

## Eric Seachrist

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**From:** Eric Seachrist  
**Sent:** Friday, September 27, 2013 3:59 PM  
**To:** Supervisors  
**Cc:** Fiscal  
**Subject:** Use of incentive cards and passes for grant programs  
**Attachments:** Gift card Instructions.docx; Gift Card Purchases Form.docx; Gift Card Distribution Form.docx

This email concerns an internal policy for SCPH on the use of incentive cards for program clients. Some of you are already tracking the purchase and distribution of such cards to clients. If you are not doing so now, you will need to do so, when your program uses such incentives, effective October 1, 2013.

Please distribute this email to personnel who are not included in the Supervisors e-mail list, who oversee programs that include the use of incentive cards. Please also note that this policy applies to, and should be followed by any grant subrecipients or contractors who use incentive cards as part of the services they provide to SCPH.

The incentive card policy is attached, along with sample forms for purchase and distribution of incentive cards.

Please let me know if you have any questions.

Respectfully,

Eric Seachrist, MGA  
Fiscal Officer

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