**Intervention Court Gift Card and Incentive   
Policy and Procedure**

For the purpose of this policy, “gift card” means a card, code, or other device that is issued to an intervention court participant as an incentive in a specified amount, and redeemable upon presentation at a single merchant, an affiliated group of merchants, or multiple, unaffiliated merchants, for goods or services. This agreement applies to gift cards of any value.

For the purpose of this policy, “incentive” means any incentive, other than a gift card, with a value greater than or equal to five dollars ($5) USD. Examples include a purchased gallon of laundry detergent or donated clothes. This agreement should not be construed to apply to incentives with a value less than five dollars ($5) USD.

Gift cards and incentives, whether purchased by the intervention court or accepted as a donation, must be referenced in the court’s Policy and Procedure Manual as available incentives before they can be purchased or accepted and distributed to participants as incentives.

A list of individuals responsible for the request for purchase, receipt, and reconciliation of gift cards and incentives (from request to distribution) must be attached to this policy and provided to the Administrative Office of Courts (“AOC”) Financial Analyst. An updated list must be provided to the AOC Financial Analyst whenever this list of individuals changes.

Intervention courts shall comply with the following procedures for purchasing, receiving, reconciling, and distributing gift cards and incentives:

1. Gift cards and incentives may be purchased in bulk or as needed. The Intervention Court Judge or a designated intervention court staff member has the discretion, within the current fiscal year’s budget, to determine how many gift cards and incentives will be purchased at a given time. Petty cash cannot be used to purchase gift cards and incentives.
2. When the intervention court purchases gift cards or incentives, a copy of the requisition or other county documentation, along with a copy of the purchase receipt, shall be submitted to the AOC within the monthly fiscal report as proof of purchase.
3. Once obtained for the intervention court, either by purchase or donation, gift cards and incentives shall be recorded in a gift card/incentive log, which shall include the incentive type, whether it was purchased or received as a donation, date purchased or received, last four (4) digits of the gift card number (if applicable), date distributed to participant, and participant name, along with a line for the participant’s signature and date received. Gift cards and incentives shall be maintained in a secure location under lock and key at the intervention court’s office(s). Gift cards are considered cash and should be handled accordingly.
4. Gift cards and incentives shall be issued as an incentive to participants who complete the necessary requirements for said incentive as specified in the court’s Policy and Procedure Manual, and the value of each gift card shall be approved by the Judge.
5. Prior to issuance of a gift card or incentive to a participant, a gift card/incentive issuance form shall be prepared by an intervention court staff member assigned as responsible for the reconciliation of gift cards and incentives. This issuance form shall be presented to the Judge for review and approval.
6. Prior to distribution, the participant’s name, signature and the date of distribution shall be recorded in the gift card/incentive log. All gift cards and incentives shall be issued to the participant by the Judge with at least one intervention court staff member present. Ideally, gift cards and incentives should be presented by the Judge during a court session so other participants can observe this form of positive reinforcement. This fully-executed agreement shall be kept on file at the intervention court and provided to the AOC Financial Analyst.

By signing this agreement, the following individuals attest that the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Intervention Court shall follow the above policies and procedures and incorporate them in the appropriate section of the intervention court’s policy and procedure manual.

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Intervention Court Coordinator’s Signature Date

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Intervention Court Judge’s Signature Date

The following Intervention Court Staff Members are responsible for the purchase, receipt, and reconciliation of gift cards and incentives, as well as implementation of all policies and procedures contained in this agreement:

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