**Instructions for the purchase, maintenance and distribution of Gift Cards awarded as incentives.**

Listed below (**in Bold Letters**) is the information Summit County Public Health’s Fiscal Office will be requesting for review if a Program has an incentive line item that contains gift cards or passes. Instructions for meeting the requirement is also included

1. **Are incentives included in any of the grant applications with this Program?**

 (**The follow restrictions apply:  Gift cards may not be in the form of prepaid credit cards i.e., VISA, MasterCard, American Express, etc. Recipients of gift card incentives must sign a statement acknowledging and agreeing to the purpose(s) of and restrictions on the incentive;   Unallowable uses include but are not limited to purchases of alcohol, tobacco, illegal drugs or firearms; and Gift cards may not be redeemed for cash.**)

* 1. **List the grant Program that include an incentive line item.**

This should be listed in in your budget under **other costs** as incentives.

* 1. **List all gift cards being purchased.**

Use the Gift Card Purchases Form for this purpose.

* 1. **Maintain a list of the gift cards purchased.**

The Gift Card Purchases Form also serves this purpose.

* 1. **Maintain a statement acknowledging and agreeing to the purpose(s) signed by each client that received a gift card.**

The supervisor for each Program should complete a Gift Card Distribution Form if the card is being provided to an adult, youth or foster parent. If a youth is a recipient the youth’s ID number, not name, should be listed on the form that the supervisor signs.

The supervisor should sign the Gift Card Distribution Form for any foster parents who receive the card and indicate the name of the foster parent on the form.

* 1. **Maintain a log that shows which client received which gift card.  Explain how this is done.  This should contain some type of number that identifies the card and signature of who the card was given to. Incentive Card Logs should be submitted by contractors with monthly expense reports.**

The Gift Card Purchases Form should be used for this.

* 1. **Verify any undistributed cards are being maintained at the Program.  Explain how this is being done.**

Gift Cards should only be distributed to others (subgrantees, foster parents, youth) only at the point they have earned it. All cards that have not been directly distributed to the end recipient must stay in possession of the Program and be listed on the Distribution Form (without a recipient listed).

At the end of the grant period, any gift cards that are unused must be returned to ODH or the equivalent dollars must be reimbursed to ODH. It is appropriate to purchase the cards on an as-needed basis so you do not have any excess at the end of the grant year.