

FloridaWorks Standard Operating Procedure (SOP)

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|----------------------------------------------------|---------------------------------------------------|
| SOP Number: | Subject: Gas Card Disbursement |
| Date of Issuance: August, 2000 | Revision Date: March, 2007 |
| AE Executive Director <i>Angela Pate</i> | FloridaWorks Chair <i>Frank McGeown</i> |

PURPOSE

To provide One-Stop Core, Intensive and Training Operators, contractors and service providers and One-Stop Service Delivery Partners with a standardized system for gas card disbursements using the FLEET gas cards and to establish a uniform tracking system for accountability purposes.

POLICY

Gas cards referenced in this policy directive will be issued by the Alachua/Bradford Regional Workforce Board d/b/a FloridaWorks hereafter referred to as the Board, to contracted service providers for disbursement to eligible WIA, Welfare Transition and WtW customers as the need is identified by contracted service providers.

Staff handling the gas cards will treat each card as cash and assume the responsibility and accountability for their use within the parameters of this policy.

Gas Cards will be issued to customers of the One-Stop Career Center who require travel assistance in order to participate in approved training and employment activities as determined by a career counselor/case manager.

PROCEDURE

Focused Management Solutions, the administrative entity (AE) for the Board, will track the gas cards as they are transferred to the service provider for distribution.

1. The AE will issue a specified amount of pre-numbered gas cards to each service provider as requested. Such requests will be submitted by the service provider's designee, who will also assume responsibility for verifying the quantity received, safekeeping, and internal agency distribution and tracking. It is anticipated that such requests will be made to the AE on a monthly basis. At the time of issuance, a Gas Card Receipt form must be completed.
 - Only a specified amount of pre-numbered cards will be issued at one time
 - The issuing party will enter the following information on the form -
 - the date of issue
 - the card numbers being issued
 - The receiving party will sign the form indicating receipt and responsibility for the cards as recorded.

2. The service provider will distribute the gas cards to the Career Managers who will complete a Gas Card Log form. (copy attached) The Gas Card Log will be maintained by the service provider in order to track the distribution of the Gas Cards to eligible customers.

Career Managers authorized to issue gas cards will disperse the cards to eligible WIA, Welfare Transition, and W-t-W customers in order to assist the customer with travel associated with approved training and work related requirements. The Gas Card Log will be used for tracking purposes and the completed tracking forms will be submitted to the AE office no later than 5th of each month.

The gas card is redeemable at any participating gas station and cannot be exchanged for cash or other purchases. It is recommended that no more than two cards be issued to the customer at one time; however, it is at the discretion of the supervisor to determine if this would adequately meet the customers need and requirements of the work or training activity.

If necessary, any returned cards will be logged by the returning party in the area designated for return on the Gas Card Receipt Form with the date returned and the card numbers being returned. The receiving party must sign to verify receipt/return of the cards as recorded on the log.

REFERENCED FORMS: Gas Card Receipt Form and Gas Card Log

CONTACT: FMS, 408 West University Ave., Suite 501, Gainesville, FL 32601

GENERAL INSTRUCTIONS FOR GAS CARD LOG

CUSTOMER MUST BE INFORMED THAT THEY WILL NEED TO PRODUCE PICTURE IDENTIFICATION UPON RECEIPT OF THE GAS CARD.

- a) Enter the One-Stop Career Center site location.
- b) Enter the date issued, card number(s), amount of card(s), participant □s name, Social Security number.
- c) Participant must sign verifying receipt of the gas card(s).
- d) Upon issuing the last card on the form, enter the total amount of the cards issued and follow distribution steps.

DISTRIBUTION INSTRUCTIONS: ORIGINAL IS RETAINED AT AE's OFFICE

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| DATE RETURNED | NUMBER OF CARDS RETURNED | RECEIVING PARTY |
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Distribution: Original Issuing Party; copy Receiving Party