Pine Technical College

Policy and Procedure

Policy Number: 801
Date: 02/09/10
Revision Date:
Division/Department: ETC
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Subject: Support Service Card Tracking and Disbursement Procedures

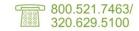**Authorities:** Department of Human Services allowed practice within Consolidated Fund Management

Purpose: : Define Guidelines for the Disbursement, Use and Reporting of Participant Support Service Cards Support Service cards are a necessary and accepted method of assisting public assistance participants with immediate and/or emergency funds as support with the requirement to obtain and retain employment.

Policy: In order that all support service cards are secure and uniformly dispersed the following procedure has been developed. Intentional gate keeping has been integrated within the procedure to fully account for all support service card related activities and transactions throughout the process.

Procedure:

- All support service cards must be retained in the locked safe at all times unless transactions are being completed and it is necessary for the specified support service cards to be outside the safe
- Employment Services (ES) staff completes material requisition to purchase support service cards
- ETC Director submits material requisition to Business Office with assigned cost center and signature – purchase order process is started
- Requesting ES staff is given a copy of the purchase order and later, the check issued by the state
- Employment Services staff takes the check to the designated vendor to complete purchase of support service cards
- Support service cards are immediately returned to the PTC/ETC office for storage in the safe
- Purchased support service cards along with vendor receipt are brought to the Office Administrative Specialist (OAS) in ETC to complete tracking process. Program designation of support service cards must be clarified at this time
- OAS prepares support service card tracking sheets which include card numbers and summary sign out sheet, separate form for each program and vendor

- ES signs out 20 cards at a time with OAS present and initialing on sign out sheet. Card numbers are verified with tracking sheet numbers, starting and ending card numbers (of each pack)
- OAS retains a copy of the tracking sheet on the shared directory until ES brings back the completed form
- After all 20 cards are dispersed to clients, ES brings the completed tracking sheet to OAS at PTC main office.
- OAS audits the completed tracking sheet with a random check of ES documentation in WF1 (ES is required to document client support service cards in Support Services and Case Notes tabs)
- OAS notifies ES of any identified incomplete documentation and follows up till completed
- Failure to make needed updates within 5 working days requires Director intervention upon notification by OAS
- ES may sign out an additional support service card set of 20 cards when a completed tracking log is returned to the issuing office
- Only 20 cards / 1 log (per vendor and program) are allowed to be kept in the possession of an individual ES staff person at any given time
- At the end of the calendar year when cards are all dispersed, documentation and auditing completed, all tracking sheets will be put in a 3 ring binder that is stored in the filing storage area and retained for the required 3 years
- All cards are to be used within 6 months of purchase

Responsibilities: all levels of ETC staff are involved for adequate gate keeping functions

Dissemination: all ETC staff and Business Office staff

Reviewed by Campus Roundtable: 3/8/2010, 3/22/2010
Reviewed by Faculty Shared Governance: N/A
Reviewed by Managers Meeting: N/A

Approved: