

—PROGRAM INSTRUCTION—

Texas Department of Aging and Disability Services (DADS) – Access and Intake Division

| | | | |
|----------------------------|---|-----------------------|-------------|
| TITLE: | Use of Debit and Gift Cards in a Disaster Situation | NUMBER: | AAA- PI 315 |
| SECTION: | Area Agencies on Aging | APPROVAL: | Betty Ford |
| ISSUE DATE: | 4/14/09 | REVISION DATE: | NA |
| RELEVANT CITATIONS: | | | |
| DISTRIBUTION: | <input checked="" type="checkbox"/> Executive Director <input checked="" type="checkbox"/> Director <input checked="" type="checkbox"/> Fiscal Director <input checked="" type="checkbox"/> AAA Section Staff | | |

The Department is issuing this program instruction (PI) to provide information regarding the use and distribution of debit cards during a disaster situation.

Below are the guidelines to be used in disaster situations.

The preferred means of providing services, including Income Support, during any disaster situation is with a purchase request or order. With a purchase request or order, a AAA is better able to identify a service provider and document the unmet needs. The monitoring of unmet needs also makes it possible for a AAA to negotiate better terms with a service provider, such as requesting discounts, advising the service provider of the potential number of customers it may expect, and providing a clear understanding of the types of goods or services a AAA will allow.

The use of debit and gift cards to expedite services to consumers is **limited to *Presidential Declared disaster situation and only for the AAAs directly impacted by the disaster***. Once the disaster recovery situation has stabilized, this purchasing method will not be permitted.

If debit or gift cards are used, the AAA must make sure the card **does not have a cash back option**. Example: The card is worth \$250.00, the individual's purchase is \$175.00, and the participant is given back \$75.00 in cash. It is recommended the cards be from a specific service provider such as Wal-mart, Target, Chevron, Randall's, etc. The AAA will request a copy of the receipt from the consumer. The purchase receipt is sufficient to provide the AAA with documentation of the expenditure.

The allowable service provided or goods purchased must be well defined by the AAA. It is recommended the person receiving a debit or gift card be provided a list of appropriate of items. The items purchased should address a critical need such as the purchase of a refrigerator that is required for the storage of medicine, as well as food.

The AAA must report the purchase in the appropriate service category, rather than solely using the Income Support category.

Send any questions or comments to the Help Desk at T3Ahelp@dads.state.tx.us.