



## **Gift Card Policy Effective July 1, 2016**

**I. Purpose:** To provide policy and administrative procedures regarding the use of gift cards as incentives for WIOA funds in the North Central Workforce Development Area.

**II. Background:**

The following defines the procedure for obtaining, securing, issuing and reporting an assortment of prepaid retail gift cards, for the purpose of providing WIOA Youth supportive services and performance incentives to participants in the North Central Workforce Development boards WIOA Youth programs.

**III. Use and Control of Gift Cards:**

If the Title I provider chooses to utilize gift cards for incentive or supportive services they must maintain strict internal controls concerning the custody and distribution of the gift cards. The following guidelines must be adhered to by the provider:

It is the responsibility of the Title I Program Director to oversee the management of gift cards.

**Obtaining:**

- A. The Title I director will purchase an assortment of prepaid retail gift cards; the total purchase at any one time will not exceed \$3,000.
- B. Upon purchase, the director will provide the signed original store receipt to the accounting office along with proper documentation.
- D. Only a limited number of gift cards will be maintained on site at each PA CareerLink® center. The maximum dollar amount of gift cards in total will not exceed \$500.
- C. Gift cards may not be transferred from one program to another or from one customer to another.

**Securing:**

- A. Gift cards will be secured at all times in a locked container and/ or safe, accessible only to designated staff.
- B. The director will verify the number and amounts of the gift cards.
- C. Signature logs will be kept together in a secure location to protect participant data and confidentiality.
- D. The director will remove from the office only the number of gift cards and corresponding gift card receipts needed for a single off-site distribution

**Issuing:**

- A. The director will complete the following information on the appropriate signature log for each date of purchase:

- a. Date gift cards were purchased
  - b. Name of retail company
  - c. Gift card dollar amount (noted on log and on gift card if needed)
  - d. Gift Card number
  - e. The signature of the staff requesting the gift card and date requested
  - f. Signature of the director issuing the gift cards
- B. Title I staff will submit a gift card request so the correct gift card(s) can be given to each participant. The following information will be obtained for each gift card distributed:
- a. Participant Name
  - b. Reason for the award
  - c. Purpose of issuance
  - d. Date of issuance
  - e. The signature of the staff disbursing the gift card and date disbursed
  - f. The signature of the participant receiving the gift card and the date received
  - g. The signature of a second staff observing/verifying the disbursement
- C. The staff member requesting a gift card may not be the same individual responsible for the disbursement of the gift cards.

**Reporting:**

- A. Each completed signature log will be returned to the Title I director upon the issuance or return of the last gift card, but not later than the last working day of the month completed. Logs will be maintained for a period of three years from the end day of the contract and available to WDB staff for review.

**VI. WDB Quality Assurance:**

NCWDB will monitor the use of incentives to ensure that proper procedures are followed.

**VII. Expiration: Ongoing**

**VIII. Inquiries:** Susan R. Snelick [ssnelick@ncwdb.org](mailto:ssnelick@ncwdb.org) (814)773-3162

Auxiliary aids and services available upon request to individuals with disabilities.  
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# Gift Card Request Form – Workforce Solutions for North Central PA /

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## Gift Card Signature Log – Workforce Solutions for North Central PA /

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