



**Food Assistance Intake Form**  
**Office of Student Programs and Student Diversity**  
Division of Education Innovation and Student Life

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### **Program Overview**

The Food Assistance Program was created to address food insecurity concerns experienced by MUSC students. Acknowledging that food insecurity is a spectrum, the Food Assistance Program is accessible to all students at MUSC. Students needing assistance will complete the online request form via the Student Programs and Student Diversity (SPSD) website. A member of the SPSD staff will make contact with students, walk them through the remainder of the intake process, and provide students with a gift card from one of our grocery vendors. The gift cards vary in amount and will be distributed based on each student's need and circumstance.

### **Eligibility**

Students requesting assistance must be currently enrolled at the Medical University of South Carolina.

### **Privacy Statement**

Recognizing the seriousness and sensitivity often associated with food insecurity, participation in the Food Assistance Program will be kept private to the extent possible. Only staff members responsible for coordinating the program will have access to student information. Student participation in the program will not be shared with the student's college unless authorized by the student.

### **Assistance Amount**

Students may request up to \$500 in assistance over the course of a fiscal year (July 1 - June 30) and can receive no more than \$1,000 in assistance during their time at MUSC. A student can submit one or multiple requests throughout a year, but their total approved assistance for any given year will not exceed \$500.

### **Procedures**

**Request Assistance:** Students must complete a request form on the Student Programs and Student Diversity website. A staff member from SPSD will make contact with students (by phone or virtually) to explain the program in further detail and walk the student through the rest of the process.

**Intake Form:** After the meeting with SPSD staff, students will be asked to complete an intake form which collects basic information needed for program administration and recordkeeping. This form is submitted to the Executive Director of Student Programs and Student Diversity for disbursement approval.

**Gift Card Disbursement:** Once the intake form is approved, students will arrange a time to pick-up and sign for their gift card with SPSD staff. All cards will be picked up from the SPSD office located in the Harper Student Center (45 Courtenay Drive).

[\*\*See Intake Form on Next Page\*\*](#)



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Date of Application: \_\_\_\_\_ MUSC ID (900\*\*\*\*\*): \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

College: \_\_\_\_\_ Program: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ MUSC Email: \_\_\_\_\_

**Amount Being Requested (not to exceed \$500):** \_\_\_\_\_

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**Reason for Requesting Assistance:**