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# —PROGRAM INSTRUCTION—

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## Texas Health and Human Services Commission (HHSC) – Access and Eligibility Services

<b>TITLE:</b>	Use of Debit and Gift Cards during a Disaster	<b>NUMBER:</b>	AAA- PI 315
<b>SECTION:</b>	Program Policy	<b>APPROVAL:</b>	Hilary Davis
<b>ISSUE DATE:</b>	4/14/09	<b>REVISION DATE:</b>	4/29/20
<b>RELEVANT CITATIONS:</b>	OAA §321(a)(25); 40 TAC §85.201		
<b>DISTRIBUTION:</b>	<input checked="" type="checkbox"/> Executive Director <input checked="" type="checkbox"/> Director <input checked="" type="checkbox"/> Fiscal Director <input checked="" type="checkbox"/> AES Staff		

HHSC is revising this program instruction (PI) to clarify requirements for the use and distribution of debit and gift cards during a disaster.

The use of debit and gift cards to expedite services to consumers is limited to a *Presidential Declared* disaster and only for the AAAs directly impacted by the disaster. Once the disaster has stabilized, this purchasing method is not permitted.

AAAs must notify HHSC of the intent to provide debit and gift cards during a disaster by sending an email to the Help Desk at [AAA.Help@hhsc.state.tx.us](mailto:AAA.Help@hhsc.state.tx.us).

To support the purchase of a debit or gift card during a disaster, the AAA must:

- Assess the unmet need of the person receiving the debit or gift card. (For example: the need for groceries, medicine, or the purchase of a refrigerator required for the safe storage of food or medicine.)
- Document in the consumer's file the approved services or goods as determined by the assessment, including the type of debit or gift card and the dollar amount. (For example: Approved purchase of \$100 CVS gift card for medicine; or Approved purchase of \$200 HEB gift card for groceries.)
- Maintain receipts for the AAA's purchase of the debit or gift cards from a retailer, service provider or financial institution. The purchase receipts are sufficient documentation of the AAA's expenditure.
- In SPURS, report the purchase in the appropriate service category based on the type of assistance needed by the person receiving the card and identify the funding source used for the purchase. (Income Support or Health Maintenance)

Send any questions or comments to the Help Desk at [AAA.Help@hhsc.state.tx.us](mailto:AAA.Help@hhsc.state.tx.us).