

**KERN COUNTY DEPARTMENT OF HUMAN SERVICES
POLICY IMPLEMENTATION MEMORANDUM NO. 14-43**

Date : November 14, 2014
\Re : Employment Services: Issue Emergency Ancillary Supportive Services (Use Kmart/Walmart Gift Card or Issue Warrant for Pick-Up)\

Purpose

This Memorandum explains the procedures for Employment Social Service Workers to assist participants with emergency ancillary expenses.

These procedures are to be used only in emergency situations to meet the participant's needs. For example, the participant needs to purchase items to immediately begin participating in employment or an approved WTW activity.

I. Introduction

Counties are responsible for issuing ancillary supportive services to enable individuals in the Welfare-to-Work program to participate in employment and approved WTW activities.

Two options are available when the supportive services payment cannot be issued by EBT or a warrant cannot be mailed to be received timely.

Accompany the participant to Kmart or Walmart and use a gift card to purchase the items.	The Employment SSW checks out the gift card from Issuance Accounting Unit (IAU) at the OC Sills Building or the designated Card Controller at the District office.
Issue the warrant for pick-up.	Warrants for pick-up are available at the OC Sills Building after 1:00 pm - the next working day <u>after</u> the SSW enters information to issue the payment in C-IV. The warrant can be: • Picked-up by participant at the OC Sills Building, or • Picked-up by the participant at a District Office (the mailroom will deliver warrant to the District office).

II. Procedures to Use a Kmart or Walmart Gift Card

	Procedures for Employment SSWs to Use the Gift Card
1	• Complete C-IV pages to issue a voucher. • Issue Notice of Action. • Complete Journal Entry.

2	Complete the Employment Services Gift Card Request Form to check out the Gift Card from the Card Controller. Obtain required signatures on the form.
3	Sign the Employment Services Gift Card Issuance Log to sign out the Gift Card from the Card Controller.
4	Accompany the participant to the designated store to purchase needed items.
5	After completing the purchase, the SSW: • Returns the Gift Card and <u>original receipt</u> to the Card Controller. • Completes the Employment Services Gift Card Issuance Log.

III. Issue a Warrant for Pick-Up at the O.C. Sills Building

- A. Warrants are picked up at the Benefit Issuance Windows at the O.C. Sills Building.

Note for District Offices: A check issued for pick-up at the O.C. Sills Building can be delivered to the District Office by the Mail Room during a regular mail run.

- B. C-IV Instructions:

- Complete C-IV pages to issue the warrant for “pick-up”.
- Issue Notice of Action.
- Complete Journal Entry.

IV. Instructions to Request DHS Purchasing to Order a Supply of Gift Cards

Each year, the Department receives approval from the Board of Supervisors to purchase gift cards to provide services for clients in Employment Services and the Child Protective Services programs. The gift cards purchased for the year cannot exceed the amount specified in the Board letter for each Program.

To order a supply of gift cards for the WTW program: See Fiscal Policy Implementation Memorandum 01-2014: Gift Card Handling Procedure for Board Approved Purchases