



COMMUNITY HEALTH WORKER

Workforce Collaborative

Interim Guidance on Use of Incentives to Community Members Updated as of 9/29/2021

HRSA would like to provide clarifications regarding the use of incentives to community members under your sub-recipient award (as applicable):

- Funds for incentives under your sub-recipient award must not be used to make cash payments such as cash lotteries or cash raffles for engagement of families or participants to get vaccinated. Additionally, gift cards are not to be exchanged for cash, or used to purchase alcohol, tobacco, or weapons.
- Lotteries/raffles and prize items such as electronics, (i.e., TVs, iPad, speakers, or other luxury items) are an unreasonable incentive expense, and are therefore unallowable for engagement of families or participants to get vaccinated.
- While gift cards may be used for incentives for community members to get vaccinated, the total value cannot exceed \$50 per COVID-19 vaccine injection.
- As the sub-recipient award recipient, you must have established institutional policies and procedures for providing incentives to project participants. Individual recipients of gift card incentives must sign a statement acknowledging and agreeing to the purpose(s) of and restrictions (unallowable costs) on the incentive.
- As the award sub-recipient institution, you have the primary responsibility for developing and adhering to your organizational participant incentive policy and maintaining appropriate documentation for each participant gift card. Lastly, it is also your responsibility to report all grant related costs and it is the responsibility of your sub-contractor(s) to track and report these costs to you as the award sub-recipient.

This guidance was provided by HRSA; and adapted for sub-recipients/subcontractors of AAPCHO's *CHW Workforce Collaborative*. If you have any questions or need additional information, please contact Joe Lee at joelee@aapcho.org and Vanessa Wan at vwan@aapcho.org.