Sample – Store and Prepaid Debit Cards Policies and Procedures

Any family that receives store or prepaid debit cards must follow these steps:

1. A family must sign our contract paper when receiving any type of store or prepaid debit card. The family must go over the contract with a team member from the LEA. The team member informs the family of the authorized items that can be purchase, as well as the consequences to purchasing unauthorized items. If the family does purchase any unauthorized items or break any other part of the contract, then the LEA will not be able to help the family in the future. The LEA also indicates that the store or prepaid debit cards are intended for the students specifically, not the whole family.
2. The LEA has developed a form to complete with the store or prepaid debit card identification information, as well as the family and student’s name. Once the receipts are submitted, this form is updated.
3. A family must submit the receipts back to the program. They have the options of bringing in the original receipt, texting a picture of it, or emailing it to the LEA.
4. A family can only purchase what the store or prepaid debit cards were issued for.
5. Families are given a week to use the store or prepaid debit cards, and provide the documentation. They will receive reminder text messages after that week. The family has to contact the LEA, if something arises and ensure that they communicate with the LEA.
6. A family must use the full amount of the store or prepaid debit cards that were issued to them. If the full amount was not used, the LEA will continue to send reminders for another receipt. For instance, if a family receives a $50 store or prepaid debit card for clothing, and the family only spends $20, then the LEA will let them know that they still have money to spend and that the LEA will need the receipt for that as well.
7. Store cards typically are for stores, such as Walmart, Chevron, and Vons. The LEA labels each store or prepaid debit card to say, "Cannot be used to purchase Alcohol or Tobacco Products".
8. Once the receipts are returned, the LEA also checks to see what was bought and ensure that the family did not purchase any unauthorized items. The LEA then completes the store or prepaid debit card form and keeps track of the receipts.