

## Gas Cards for an LEA's Homeless Program

### Definitions

- "Fuel Only" Gas Card – A card that will only work for fuel purchases and nothing else (preferred).
- Gas Cards – General "gift certificate" type cards used to purchase fuel. This card would work for other purchases such as groceries.

### Obligating "Fuel Only" Gas Cards and Gas Cards

Expenditures for cards may be claimed on federal funds after the card is used to purchase the gas for the intended purpose. The cost cannot be claimed at the time the card is purchased because the card is actually still cash. All that has been done is a conversion from cash into a card. There has not been any obligation of the funds. Until the gas is purchased, no obligation has been made. The card is not the obligation, the purchasing of gas is.

### Best Practice

- LEA purchases "Fuel Only" Gas Cards.
- LEA has procedures to ensure that gas was used for the intended purpose.
- LEA follows up to ensure the procedures were met.

Example:

1. The homeless liaison issues "Fuel Only" Gas Card agreement. This agreement should include the intended purpose of the "Fuel Only" Gas Card (student attendance, parent involvement, etc.) and mileage/gas calculation used to determine amount of "Fuel Only" Gas Card.
2. The "Fuel Only" Gas Card recipient signs the agreement.
3. The homeless liaison tracks the use of the "Fuel Only" Gas Card (example: reviews attendance records).
4. The homeless liaison maintains records that include the date the "Fuel Only" Gas Cards were issued and who received the "Fuel Only" Gas Card.
5. The homeless liaison communicates with the fiscal staff when "Fuel Only" Gas Cards were used appropriately.
6. The fiscal staff charges the "Fuel Only" Gas Cards to the federal grant, the LEA will not charge any "Fuel Only" Gas Cards that were misused to federal funds.
7. The LEA has a procedure in place and follows the procedure in the event that a recipient misuses the "Fuel Only" Gas Card. (Note: for the homeless population, if a parent misuses a gas card, the LEA must still follow the laws under the McKinney-Vento Act, but must arrange for alternate modes of transportation.)
8. Throughout the year, the business manager ensures that the homeless liaison followed the LEA's procedures.