		<b>Adopted:</b> November 10, 2020
Gift Card Policy	NCTHPC 003.001	<b>Updated:</b> November 10, 2020

### **1. PURPOSE:**

The purpose of this document is to establish a policy for the purchase and distribution of gift cards to ensure proper handling and accountability of these cards. Gift cards are susceptible to potential misuse and various risk exposures; this policy intends to minimize or eliminate any risk.


### **2. POLICY AUTHORITY:**

Health Services and Resource Administration (HRSA) Ryan White HIV/AIDS Program (RWHAP) Services: Eligible Individuals & Allowable Uses of Funds Policy Clarification Notice (PCN) #16-02: *Where direct provision of the service is not possible or effective, store gift cards, 2 vouchers, coupons, or tickets that can be exchanged for a specific service or commodity (e.g., food or transportation) must be used. Store gift cards that can be redeemed at one merchant or an affiliated group of merchants for specific goods or services that further the goals and objectives of the RWHAP are also allowable as incentives for eligible program participants. Health Services and Resource Administration (HRSA) RWHAP recipients are advised to administer voucher and store gift card programs in a manner which assures that vouchers and store gift cards cannot be exchanged for cash or used for anything other than the allowable goods or services, and that systems are in place to account for disbursed vouchers and store gift cards.*

### **3. GUIDELINES:**

North Central Texas HIV Planning Council (NCTHPC) Support Staff will purchase gift cards that meet the following requirements:

- Gift cards cannot be exchanged for cash or used for anything other than the allowable goods or services for which the gift card was provided, and systems are in place to account for disbursed gift cards.
- Every attempt will be made to purchase gift cards on which it states 'Alcohol/Tobacco/Firearms/Lottery purchases are prohibited,' when applicable.

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- Gift cards shall not be purchased for or given to any employee of the Tarrant County Ryan White HIV/AIDS program, which includes Tarrant County HIV Administration Agency Staff and NCTHPC Support Staff.


#### **4. SCOPE:**

This policy encompasses all consumer input group participants, needs assessment survey participants, and needs assessment focus group participants who are living with HIV and otherwise eligible for incentives that further the goals and objectives of the RWHAP under HRSA authority.

#### **5. PROCEDURES:**

NCTHPC Support Staff will provide procedures and internal controls for gift cards, including but not limited to:

- Documented processes for purchasing, requesting, distributing, and tracking of gift cards held by NCTHPC Support Staff.
- Quarterly reconciliation audits will be conducted by the NCTHPC Support Staff, the Chair of the Positive Voices Committee, and the Tarrant County Administrative Agency Financial Analyst.
- Audit findings will be reported as per Tarrant County Internal Auditor's procedures.
- NCTHPC Support Staff with the Chair of the Positive Voices Committee will conduct monthly reconciliations to ensure compliance.
- Gift cards for virtual consumer input meeting participation and needs assessment focus groups: up to \$10.00 per issuance.
- Gift cards for needs assessment survey participation related incentives: up to \$25.00 per issuance.
- Gift cards for all grant participation incentives will meet the following qualifications:
  - Eligible participants are people with HIV

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- Participants must actively engage in event/meeting that furthers the goals and objectives of the RWHAP. Each event/meeting will include a disclaimer stating incentives are only available for ACTIVE contribution in the event/meeting

SIGNED AND EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

COUNTY OF TARRANT

STATE OF TEXAS

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B. Glen Whitley

County Judge