

400-30 Participant Support Materials and Services

PURPOSE

To clarify allowable costs for California Home Visiting Program (CHVP) participant support materials and services for CHVP staff.

POLICY

Participant support materials and services may be used to reinforce model fidelity and encourage positive parent-child relationships. They must be allowable, reasonable in cost and justified by the CHVP Scope of Work (SOW).

AUTHORITY

Health Resources and Services Administration/Health and Human Services (HRSA/HHS) Grants Policy Statement (GPS, II-35).

PROCEDURE

I. General

Local CHVP sites that provide participant support materials and services must adhere to the following:

- A. *CHVP Activities:* CHVP support materials and services must only be provided to participants or former participants who participate in CHVP activities such as a Community Advisory Board (CAB), and group support events or socializations.
- B. *Budget:* A yearly allocation for participant support materials and services must be approved by the Program Consultant, Contract Analyst and CHVP management via the CHVP SOW, budget and CHVP supplemental documents.
- C. *Approval:* Any participant support material or service that does not meet the description in Allowable Support Materials and Services below must be reviewed by the Program Consultant and Contract Analyst for approval.
- D. *Documentation:* Each participant support material or service must be documented and logged by the local CHVP for audit purposes. This should include date purchased, type, amount, date distributed and recipient.

II. Allowable Participant Support Materials and Services

Local CHVP sites must ensure that support materials and services are allowable, reasonable and moderate in cost. Wherever feasible, an education message should be included. Examples of how CHVP funds may be used include:

- A. *Education items:* Education items to give to families such as educational toys, videos and books.
- B. *Transportation Services:* Items such as gas cards for participants to participate in project activities are permitted. Participants can be reimbursed if they provide receipts for transportation costs.

- C. *Child Care*: Child care for families may be provided to enable parents, enrolled children or other non-CHVP participant children to participate in CHVP activities such as a parent group meeting. Local CHVP sites must defer to their county policies regarding screening for childcare providers.
- D. *CAB Engagement*: Participation by current or former participants is recognized by providing non-cash items to offset hardship that may prevent the participant or former participant from participating in the CAB. CHVP allows for the recognition of current or former participants' contribution of time, resources and/or expertise to the CAB.
- E. *Food*: Children and families participating in programs provided by CHVP, for example during a CHVP training session or CAB meeting, may be provided with nutritious food and beverages that are consistent with state and/or county healthy food and beverage policies. One exception to this is a cake or similar item for graduation ceremonies.
- F. *Gift Cards*: The value of gift cards is not to exceed \$25 per participant/family. Gift cards must be redeemable only for gas or at a store that provides items for infants or toddlers.
- G. *Other*: Support materials and services used to motivate and/or reinforce positive behavior, participation and/or involvement in CHVP activities and require action on the part of the recipient to receive may be used and considered allowable for cost reimbursement. CHVP sites should consult with their Program Consultants for approval.

III. Unallowable Participant Support Materials

- A. *Medical Provider Payment*: Payment to medical providers, either directly or indirectly, to increase participant referral and participant care is not allowable.
- B. *'Stuff We All Get' (S.W.A.G) - Promotional or "Giveaway" Items*: Any gifts and giveaway items which have been used to promote state programs should not be distributed by contractors and subcontractors. Examples include, but are not limited to, water bottles, pens, cups, note pads, puzzles, key rings, pocket calculators, clothing, stuffed toys and clothing.

DISCLAIMER

CHVP does not endorse any specific brands, sites, organizations or products.

REFERENCES

- The NFP Suggestions of Client Support Materials, NFP Community
- The NFP Community Advisory Board Guidance, NFP Community
- Budgeting for a Nurse-Family Partnership Implementation, NFP Community
- Memo from Governor Jerry Brown banning "SWAG" to all State Agencies and Departments, February 18, 2011