

Division of Family and Children Services Administrative Policies and Procedures Manual	Section: Financial Information Part: 2308.1 Page: 1 of 2 Date: <b>November 2012</b>
Title: TANF Gift/Gas Card Policy/Procedures	

## **TANF Gift/Gas Card Policy and Procedures**

Per the Economic Support Services TANF Manual Transmittal No. 22 dated 2/1/2010, section 1830, policy has been revised to include various other forms of payment of support services for TANF participants. These payments can be via gift card, gas card, bus pass or county check, whatever form is the most suitable form to meet the recipient's needs and their circumstances.

The responsibilities of purchasing, dispensing and the security of the TANF Gift/Gas Cards or Bus Passes will be assigned to a local county custodian who does not work in the Office of Family Independence Unit or have access to Office of Family Independence client case files.

1. County Directors should designate a county employee as the TANF Gift/Gas Card Custodian. (see statement above about who should not be the custodian)
2. A Purchase Order (Form 745) must be completed and approved before purchases of gift/gas cards or bus passes are made. Use Account #127.150 – Prepaid Expenditures.

**NOTE:** All purchases are to be posted to the Pre-Paid Expenditures Account #127.150, and are to be expended to the appropriate program at the end of each month after the cards have been dispensed to clients.

3. The Custodian will maintain the **MASTER** TANF Gift/Gas Card Log/Form, attached, which records the Vendor's Name, VID#, PO Number, Check Number, Check Date, Check Amount, and a listing of all Gift Card Numbers.
4. A copy of the MASTER TANF Gift/Gas Card Log/Form, with all of the information in Number 3 above completed, along with the receipt register or invoice, showing the purchase of the gift/gas cards is to be submitted to Regional Accounting immediately.
5. Depending on the volume in the county/region, the employee can bring each client to the Gift/Gas Card Custodian individually to sign and pick up their card, or the Gift/Gas Card Custodian can distribute a group of cards daily to an employee who will have to return them for safekeeping before they leave each day.
6. The employee will sign the Master TANF Gift/Gas Card Log/Form, and then the Custodian will provide them with a copy of the Log/Form and the appropriate gift cards. The employee will be responsible for securing the cards during the day and returning them to the custodian for safekeeping each afternoon.

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**NOTE: It is the employee's responsibility to obtain receipts from the clients in order to validate they were used appropriately before any additional gift/gas cards can be issued to the client. The receipts are to be maintained in the case record files.**

7. Monthly, the Custodian should complete the Gift Card Reconciliation Form. They should ensure that they either have the correct number of unused cards and/or they have a TANF Gift/Gas Card Log/Form as supporting documentation that accounts for the cards that were dispensed that month.
8. Each month, a copy of the TANF Gift/Gas Card Log/Form and Gift Card Reconciliation Form is submitted to the County Director or designee for review, to ensure accountability and for approval of payment. (Remember 2 signatures are required)
9. Each local DFCS office should submit the approved TANF Gift/Gas Card Log/Form and Gift Card Reconciliation Form to Regional Accounting by the 10th of each month so that they can expense the payments appropriately.
10. The Custodian will need to process a Purchase Order request for additional cards as needed.