

Gift Cards, Gas Cards, and Store Cards

Financial Accountability under ARP-HCY

Region 1 Consortium

American Rescue Plan-Homeless Children and Youth (ARP-HCY) Gift Card Procedures

Allowability

Purchasing supplies, including clothing, shoes, and hygiene items for students experiencing homelessness is allowable under ARP-HCY. LEAs are encouraged to directly purchase items or supplies students require to fully participate in school. Providing gift cards to a student or a parent/guardian to purchase allowable items or supplies is also acceptable. If an LEA chooses to purchase gift cards for these expenses, please keep the following fiscal information in mind.

General Guidelines

- Ensure the LEA's policies and procedures allow the purchase of gift cards to provide supplies. If the LEA's policies or procedures prohibit this practice, then this is not allowed.
- The LEA has procedures to ensure allowable items were purchased for the intended purpose and for student use. The LEA must complete the Gift Card Agreement with the student or family to ensure they know the allowable purchases with the card.
- LEA follows up to ensure the procedures were met.
- The LEA may request to purchase gift cards in bulk¹ using Consortium funds. This will not change the accounting procedure outlined below.

Accounting Procedure

1. The LEA must receive pre-approval for the expense using the online application for pre-approval, detailing the amount and use of the gift card(s). This may have been done through a bulk purchase order or done as the need arises.
2. The LEA must complete the *Gift Card Agreement*² and receive a signature from a student or family experiencing homelessness to receive the gift card. This agreement should include a detailed receipt of purchased items. The LEA must retain a copy of the Gift Card Agreement for a

¹ Bulk purchases are defined as a single order of a quantity greater than five, or greater than \$100.00 in total.

² The Gift Card Agreement is appended to this document.

minimum of seven (7) years, and a copy must be filed with the Center for Schools and Communities. **All Gift Card Agreements from the current school year should be retained and provided to the Consortium Navigator by July 1.**

3. The LEA shall maintain the *Gift Card Agreement* records that include the date gift cards were issued, recipients of the gift cards, amounts on the gift cards, and vendor of the card (i.e., Target, Walmart, etc.).
4. The LEA's homeless liaison will report each student who receives a gift card as a "Service Delivery" entry on the Pennsylvania ECYEH database anytime a gift card is used or issued for a student experiencing homelessness that was furnished with ARP-HCY funds. The LEA will not report service delivery for gift cards that were misused based on the *Gift Card Agreement* or used for items not allowed under the ARP-HCY federal grant.
5. The LEA should create and enforce a procedure if a recipient misuses the gift card. For students and families experiencing homelessness, it is not realistic to expect the student/family to reimburse the district for the unallowable items.
6. Throughout the year, LEA fiscal staff or the business manager should verify that the homeless liaison has been following the LEA's pre-existing financial procedures. Although, the LEA shall not implement or enforce a gift card procedure that interferes with or impedes those required by the ARP-HCY Region 1 Consortium in this document.
7. The LEA should maintain the receipts and the signed *Gift Card Agreement* for no less than seven subsequent school years. **All Gift Card Agreements from the current school year should be retained and provided to the Consortium Navigator by July 1.**

Consortium Navigator:

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Gift Card Agreement for ARP-HCY Eligible Students

<i>LEA</i>	
<i>LEA Representative (name & title)</i>	
<i>Student name/ PA SecureID</i>	
<i>Date of gift card delivery</i>	
<i>Purpose of gift card to be delivered</i>	
<i>Gift card vendor (Shell Oil, Walmart, etc.)</i>	
<i>Gift card amount and explanation of how amount has been decided</i>	

_____	_____	_____
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Printed name of LEA representative

Signature of LEA representative

Date signed

I/we agree to use the funds provided by this gift card. I/we agree to provide a detailed receipt after the purchase(s) have been made with the gift card.

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Printed name of student, parent(s), or guardian(s)

Signature of student, parent(s), or guardian(s)

Date signed