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**DIRECTORATE: NATIONAL SCHOOL NUTRITION PROGRAMME**

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

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Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

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**INTERNAL MEMORANDUM**

**TO : SCHOOL PRINCIPALS**

**CC : CES ESSS  
CIRCUIT MANAGERS  
DISTRICT DIRECTORS  
CLUSTER CHIEF DIRECTORS**

**FROM : DIRECTOR NSNP**

**SUBJECT : UNEMPLOYMENT INSURANCE BENEFITS**

**DATE : 14 NOVEMBER 2022**

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1. The National School Nutrition Programme, through schools, employs Volunteer Food Handlers for the purpose of preparing nutritious meals in a safe and hygienic manner for all beneficiaries. As part of the benefits extended to the Volunteer Food Handlers during their 12-month contractual period, a UIF contribution is made by the Department to allow them some reprieve. This is however only beneficial to the Volunteer Food Handler if they can access the fund.
2. The Unemployment Insurance Fund Act (No. 63 of 2001), seeks to "give short-term relief to workers when they become unemployed or are unable to work because of maternity, adoption and parental leave, or illness."

In order to access this benefit, it is required that the following administrative steps are completed for each of the Volunteer Food Handlers:

- Register the school with the Department of Labour to obtain a reference number. (online or using the short e-mail service).
- Register the Volunteer Food Handlers appointed within the school.
- Monthly declaration of Volunteer Food Handlers by the 7<sup>th</sup> of each month for the previous month.
- Keep on record the employment contract, identity document and proof of salary payment of the volunteer Food Handlers.

**UNEMPLOYMENT INSURANCE BENEFITS**

Customer care line: 085 053 8538  
Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)



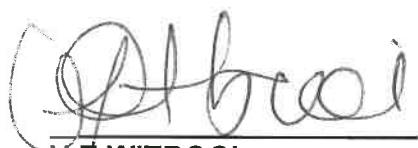


- Inform the Volunteer Food Handlers of the benefits available to them following the end of the contractual period.
3. The Provincial Department will transfer the costed database of all appointed Volunteer Food Handlers as consolidated, verified and submitted by the District Officials, in the fourth quarter of the financial year. The processed payment is submitted through the office of the Chief Financial Officer, Department of Education to the Department of Labour. Upon acknowledgement of receipt of the payment the database will be returned to the Districts for record keeping purposes. It must be kept in accordance with good record-keeping practices applied to legal documents.

Preliminary figures are as follows:

DISTRICT	NUMBER OF VOLUNTEER FOOD HANDLERS	PROVISIONAL CALCULATION (R)
NELSON MANDELA BAY	937	382 296
JOE GQABI	667	272 136
AMATHOLE EAST	1 328	541 824
AMATHOLE WEST	668	272 544
ALFRED NZO EAST	676	275 808
ALFRED NZO WEST	1 578	643 824
SARA BAARTMAN	519	211 752
OR TAMBO INLAND	1 299	529 992
OR TAMBO COASTAL	1 215	495 720
BUFFALO CITY MUNICIPALITY	833	339 864
CHRIS HANI EAST	921	375 768
CHRIS HANI WEST	836	341 088
<b>TOTAL</b>	<b>11 477</b>	<b>4 682 616</b>

4. Failure to fully comply with the provisions of the Unemployment Insurance Act (No.63 of 2001) is a criminal offence as it establishes the entitlement to various benefits. Both Judicial and Departmental consequence management will be affected in cases that are reported and where negligence or dishonesty are reported through the risk management section.

  
V.E WITBOOI  
DIRECTOR NSNP

15/11/2022  
DATE