

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

August 5, 2025

FROM

ARLENE MOLINA, Director, Preschool Services Department

SUBJECT

Purchase and Distribution of Prepaid Gas Cards and Bus Passes

RECOMMENDATION(S)

Approve purchase and distribution of prepaid gas cards and bus passes to provide mandated supportive services to eligible Preschool Services Department families, in an amount not to exceed \$40,000, for the period of August 6, 2025, through June 30, 2026.

(Presenter: Arlene Molina, Director, 383-2078)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally Responsible and Business-Like Manner.

Provide for the Safety, Health and Social Service Needs of County Residents.

FINANCIAL IMPACT

This item does not impact Discretionary General Funding (Net County Cost). The \$40,000 payment for the prepaid gas cards/bus passes is about 90% federally funded by the United States Department of Health and Human Services Administration for Children and Families, and 10% state funded by California State Preschool Program, General Child Care and Development, and the California Work Opportunity and Responsibility of Kids Home Visiting Program. Adequate appropriation and revenue have been included in the Preschool Services Department (PSD) 2025-26 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

PSD operates the federally funded Head Start and Early Head Start programs in locations throughout the County. Since 1999, PSD has operated these programs through a combination of direct and contracted services. The programs provide education, health, cognitive, social/emotional, physical growth and development, and parent-involvement services for children ages zero to five years with the overall goal of increasing the school readiness of young children in economically disadvantaged families.

PSD families often face barriers to accessing essential services due to limited transportation options. To help mitigate this challenge, PSD will increase the number of prepaid gas cards distributed as a form of transportation assistance to families in need of such services. PSD identified low participation in socialization activities, as well as several non-compliance in health requirements due to families lacking proper transportation to attend such events. By increasing the number of gas cards provided to families in need, PSD will increase participation in socialization events where public health mobile units will be on-site to provide needed health services, thus lowering the amount of health non-compliance instances within the department.

Purchase and Distribution of Prepaid Gas Cards and Bus Passes

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The distribution of prepaid gas cards (up to 700 cards at \$50 each) and bus passes (up to 100 passes at \$50 each) will support participants in meeting basic transportation needs, such as attending school, work, medical appointments, and other critical services. This effort aligns with PSD's mission to provide comprehensive support that enhances family stability and promotes self-sufficiency.

PSD would like to use Arco, Chevron, or Shell, and has implemented strict internal controls to ensure that all prepaid gas cards are properly managed. Chain-of-custody procedures and segregation of duties are in place to ensure transparency and accountability. All activities related to the procurement, distribution, and tracking of gas cards and bus passes will be conducted in accordance with the Auditor-Controller/Treasurer/Tax Collector's Internal Controls and Cash Manual (ICCM).

The PSD Card Custodian will maintain and ensure adherence to updated internal policies and procedures regarding the safeguards and proper handling of prepaid negotiables. The Card Custodian will also track distribution of all prepaid negotiables which will be distributed on a case-by-case basis to families who have been identified as in need of assistance. Trained family support staff will provide one gas card and/or bus pass per socialization event attended to families identified as needing assistance due to challenges meeting attendance requirements.

PROCUREMENT

The prepaid gas and bus passes will be acquired in accordance with ICCM and County Policy 11-04. Per the ICCM, the Board of Supervisors' approval is required to purchase prepaid cards in excess of \$2,500 per department, per fiscal year.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Adam Ebright, Deputy County Counsel, 387-5455) on July 1, 2025; Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on July 10, 2025; and County Finance and Administration (Allegra Pajot, Administrative Analyst, 388-0218) on July 17, 2025.

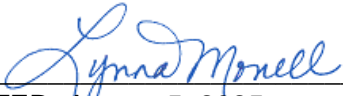
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Curt Hagman
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: August 5, 2025



cc: File - Preschool Services Department
MBA 08/8/2025