APPENDIX D9

USE OF INCENTIVES FOR PREVENTION PROGRAMS
POLICIES AND PROCEDURES

STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF MENTAL HEALTH AND DEVELOPMENTAL SERVICEs
SUBSTANCE ABUSE PREVENTION AND TREATMENT AGENCY

Background

The purpose of this statement is to provide guidance to the Substance Abuse Prevention and Treatment Agency (SAPTA) and its funded coalition partners and the coalitions' subrecipients. SAPTA funds coalitions that have the responsibility of passing through funding for local substance abuse prevention activities and initiatives. The coalitions and their subrecipients often provide incentives to increase the participation of and success of their individual prevention programs.

During each State Fiscal Year (SFY) funding allocation, coalitions and their subrecipients may be reimbursed for incentive costs of no more than ten ($10.00) per individual participant per event. The purpose of incentives is to develop, maintain, and increase a variety of participation in substance abuse prevention programs, activities, and projects.

Types of allowable incentive costs include but are not limited to:

- Food and drink
- Coupons
- Movie Passes
- Gift Certificates (***no*** cash gift cards, etc)
- Discounts at Local Businesses
- Awards
- T-shirts/clothing
- Other

Cash incentives of any kind (including but not limited to cash cards/ prepaid calling cards, tobacco, tobacco products, alcohol, alcohol products) are not allowed.

If a program has an incentive that is not listed above, they need to contact their Prevention Analyst to have the incentive approved prior to providing the incentive. If a program does not have prior approval, reimbursement requests may not be allowed.

Coalitions and their subrecipients should list "Incentives" as a line item, rather than "food and drink", "coupons", etc. when filling out budget justification forms for funding requests.

All activities and projects are required to comply with state and federal funding regulations. SAPTA will monitor recipients for compliance on an annual basis.

This policy and procedure is not intended to circumvent the nutritional snacks that are recommended and provided as a component of model, evidence based program implementation.

Coalitions and or their sub-recipients may request incentives based upon the session activities and or number of implementations defined in the scope of work for each strategy, activity, and or program implementation.

All recipients of SAPTA funding must establish policies and procedures for internal controls to monitor the inventory, expenditures and disbursement of all allowable incentives.