



OFNLP GRADE SCHOOL INCENTIVE POLICY

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1. Introduction and Purpose

1.1. Introduction

Wahnapitae First Nation's Education Department administers the OFNLP Grade School Incentive as a standardized, non-competitive support for registered WFN students enrolled in Kindergarten through Grade 12.

This incentive is funded through the Ontario First Nation Limited Partnership (OFNLP) and is intended to support students throughout their grade-school journey by reducing financial barriers associated with school participation, readiness, and progression.

The Grade School Incentive is not a merit-based award and is not tied to academic performance or grades. It is designed to be accessible, equitable, and predictable, recognizing that student success occurs across diverse educational pathways and circumstances.

1.2. Purpose

The purpose of the OFNLP Grade School Incentive is to:

- Support student participation and engagement in elementary and secondary education.
- Promote educational readiness and continuity across grade levels
- Recognize key educational milestones, including grade-level completion and graduation
- Reduce financial barriers that may impact a student's ability to fully participate in school

This incentive acknowledges that educational success may include, but is not limited to:

- Regular school attendance and participation
- Progression through grade levels
- Engagement in alternative, modified, or supportive education programs
- Completion of recognized educational milestones

The OFNLP Grade School Incentive is intended to complement, and not replace, other education supports and services offered by WFN or external education partners.

2. Program Structure

2.1. Program Structure

The OFNLP Grade School Incentive consists of two standardized components:

1. Annual Grade School Support Allowance
2. Grade Completion and Graduation Incentives

These components are intended to provide consistent, predictable support to students at different stages of their grade-school education.

This program is structured to:

- Provide annual support during active enrollment in grade school
- Recognize educational progression and completion milestones
- Ensure funding is administered in a fair and equitable manner

The Grade School Incentive is designed as a supplementary support and does not constitute guaranteed or automatic entitlement to all available funds. Access to funding remains subject to eligibility requirements, completion of required documentation, and available program funding.

2.2. Non-Duplication of Benefits

Funding provided under the OFNLP Grade School Incentive shall not duplicate supports available through other WFN Education Programs or External Funding sources.

Where overlap may occur, the Education Department retains discretion to determine the most appropriate funding source to ensure responsible use of OFNLP funds.

3. Eligibility

3.1. General Eligibility Requirements

To be eligible for the OFNLP Grade School Incentive, a student must:

- Be a registered member of WFN or the biological child of a registered member of WFN
- Be enrolled in Kindergarten through Grade 12
- Be actively enrolled in a recognized program during the applicable school year
- Have required registration and student information forms completed and submitted as required by the Education Department.

Eligibility is assessed on an annual basis for the Grade School Support Allowance and on a one-time basis for applicable Graduation Incentive.

3.2. Recognized Education Programs

For the purposes of this policy, eligible enrollment may include, but is not limited to:

- Public or Catholic elementary and secondary schools
- Alternative, virtual, or modified education programs
- Education programs delivered in therapeutic, treatment, or supported settings

The Education Department retains discretion to confirm whether a program meets the intent of this policy where enrollment circumstances are non-traditional or unclear

3.3. Active Enrollment

"Active Enrollment" refers to a student that is registered and participating in an education program during the applicable school year.

This policy does not require:

- Minimum grade achievement
- Academic standing thresholds
- Competitive merit-based assessment

Temporary interruptions, transitions between programs, or non-linear educational pathways do not automatically disqualify a student, provided the Education Department can reasonably confirm continued educational engagement.

3.4. Responsibility for Documentation

Students, parents, or guardians are responsible for:

- Submitted required forms and documentation within timelines established by the Education Department
- Providing accurate and up-to-date enrollment information
- Notifying the Education Department of changes that may affect eligibility

Failure to submit completed required documentation may result in delayed or denied access to incentives under this policy.

4. Incentive Types and Amounts

4.1. Annual Grade School Support Allowance

Eligible students may receive Annual Grade School Support Allowance to assist with costs associated with participation in elementary or secondary education

The allowance is provided once per school year, subject to eligibility and completion of required documentation.

The standard annual amounts are:

- Kindergarten to Grade 8:
\$200 per eligible student, per school year
- Grades 9 to 12:
\$300 per eligible student, per school year

The Grade School Support Allowance is intended to support general education-related needs and is not restricted to specific expense categories unless otherwise directed by the Education Department.

4.2. Graduation Incentive

In recognition of educational progression and completion, the following one-time incentive are available:

- Grade 8 Graduation Incentive:
\$100 upon successful completion of Grade 8

- Grade 12 Graduation Incentive:
\$200 upon successful completion and receipt of an OSSD, OSSC, or Certificate of Accomplishment

These incentives are intended to acknowledge key educational milestones and support transition into the next stage of the students' educational journey.

4.3. One-Time Annual Limits

- The Annual Grade School Support Allowance may be accessed once per school year, per eligible student.
- Grade completion and graduation incentives are one-time only per applicable milestone
- Incentives are not retroactive across fiscal years unless explicitly approved by the Education Department due to exceptional circumstances.

5. Application and Administration

5.1. Program Administration

The OFNLP Grade School Incentive is administered by the WFN Education Department

Day-to-Day administration of this policy, including intake, verification, and payment processing, is delegated to Student Support Workers.

Overall oversight of the program rests with the Education Services Manager or designate.

5.2. Application Requirements

To access incentives under this policy, students, parents, or guardians must submit:

- Required student registration and information forms.
- Any additional documentation reasonably required to confirm eligibility.

Application requirements and timelines are established and communicated by the Education Department and may be updated from time to time to support efficient administration.

5.3. Timing of Application

- Applications for the Annual Grade School Support Allowance must be submitted before the fiscal year ends, a black-out period exists from April 1st to July 31st annually.
- Applications for Grade completion or graduation incentives must be submitted within the same fiscal year in which the milestone is achieved unless otherwise approved by the Education Department.

Incomplete or late submissions may result in delayed or denied access to funding.

5.4. Review and Approval

Education Department staff review applications for completeness and eligibility,

Approval of incentives is subject to:

- Compliance with this policy
- Completion of required documentation
- Availability of funds within the applicable fiscal year

The Education Department may request clarification or additional information where required to make a determination.

5.5. Method of Payment

Approved incentives are issued in accordance with WFN financial procedures.

5.5.1. Kindergarten to Grade 8

Payments will be issued to parents or guardians unless otherwise directed.

5.5.2. Grade 9-12

Payments will be issued to students directly, unless otherwise decided by the Education Department.

Note: Issuing payments directly to students starting in Grade 9 aims to recognize that from this point on, secondary students are increasingly responsible for their own educational needs, including school-related expenses, transportation, supplies, and transition planning. This supports this development of financial responsibility, autonomy, and preparation for post-secondary education, training, or employment. An exception to this are students who are not developmentally capable of making financial decisions.

6. Privacy, Information Sharing, and Records

6.1. Privacy and Confidentiality

All personal and educational information collected under this policy is managed in accordance with applicable privacy standards, WFN administrative practices and laws.

Information is collected solely for the purposes of:

- Determining eligibility
- Administering incentives
- Supporting education planning
- Internal and External AES/KEB reporting

Access to information is limited to Education Department staff and other authorized parties with a legitimate reason to know.

6.2. Consent and Information Sharing

Participation in the OFNLP Grade School Incentive requires the completion of applicable consent and student information forms as determined by the Education Department.

Aggregated or individual-level information may be shared with relevant education partners, including the Kinoomaadziwin Education Body (KEB), for the purposes of:

- Supporting student success and wellbeing
- Program planning and service coordination
- Reporting and statistical analysis.

Personal information is not disclosed beyond what is necessary to fulfill program purposes and reporting obligations.

6.3. Records Management

The Education Department maintains records related to this policy, including applications, approvals, and payment documentation.

Records are:

- Stored Securely
- Retained in accordance with WFN record-keeping practices
- Used to support accountability, reporting, and program review

Access to information is limited to Education Department staff and other authorized parties with a legitimate need to know.

7. Review and Amendments

This policy shall be reviewed on a biennial schedule or as-needed basis to ensure continued alignment with:

- WFN laws and governance instruments
- Education Department operational practices
- OFNLP funding requirements and fiscal realities
- The evolving needs of WFN students and families

Any substantive amendments to this policy may be approved by Chief and Council through a Band Council Motion.

Administrative or procedural adjustments that do not alter the intent of this policy may be implemented by the Education Department, provided such changes remain consistent with this policy and applicable laws.

8. Revision History

Date: (mm/dd/yyyy)	Motions
06/27/2023	WFN – 23/24-06-92
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