

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.:	1429
Issued:	01-31-20
Post Until:	02-29-20

SUBJECT: TRANSIT ACCESS PASS (TAP) CARDS – ADULT C.O.R.E.

As of November 1, 2019, bus tokens will be replaced with Transit Access Pass cards. Bus tokens will no longer be a valid form of currency for transit access. The following Directive outlines the policy and procedure for Adult C.O.R.E regarding the procurement, safe keeping, internal controls, employee responsibilities, and distribution of TAP cards.

Introduction:

This policy provides information and direction on providing Transit Access Pass (TAP) Cards to probation clients who require transportation to and from job readiness, treatment, training, court, and/or supervision office. Each TAP Card will be preloaded with \$3.50, \$7.00 or \$24.50 and is equivalent to cash. The County considers TAP Cards a liquid asset which are subject to internal controls that limit access and document their receipt and distribution. As such, the distribution of TAP cards must be logged and documented in the Adult Probation System (APS)- DCID Screen/Probation Case Management System (PCMS).

Safekeeping & Internal Controls:

The County Fiscal Manual (<http://auditorweb.co.la.ca.us/Auditor-Controller/CountyFiscalManual>) requires strict control over all phases of the handling of cash and liquid assets (TAP Cards and gift cards). TAP Cards must be kept in a secure place (office safe or a locked cabinet) overnight, during lunch hour, or any other periods of absence. Individuals that are responsible for the distribution of TAP Cards include area office Director, Director's Secretary, and/or designated TAP Card Custodian/Alternate Custodian.

These individuals will be responsible for submitting TAP card request and ensuring that TAP Cards logs are accurate.

Security:

- TAP Cards are considered cash equivalent and should be safeguarded in the same manner as cash to prevent theft or misuse;
- TAP Cards must always be kept in a secure place (office safe or a locked cabinet);
- TAP Cards shortage resulting from theft, misappropriation or other circumstance should be reported immediately to the area office Director and Fiscal Services, at (562) 658-0316.

- Fiscal Services will report any shortage of less than \$100 to Probation's Internal Affairs Unit. All shortages over \$100 will be reported to the Auditor-Controller's Office of County Investigations.

Program Manager Responsibilities (Adult Consultant):

- Submit TAP cards orders to Fiscal Services. All orders need to include the following:
 - Memo signed by a Bureau Chief (Attachment A)
 - TAP Cards Request Form (Attachment B)
 - Copies of all Distribution Logs

Ensure each area office or program have designated the following roles and responsibilities:

- Custodian
- Alternative Custodian
- Approving Authority
- Complete TAP Cards Distribution Log- Program Manager to Director (Attachment F) to document the transfer of the card;
- Ensure a reconciliation of TAP cards was conducted prior to requesting additional cards from Fiscal Services;
- Notify Fiscal Services of any concerns related to TAP cards.

Director's Responsibilities:

- Submit a request for TAP Cards to Program Manager (Adult Consultant). All orders need to include the following:
 - Memo signed by a Bureau Chief (Attachment A)
 - TAP Cards Request Form (Attachment B)
 - Copies of Distribution Logs
- Designate one custodian staff and one alternate per area office to distribute TAP Cards Distribution Log- Custodian to Clients (Attachment H);
- Complete TAP Card Distribution Log-Director to Custodian (Attachment G);
- Ensure TAP Cards are placed in a secure place (locked cabinet or safe);
- Ensure proper distribution and documentation of TAP Cards;
- Any changes of the TAP Card Custodian/Designee require a new Statement of Responsibility to be completed and submitted to Fiscal Services. All Statements of Responsibility shall be logged and kept on file for auditing purposes;

- Prior to requesting additional TAP cards from Fiscal Services conduct an inventory of Tap Cards remaining;
- Complete Monthly TAP Card Area Office Summary Report;
- Investigate and document discrepancies discovered during the monthly inventory;
- Submit the Summary Report and original of TAP Card Logs to Fiscal Services by the 10th of the following month;
- Maintain the TAP Card Distribution Log-Finance to Program Manager (Attachment C) and Tap Cards Distribution Log- Program Manager to Director (Attachment F);
- Submit to Fiscal Services 30 days after each quarter the following forms:
 - TAP Cards Statement of Responsibility (Attachment D)
 - TAP Cards Reconciliation Form (Attachment E)

Fiscal Services will send a memo reminding the Area Office Director when the forms are due.

TAP Card Custodian:

Each area office shall have a designated TAP Card Custodian and alternate custodian. Typically, the TAP Card Custodian will be the Director's Secretary, Head Clerk, Supervising Typist Clerk (STC), or Intermediate Typist Clerk (ITC) that is assigned and onsite at the office. There should only be one Custodian and one Alternate Custodian per area office to distribute the TAP Cards to probation clients. If the current TAP Card Custodian transfers, leaves the county, or is on an extended leave of absence, the custodian's supply of TAP Cards must be returned to the Director for reconciliation and reassignment to a new TAP Card Custodian.

At the end of each month, the TAP Card Custodian shall reconcile their inventory by collecting all distribution logs for the month. These logs are to be documented on the TAP Card Reconciliation Form. Quarterly, these logs should be reviewed to ensure that balances and inventory are accurate. Any discrepancies should be reported to the Director immediately. By the 5th calendar day of the month, the TAP Card Distribution Logs and TAP Card Reconciliation Form must be submitted to the Director.

TAP Card Custodian Responsibilities:

- Document each TAP Card provided to probation client on TAP Card Distribution Log-Custodian to Clients Form (Attachment H);
- Ensure that each probation client receiving a TAP Card signs the Tap Cards Distribution Log-Custodian to Clients (Attachment H);
- Maintain a file of the TAP Card Logs for clients with original signature available for audit purposes;
- Ensure all TAP Cards are kept in a secure place, at all times (office safe or locked cabinet);

- Immediately report any shortages or discrepancies to the Director;
- Maintain a running log of currently available cards and the number of TAP Cards distributed, at all times;
- Submit TAP Cards Request Form (Attachment B) to the Director. The Request for TAP Cards should include TAP Cards Distribution Log- Custodian to Clients (Attachment H), TAP Cards Reconciliation Form (Attachment E) and a TAP Card Distribution Log-Director to Custodian Form (Attachment G).

Disbursement of TAP Cards to Probation Clients:

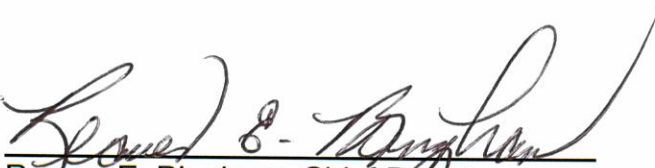
The request for a TAP Card for probation clients shall be made by the DPO. The DPO shall provide the TAP Card Custodian/Designee with the probation client's name and X-Number. The TAP Card Custodian will meet with the DPO and probation client in a designated area to disburse the TAP Card. The TAP Card Custodian/Designee shall log the disbursement of the TAP Card on the TAP Card Distribution Log-Custodian to Clients (Attachment H) and obtain the probation client's signature and date. The DPO shall initial next to their name in the *Requested By Name* column. The DPO shall record the date of disbursement and the TAP Card number on the probation client's APS-DCID Screen.

Annual Review

Fiscal Services will perform an annual review of all the TAP Cards transactions. The review will determine the following:

- Confirm distribution of TAP Cards are documented on the required forms;
- Confirm TAP Cards are always kept in a secure place;
- Confirm reconciliation are completed timely (reviewed and approved by the appropriate personnel);
- Report any changes to TAP Cards Program to the Chief Financial Officer and Management Team.

Questions or concerns regarding this Directive shall be directed to the Adult Consultant, at (562) 940-2525.



Reaver E. Bingham, Chief Deputy
Adult Services