



ISSUING AUTHORITY: INDIANA DEPARTMENT OF CORRECTION

EFFECTIVE DATE: 1/1/2024

3.8 Gift Cards

APPLICABLE TO:

Entities who receive Community Corrections & Justice Reinvestment Grant Funding:

1. Adult Community Corrections;
2. Probation;
3. Pretrial Services;
4. Court Recidivism Reduction Programs;
5. Prosecutor’s Diversion Programs; and
6. Jail Treatment;

Summary

To establish guidelines for logging the use and distribution of gift cards by entities who receive Community Corrections & Justice Reinvestment Grant Funding.

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Requirements & Documentation

Community Corrections agencies shall adhere to the following regarding Gift Cards purchased with grant funds:

- **Only employees of the grant-funded entity shall distribute gift cards**
 - For contractual or sub-grantee agencies, a Memorandum of Understanding (MOU) or contract must be in place outlining the tracking and distribution of gift cards.
- **Gift cards purchased with grant funds must be used in the grant year they are purchased.**
 - If gift cards remain after the grant period ends:
 - PI funds, or other non-grant funds, matching the value of the remaining gift cards should be transferred into the grant fund
 - The transfer should be reflected on the closing financial report.
- Any entity using grant funding to purchase and distribute gift cards, must obtain prior approval either through:
 - The annual Grant Application, by budgeting the amount in the *Incentives budget line*
 - The Transfer/Additional Appropriation process (as outlined in **Procedural Bulletin 3.2**)
- **All gift cards purchased with Grant, Project Income, or CTP funds shall be logged on the Gift Card Tracker immediately upon purchase. A separate Gift Card Tracker should be maintained for each fund.**
- The entity must have a clear policy that defines how the recipients of the gift cards are determined
 - The policy should be such that anyone within the program has an equal chance to participate and stands an equal chance to receive the gift card.
 - **Gift cards cannot be given to volunteers or employees as an incentive or reward.** Gift cards are reserved for program participants.
- **No more than 50 gift cards may be purchased at one time unless approved by your Program Director.**
 - There is *no cap* on the amount of gift cards that may be purchased *in a fiscal year*.

Gift Card Tracker

An accurate record of all gift cards purchased with grant funds and distributed to program participants **shall be recorded daily on the Community Corrections Grant, Project Income, and/or CTP Gift Card Tracker.**

If a jurisdiction wants to use a different form, the alternate form must first be approved by the Department.

NOTE: *Gift Card Tracker form may be requested from the assigned Program Director or found on the Division's website.*

- The Gift Card Tracker must reflect:
 - Distribution date, *specific reason* for the distribution of the gift card & name of the recipient
 - Gift Card type
 - Name of the individual that purchased the gift card and date of purchase
 - Signature of the recipient
 - Initials of the staff that distributed the gift card
- The Gift Card Tracker shall be reconciled monthly and be maintained in the entity's administrative offices.
- The Gift Card Tracker shall be uploaded monthly to SharePoint ***along with the monthly financial report.***



County Policies

County policies governing the use of gift cards shall be followed. In the absence of such policies, the Advisory Board shall implement policies regarding gift cards, provided they are not less restrictive than those policies contained herein.