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**Gas Card Request Guidance**

As a part of our Attendance Success process, NMCAA Child and Family Development Programs can provide families with transportation support through the temporary provision of gas cards after other feasible options have been explored. As always, NMCAA is a secondary resource and other community resources must be exhausted as a primary means of support.

Gas cards will also be given to families that attend Parent Meetings, Parent Advisory Committee Meetings, Parent Café, and/or Small Group Activity. Families may also receive a gas card for going to a program-required health appointment, for example, a physical or dental appointment.

Gas cards should only be given to the enrolled child’s family member. If a nonfamily member is transporting, this should be noted in the request.

**Preauthorization, by the ERSEA Manager, for any gas card distribution connected to attendance or health appointment is required for each individual family.**

Gas card requests will be through email to the ERSEA Manager. Teachers or Family Specialists can make a request. When making the request the following must be included in the email:

* Name of the enrolled child
* Name of parent/guardian receiving the gas card
* Detailed reason on why a gas card is needed (it’s important to tell the story)
* Goal on how the family is going to no longer need gas assistance (budgeting, car fixed, etc.)
* For Early Head Start Center-Based requests- number of scheduled days of attendance/week

The ERSEA manager will use ChildPlus Site Locator to determine the mileage from the family’s home address on ChildPlus to the center. Please note that NMCAA gas card distribution is not meant to support the total cost of gas, but only to provide assistance.

The total gas cards the families will receive a week are determined using the following calculation:

Total miles to center x 4 times a day x 4 days a week, divided by 20 miles per gallon x $3.90 per gallon of gas divided by two (note: gas prices may fluctuate throughout the year, an average amount will be used).

**Example:**

**6 miles x 4 times = 24 miles 24 miles x 4 days = 96 miles 96 miles/20 miles per gallon = 4.8 gallons**

**4.8 gallons x $3.90 price of gas = $18.72 $18.72/2= 9.36**

**1 $10.00 gas card would be given to the family a week.**

**Early Head Start Center-Based programming will use the same formula, but the calculation will be based on the family’s scheduled days of attendance.**

Once gas cards are approved, an email will be sent to program support, education coach, site supervisor, teacher, and family services. The requesting staff person will let program support know which brand of gas card is needed for their community.

* BP (Blarney Castle stations vary, includes a few Marathon stations)
* Walmart (for areas with a Walmart gas station)
* Shell (all Shell stations)

Arrangements will need to be made with program support for picking up the gas cards from the NMCAA Logan’s Landing Traverse City office. Gas cards cannot be mailed to centers. Cards must be signed out at the office. If picking them up for another person or persons, a Transfer of Gas Cards form (for each person they will be transferred to) will be included with the envelope(s). This form transfers the responsibility for the cards from the person who picked them up to the person who has possession of them.

**Distributing gas cards:**

If a family is receiving one card a week, the child must be in attendance all scheduled days of the week and receive it at pick up on last scheduled day (typically Thursday for HS classrooms). If a family is receiving 2 gas cards a week, one gas card will be given at pick up on second day of attendance and the other given at pick up on last day of attendance if the child attends all scheduled days.

The recipient must sign and date the envelope that the card(s) came in. The number of cards distributed must be indicated. **The teacher/EHS staff must mark an event code for the activity.** Event codes are on the right-hand side of the envelope, mark the event code # in the space available.

Please counsel the card recipients to go into the station before they pump gas to be sure it is a station that currently takes the cards (this can change for the BP Blarney Castle cards) AND to be sure that the systems that allow card use is operating. We want to avoid situations where gas is pumped; the system is down, and they have to pay out of their pocket.

**What to do with the envelope:**

When empty, return envelopes to Program Support. Site Supervisors/Site Coordinator collect envelopes with left-over cards at year-end. **This is a very important step in completing the gas card log.**

**Miscellaneous notes:**

If someone returns a card reporting that “It didn’t work”, please place it in an envelope and return it to Program Support as soon as possible with a note indicating 1)the parent’s name; 2)your name; 3)THE NUMBER OF THE ENVELOPE THAT IT CAME FROM if known; and 4) what the user said about it.

Sometimes we find that it has been used already (maybe they used it, put it back in their pocket, and forgot that they used it) or the card is defective. We investigate these reports if we have enough info.

Please remember that each card is like cash. They cannot be replaced or “stopped” if lost or stolen. Please refer to all cards, even Walmart cards, as “Gas cards”.

**Gas cards for Family Engagement Activities and Meetings**

Staff will refer to the Family Engagement Activities Guidance on Weebly.

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