State of South Carolina
Department on Aging

Henry McMaster
Governor

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Director

Program Instruction (PI)
Grocery Voucher Program Initiative

Effective: April 24, 2020

Purpose: This is a short term program initiative to assist those consumers who are in need of groceries and other essentials due to the COVID 19 Pandemic which is temporary.

Program Description: This is a consumer choice program designed to help seniors in need of assistance in paying for grocery and personal hygiene products due to COVID-19 related income losses. The vouchers can be used for purchases made in any store which sells groceries, cleaning items (laundry detergent, disinfectants, etc.), personal hygiene products and outside laundry and dry cleaning. **Vouchers CANNOT be used to purchase alcohol, tobacco or vaping products.** This list is valid as of April 13 2020, and may have other items added as needs are identified. Like all of our programs, this is a reimbursement program.

Eligibility Requirements: Individuals "in need" above the age of 60.
Each AAA will have the ability to define "need."

Documentation: Reimbursement for each AAA will have specific documentation requirements. The documentation should include the name, age, address, county and the name of the business where the voucher was used. The AAAs must keep copies of receipts and the receipts must be made available to the SCDOA upon request. Where appropriate receipts are not available, the cost will be disallowed by SCDOA and funds will need to be repaid to the grant from non-state, non-federal funds.
Program will be tracked in the Grocery Voucher COVID activity.

Tracking: The Program will be tracked in a new activity, Grocery Vouchers COVID as a group service at the AAA as Provider level. The AAA will enter the following information:

- People - # of seniors/vouchers covered on this line item
- Units - # of receipts for this line item – this will help with tracking
- $ - total amount to be reimbursed
- Purpose – client identifiers (names or initials) so the SCDOA can work out which receipts went with which line items
- Event – Store(s), so the SCDOA can work out which receipts went with which line items

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