- Items in this table are eligible for all NNC communities as of April 1st, 2020 to march 31, 2021.
- These items were before only eligible for the community of Old Crow, Yukon.
- Category 3 and 4 codes are eligible at the **Low** subsidy rate of each community.

| <u>NNC ID</u> | <u>NNC Item Description</u> | <u>Additional Details Inclusion</u> | <u>Exclusions</u> |
|----------------------|---|--|---|
| 3-A01 | Canned fruit and vegetables | Includes bottled fruit (e.g., applesauce, cherries) and vegetables (e.g., marinated artichokes). | Exclude plastic containers. |
| 3-A03 | Tomato-based sauces (including pasta sauces) | | |
| 3-A04 | Unsweetened canned juice | | |
| 3-B01 | Unseasoned plain dry pasta | | Excludes rice, macaroni and spaghetti (see code 1-B06). |
| 3-B03 | Pancake mixes and bannock mixes | | |
| 3-B04 | Unseasoned plain popping corn, kernels only (unpopped) | | |
| 3-D01 | Canned fish and seafood | | |
| 3-D02 | Canned legumes (e.g., baked beans, chickpeas and lentils) | | Excludes dried legumes (see code 1-A06). |
| 3-F01 | Pizza mixes | | |
| 3-G01 | Spices, flavouring and extracts | | Excludes baking powder (see code 1-G05). |
| 3-G02 | Artificial sweeteners | | |
| 4-X02 | Wipes | | |

| | | | |
|----------------------|---|--|--------------------------|
| 4-X04 | Disposable undergarments | | |
| 4-X05 | Toilet paper | | |
| 4-X06 | Facial tissues | | |
| 4-X07 | Nursing pads | | |
| 4-X08 | Toothpaste, dental floss, denture adhesive and cleaner and toothbrushes | | |
| 4-X09 | Hand and body lotions | | |
| 4-X10 | Soap, shampoo and deodorant | | |
| 4-X11 | Laundry detergent | | |
| 4-X12 | Dishwashing liquid and powder | | |
| Country Food | | | |
| <u>NNC ID</u> | <u>NNC Item Description</u> | <u>Additional Details Inclusion</u> | <u>Exclusions</u> |
| 5-D03 | Fresh and frozen country food (e.g. Arctic char, caribou, goose and muktuk) supplied from Pangnirtung, NU | | |
| 5-D04 | Fresh and frozen country food (e.g. Arctic char, caribou, goose and muktuk) supplied from Rankin Inlet, NU | | |
| 5-D05 | Fresh and frozen country food (e.g. Arctic char, caribou, goose and muktuk) supplied from Cambridge Bay, NU | | |

Table 3: Reference Weights for Loose/Variable Weight Vegetables and Fruits

| Vegetable / Fruit | Average as purchased weight (kg) |
|-------------------------------|----------------------------------|
| Artichoke | 0.311 |
| Asparagus (bunch) | 0.490 |
| Avocado | 0.234 |
| Beet, single | 0.161 |
| Beet, bunch of 3 | 1.002 |
| Bok Choy | 2.023 |
| Bok Choy, baby | 0.064 |
| Boston lettuce, clamshell | 0.237 |
| Boston lettuce | 0.212 |
| Broccoli | 0.707 |
| Buttercup squash | 1.815 |
| Butternut squash | 1.816 |
| Cabbage (green) | 1.257 |
| Cabbage (red) | 1.197 |
| Cantaloupe, large | 2.627 |
| Cantaloupe, small - medium | 1.089 |
| Carrots (bunch) | 0.333 |
| Cauliflower | 0.845 |
| Celery | 0.824 |
| Celery hearts, packaged | 0.454 |
| Coconut | 0.691 |
| Collard greens | 0.641 |
| Corn on the cob, package of 5 | 1.324 |
| Cucumber (English) | 0.376 |
| Cucumber (field, regular) | 0.330 |
| Eggplant | 0.652 |
| Endive | 0.064 |
| Escarole | 0.605 |
| Fennel | 0.339 |
| Fig (fresh) | 0.046 |
| Garlic, head | 0.067 |
| Grapefruit (red or white) | 0.392 |
| Honeydew, large | 3.070 |
| Honeydew, small - medium | 1.489 |
| Iceberg lettuce | 0.658 |
| Kale | 0.624 |

| Vegetable / Fruit | Average as purchased weight (kg) |
|--------------------------------|----------------------------------|
| Kiwi | 0.083 |
| Leaf lettuce (red or green) | 0.357 |
| Leek, bunch of 3 | 0.523 |
| Lemon | 0.151 |
| Lime | 0.072 |
| Mango | 0.340 |
| Nappa cabbage | 1.176 |
| Nectarine | 0.167 |
| Onion (cooking) | 0.125 |
| Onion (red) | 0.338 |
| Onion (Spanish) | 0.532 |
| Onion (white) | 0.590 |
| Orange, navel, medium | 0.207 |
| Papaya | 0.404 |
| Parsley, fresh | 0.178 |
| Peach | 0.111 |
| Pear | 0.187 |
| Pepper (green) | 0.249 |
| Pepper (orange) | 0.183 |
| Pepper (red) | 0.190 |
| Pepper (yellow) | 0.236 |
| Pineapple, whole | 1.316 |
| Plum (red or black) | 0.091 |
| Pomegranate | 0.223 |
| Radicchio | 0.209 |
| Radishes (bunch, fresh) | 0.347 |
| Romaine lettuce | 0.595 |
| Rutabaga | 1.057 |
| Savoy cabbage | 0.962 |
| Shallots (green onions, bunch) | 0.102 |
| Swiss chard | 0.555 |
| Tomato, field | 0.163 |
| Tomato, vine-ripened | 0.103 |
| Tomato (roma or plum) | 0.109 |
| Turnip | 0.359 |
| Watermelon (whole) | 5.377 |
| Watermelon, baby (whole) | 1.413 |
| Zucchini | 0.188 |

Appendix C: Example of Appropriate Supplier and Country Food Processor/Distributor Invoice

Invoice: 1
January 1, 2012

Healthy Plates Food Company
123 Main Street
Ottawa, Ontario
K1A 2B3
Phone: 613-123-4567 | Fax: 613-123-6789

TO:
Corner Store
1 North Street
Akulivik, Quebec
Phone: 819-123-4567

SHIP TO:
Corner Store
1 North Street
Akulivik, Quebec
Phone: 819-123-4567

| Sales Rep. | P.O. Number | Ship Date | Ship Via |
|------------|-------------|-----------------|----------|
| John | 1 | January 7, 2012 | Air |

| Quantity | Description | Weight (kg) | Unit Price (\$) | Total (\$) |
|----------|--|-------------|-----------------|--------------|
| 5 | Apples (3lb) | 1.362 | 7.50 | 37.50 |
| 10 | Whole wheat bread (675g) | 6.75 | 3.65 | 36.50 |
| 5 | Peanut Butter (1kg) | 5 | 6.25 | 31.25 |
| 5 | Frozen mixed vegetables (1kg) | 5 | 5.85 | 29.25 |
| 5 | Margarine (1lb) | 2.27 | 5.95 | 29.75 |
| 5 | Apple Pie (900g) | 4.5 | 9.50 | 42.50 |
| | SUB-TOTAL #1 | | | |
| | Nutrition North Canada – Level 1 Subsidy (\$4.60/kg) | | | 164.25 |
| | Nutrition North Canada – Level 2 Subsidy (\$2.80/kg) | | | (83.32) |
| | | | | (6.36) |
| | TOTAL | | | 75.57 |

Invoices can include items that are and items that are not eligible for a subsidy as the weight of ineligible items is not included in the calculation of the amount of subsidy passed on to the client. Apple pie is not eligible for a subsidy but appears on the invoice because it was part of the customer's order. The supplier didn't include the weight of the pies when calculating the subsidy amount to pass on to the Corner Store.

Although not on this invoice, all other fees associated with an order would typically be itemized clearly for the customer. These could include taxes, and shipping and handling charges.

Appendix D: Example of Appropriate Northern Retailer Point of Sale Receipt

| | |
|---|--|
| <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p>Example Grocery Store Northern Community Store Address, Northern Canada (555) 555-1234 GST # 00000 000000</p> </div> | |
| <p>Bananas \$ NNC Saving: \$</p> <p>Milk \$ NNC Saving: \$</p> <p>Flour \$ NNC Saving: \$</p> <p>Cereal \$ NNC Saving: \$</p> <p>Ground Beef \$ NNC Saving: \$</p> <p>Onions \$ NNC Saving: \$</p> <p>Laundry Detergent \$</p> | |
| <p>Item Count: 8</p> <p>Subtotal... \$XX.XX Local Tax.... \$X.XX Total.... \$XX.XX</p> | |
| <p>\$XXXX</p> <div style="border: 1px dashed black; padding: 5px; margin: 0 auto; width: 80%;"> <p>Nutrition North Canada – Making Healthy Foods More Affordable NNC Subsidy Rate High \$7.20/kg NNC Subsidy Rate Medium \$5.40/kg NNC Subsidy Rate Low \$2.80/kg</p> </div> | |

Appendix E: List of Key Guiding Documents

Key guiding Documents:

Canada Food and Drug Regulations

http://laws-lois.justice.gc.ca/eng/regulations/c.r.c.,_c._870/FullText.html

National Dairy Code

http://www.dairyinfo.gc.ca/index_e.php?s1=dr-rl&s2=canada&s3=ndc-cnpl&s4=05-2005

Meat Inspection Regulations

<http://laws-lois.justice.gc.ca/eng/regulations/SOR-90-288/FullText.html>

Basic Groceries (taxes)

<https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/4-3/basic-groceries.html>

Other Documents:

Canadian Dairy Regulations

http://www.dairyinfo.gc.ca/index_e.php?s1=dr-rl&s2=canada

Dairy Products Regulations

<http://laws-lois.justice.gc.ca/eng/regulations/SOR-79-840/FullText.html>

Processed Egg Regulations

http://laws-lois.justice.gc.ca/eng/regulations/C.R.C.,_c._290/FullText.html

Non-Prescription Drugs: Labelling Standards – Drug

<https://www.canada.ca/en/health-canada/services/drugs-health-products/drug-products/applications-submissions/guidance-documents/nonprescription-drugs-labelling-standards.html>

Labelling Requirements for Dairy Products

<http://www.inspection.gc.ca/food/labelling/food-labelling-for-industry/dairy-products/eng/1393082289862/1393082368941?chap=0>

Food Labelling for Industry

<http://www.inspection.gc.ca/food/labelling/food-labelling-for-industry/eng/1383607266489/1383607344939>

Date Labelling on Pre-packaged Foods

<http://www.inspection.gc.ca/food/information-for-consumers/fact-sheets-and-infographics/date-labelling/eng/1332357469487/1332357545633>

Appendix F: Letter of Agreement for Subsidy Benefits with Third-Party Retailers

LETTER OF AGREEMENT FOR SUBSIDY BENEFITS OF THE NUTRITION NORTH CANADA PROGRAM

Between:

Name of Recipient
(Recipient Address)

Hereinafter called "the Recipient"

AND

Name of Third Party Retailer
(Third Party Address)

Hereinafter called "Third Party Retailer"

Context:

The objective of the Nutrition North Canada (NNC) program is to help make perishable, nutritious food more accessible and affordable than it otherwise would be to residents of isolated northern communities without year-round surface (road, rail or marine) access. The Department of Crown-Indigenous Relations and Northern Affairs (CIRNA), formerly Department of Indian Affairs and Northern Development (DIAND) provides a subsidy directly to northern retailers, suppliers, and country food processors that apply, meet the Program's requirements and register with NNC by signing funding agreements with CIRNA. These recipients claim the subsidy through NNC, based on the weight of eligible food shipped by air or by seasonal surface transportation (sealift or ice road). When claiming the subsidy, recipients submit invoices, waybills, manifest or bill of lading detailing shipment information such as weight by category of eligible items, as well as destination community and recipient (i.e. store, individual, institution).

The Recipient has entered into a Funding Agreement with CIRNA to administer the NNC program.

The Recipient has the obligation under the funding agreement to meet all program requirements, including ensuring that: the retail prices of eligible items are reduced by the full subsidy amount at the time of purchase by the consumer; and, the NNC Program is visible to consumers.

The Recipient is responsible to report to CIRNA on the subsidy (e.g., amount, weight of eligible items) provided to the Third Party Retailer and to account for how the subsidy has been used in compliance with the NNC Program terms and conditions.

Statement of Agreement:

It is agreed that the Recipient and the Third Party Retailer will collaborate to meet the NNC Program requirements to ensure the full subsidy is passed on, and that the Program is visible, to residents in the eligible isolated community in which the Third Party Retailer operates. It is further agreed that the Recipient and the Third Party Retailer will use the best commercial efforts to ensure the objective of the NNC Program is met and that consumers receive the full benefit of the retail subsidies provided under the NNC Program.

The Recipient will reduce the cost of eligible items by the full value of the retail subsidy received from CIRNA to the Third Party Retailer, and will ensure that this information is clearly provided.

The Third Party Retailer will ensure that they pass on the full retail subsidy to the consumer at the time of sale on all eligible items for which it has received an NNC subsidy as indicated by the Recipient.

The Third Party Retailer shall provide information, upon request, to the Recipient or CIRNA to demonstrate the subsidy is fully passed to the NNC program.

The Third Party Retailer will make the NNC signage provided by the Recipient visible within the store in order to inform the consumers of the store participation in selling NNC subsidized products; and, fully participate in the NNC consumer information programs as provided from time to time by CIRNA or Health Canada (or their agents), to educate and inform consumers on the NNC Program and the benefits of healthy eating.

The Third Party Retailer agrees to be listed as a participating Third Party Retailer on the Nutrition North Canada website:

(<http://www.nutritionnorthcanada.gc.ca/eng/1415385762263/1415385790537>).

The Third Party Retailer agrees to work collaboratively with the Recipient to respond to requests for information from, or to resolve any matters raised by, DIAND with respect to consumer concerns, program delivery, compliance and evaluation.

The Third Party Retailer agrees that DIAND, or its agent, has the right to audit the Third Party Retailer upon request. It also agrees to respond in a timely manner to any audits ordered by CIRNA under the NNC Program and arising from this agreement with the Recipient. The Third Party Retailer will, upon request of auditor(s) employed or on contract to the Government of Canada:

- i. provide them with access to all of its financial records and non-financial records, including supporting documentation, relating to any initiative which the Third Party Retailer is carrying out or managing for the Recipient;
- ii. allow them to inspect these records and to make copies or extracts of these records unless that is prohibited by law;
- iii. provide them with all necessary assistance including access to the Third Party Retailer's premises; and
- iv. direct any entity that has provided accounting or record-keeping services to the Third Party Retailer to provide them with copies of accounts and other records relating to any initiative that the Third Party Retailer is carrying out or managing, with regards to the benefits of the Nutrition North Canada subsidy, in whole or in part, for the Recipient.
- v. The Third Party Retailer shall maintain records relating to Nutrition North Canada that the Third Party Retailer is carrying out or managing for the Recipient, including original supporting documents, and stores them for 7 years counting the time from April 1 that follows the last fiscal year to which a document relates.

Circumstances of Default

The Third Party Retailer is in default of this Agreement when:

- (a) the Third Party Retailer defaults on any of its obligations set out in this Agreement.

Commitment to Communicate

In the event that the Third Party Retailer is in default, the parties will communicate or meet to review the situation.

Disclosure of Information by the Government of Canada

According to the funding agreement the Recipient has signed with the Government of Canada, you agree that the Government of Canada may make public:

- (a) the name of the Third Party Retailer on its website;
- (b) the amount of funding provided under this Agreement.

Written Notices and Termination

When this Agreement requires one party to give the other party a notice, request, or direction, it must be in writing, and addressed as indicated in this section.

The notice may be delivered in one of the following ways with the date of the notice being as indicated:

- (a) by registered mail or courier, in which case the date of the notice is the date the addressee party acknowledged receipt of the notice;
- (b) by facsimile or electronic mail, in which case the date of the notice is the date upon which the notice was transmitted and its receipt by the other party can be confirmed.

Either party may change the address information in this Agreement by providing notice to the other party for the purpose of this Agreement; a notice is to be addressed to:

- (a) the Recipient at: **NAME OF RECIPIENT & RECIPIENT E-MAIL ADDRESS**
- (b) the Third Party Retailer at: **THIRD PARTY RETAILER CONTACT & THIRD PARTY RETAILER E-MAIL ADDRESS**

This Agreement can be terminated by mutual consent upon giving 60 days written notice.

IN WITNESS WHEREOF the parties hereto have executed this Agreement by the proper officers duly authorized on their behalf as of the date and year first above written.

NAME OF RECIPIENT

Signature: _____ Date: _____
NAME OF RECIPIENT
POSITION

Signature: _____ Date: _____
NAME OF RECIPIENT
POSITION

Witness Signature: _____ Date: _____
NAME OF RECIPIENT
POSITION

NAME OF THIRD PARTY RETAILER

Signature: _____ Date: _____
NAME OF THIRD PARTY RETAILER
POSITION