



To: Department of Homelessness and Supportive Housing (HSH) Providers

From: Department of Homelessness & Supportive Housing

Date: December 5, 2024

Subject: HSH Gift Card Policy for Providers

Dear Partners,

The Department of Homelessness and Supportive Housing (HSH) has adopted the following policy that will cover all providers receiving funding from HSH:

HSH Gift Card Policy for Providers

Purpose: Gift cards are considered equivalent to cash and petty cash funds. This policy outlines HSH expectations and common rules regarding the purchase and distribution of gift cards for participants when using HSH funds.

Please ensure that this information is shared within your organization. **This policy will be effective as of January 1, 2025.** Oversight of this policy will be incorporated into the HSH contract monitoring and/or audit process.

If you have questions about how this may impact your program, please contact your assigned HSH Program Manager, as listed in CARBON. The policy will be posted on the HSH Providers Connect website at <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>. Please reach out to HSHExternalAffairs@sfgov.org if you need assistance in accessing the Providers Connect website.

Thank you for your continued partnership and providing critical resources for people experiencing homelessness in San Francisco.