



GIFT CARD POLICY CHECKLIST

*Each program that issues gift cards is required to develop and implement a gift card policy that defines **specific criteria for the purchase and distribution of gift cards to participants** centered on diversity, equity, and inclusion, including, but is not limited to, the items below.*

| Check | Section | Description |
|--------------------------|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Eligibility to Receive Gift Cards | <ul style="list-style-type: none">• Define specific criteria of each program that distributes gift cards to participants as financial assistance and/or incentives• Include program pre-set goals if gift cards are issued as incentive for meeting a goal |
| <input type="checkbox"/> | Gift Card Usage by Recipients | <ul style="list-style-type: none">• Participant acknowledgement of unallowable items for gift card use.• Gift cards cannot be used to purchase prohibited items, including program materials or administered as holiday (or other occasion) presents, as specified by the program. |
| <input type="checkbox"/> | Internal Controls | <p>This section should outline your agency's procedures to include the following elements:</p> <ul style="list-style-type: none">• Authorization to Purchase [<i>individual allowed to approve purchase</i>]• Funding Source [<i>must be allowable/eligible use of funds</i>]• Actual Purchase [<i>value of each card/max per card and number of gift cards</i>]• Separation of Duties [<i>indicate individual responsible at each stage in the handling and transfer of gift cards</i>]• Gift Card Inventory<ul style="list-style-type: none">○ Recordkeeping [<i>indicate weekly, monthly or quarterly physical counts</i>]○ Storage and security [<i>indicate secure method of storage and handling (e.g. stored in locked file cabinet or safe and in a locked office; documentation protocols for handling/access)</i>]• Gift Card Distribution<ul style="list-style-type: none">○ Programmatic disbursement log [<i>method for tracking/staff responsible</i>]○ Other internal inventory tracking logs [<i>e.g., agency master inventory log (fiscal), project inventory log (program)</i>]○ Process if discrepancies arise [<i>this may include internal monitoring procedures</i>]• Process if discrepancies arise [<i>this may include internal monitoring procedures</i>] |



Reporting Requirements

| Check | Purpose | Description |
|--------------------------|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Request for Reimbursement from HSH | <ul style="list-style-type: none">General ledger of gift card issuances as part of monthly invoice submission to include: 1) ONE ID (if known), 2) issue date, 3) amount issued, 4) gift card category (i.e., grocery, gas, incentive for participation, etc.), 5) payee initials. |
| <input type="checkbox"/> | Gift Card Disbursement Log | <ul style="list-style-type: none">Keep an active log (“disbursement log”) of gift cards that have been distributed which includes; Date Issued, Participant’s Name, Participant ONE ID (if known), Type of Gift Card (i.e., electronic or physical), Gift Card Retailer/ Vendor, Amount, Tracking Number, Type of Assistance/Program Goal, Recipient Signature (if available), Date Issued, Disbursed ByThis may be requested for review by HSH/City staff at any time or through annual fiscal/program monitoring. |
| <input type="checkbox"/> | 1099 Filing | <ul style="list-style-type: none">It is the provider’s responsibility to track all gift card transactions and inform their fiscal office should the aggregate disbursed amount necessitate a 1099 filing (e.g., each person to whom you have paid during the year at least \$600 in applicable categories). |

