**McKinney-Vento Homeless Education Grant—Gas Card Program Guidelines**

*The following guidelines were developed for the MOISD’s McKinney-Vento Homeless Education Program to ensure transparency and accountability for the gas card program.*

**MOISD Business Office Procedures**

Cards will be purchased with purchase order or by check. Cards will be inventoried and kept in the safe at the MOISD.

At the purchase, these cards will be expensed to a balance sheet account. At the end of each month (or whatever cycle we decide on to distribute cards), MOISD Business Office will calculate the amount of expense and transfer through general journal entry to the McKinney Vento Grant. Thus, we are only expensing to the grant when gas reimbursement is actually made to the homeless recipient.

We reserve the right to periodically audit the cards on hand versus what has been expensed.

**General Education—Grant Administrative Office**

We will negotiate a discounted rate for a bulk purchase of cards, if applicable. We will contact the corporate offices for gas stations in our local districts catchment area.

Liaisons will sign out the cards and sign the agreement. MOISD will make a photocopy of the backs of the cards or write the numbers on the back of the agreement for tracking purposes.

**Liaison Responsibilities**

* Liaison is responsible for accounting for all of the cards they receive from MOISD.
* When dispersing cards, fill out the Gas Card Form found at : <http://www.moisd.org/generaled/homelessness/> Photo copy or write the card numbers (on back of card) on the back of the form. **Please note that it is best to fill out this form online as it will auto-calculate and tell you the dollar amount of cards the student/family is eligible to receive.**
* Add in attendance data for the most recent two week time period.
* Family/student can request additional cards when they run out. They will only get cards based on positive attendance. Remind them that cards are to be used for gas to transport to/from school or school related activities. They are not to be used for other items at the gas station.
* Family/student signs Gas Card Form verifying receipt of the cards when distributed.
* Keep this form for your records—you will need to submit completed forms when you request additional cards.