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November 5, 2025

SAPC INFORMATION NOTICE 25-15

TO: Los Angeles County Substance Use Disorder
Substance Use Disorder Treatment Provider Agencies

FROM: Gary Tsai, M.D., Bureau Director 
Substance Abuse Prevention and Control Bureau

SUBJECT: **GROCERY ONE-TIME SUPPORT INITIATIVE**

The Los Angeles County Department of Public Health, Substance Abuse Prevention and Control Bureau (SAPC) is aware that the ongoing federal government shutdown has created recent uncertainty and stress around food/nutrition resources for the County's specialty substance use disorder (SUD) community. SAPC is dedicated to supporting provider agencies, which includes sharing resources and offering temporary allowances. To address this concern, SAPC is launching a time-limited initiative to minimize the impact on eligible clients who are enrolled in CalFresh and may experience food instability due to the federal pause on Supplemental Nutrition Assistance Program (SNAP) benefits.

SAPC is implementing the Grocery One-Time Support Initiative (GOTSI) which is designed to offer temporary relief by providing restricted grocery gift cards to be distributed to clients whose CalFresh benefits are impacted by the federal government shutdown. Provider agencies may request these gift cards by submitting a Grocery Gift Cards Request Form to SAPC and if approved, collecting the gift cards from SAPC. Provider will also need to carefully document the distribution of gift cards for verification.

This informational notice will provide guidelines on this temporary initiative, including client eligibility and how provider agencies may request gift cards. Though SAPC is committed to supporting provider agencies and clients during this process, we are still required to adhere to all relevant guidelines, regulations, and requirements relating to the appropriate use of applicable funds.

GROCERY ONE-TIME SUPPORT INITIATIVE OVERVIEW

Effective immediately, provider agencies may request restricted grocery gift cards that can only be used for and distribute to clients who are currently enrolled in the agency's non-residential treatment services and whose CalFresh benefits have been paused or negatively impacted as a result of the federal government shutdown.

The following section provides greater details of the initiative and describe the process provider agencies must follow to request, issue, and submit supporting documentations for verification of distribution of these restricted grocery gift cards.

ELIGIBLE CLIENTS

In order to receive a gift card under this initiative, clients must meet the following criteria listed below. Provider agencies must first conduct an analysis to determine the number of clients who meets the initiative requirements to identify the accurate number of gift cards needed:

- Currently enrolled in a SAPC funded non-residential treatment program
- Actively receiving CalFresh benefits
- Be impacted by the pause of the federal SNAP program and be experiencing food insecurity

PROJECT TERM

The GOTSI will be effective only for the period when the SNAP program and CalFresh benefits are impacted. This initiative will expire on the first of the following month when a congressional budget bill is signed.

GIFT CARD PROVISIONS

As this initiative is designed to respond to an urgent and specific need, both SAPC and provider agencies are required to take the appropriate actions to ensure grocery gift cards are used for the intended purposes. Gift cards for this initiative will meet the following provisions:

- Will be limited for the purchase of groceries, food items, and be restricted from the purchase of alcoholic beverages, tobacco products, lotteries, prescription drugs or any other items that does not align with the goals of the initiative.
- Clients will receive a gift card in the amount of \$100 per month. Additional grocery gift cards may be issued for dependents; however, they are limited to the same amount and restrictions.

DOCUMENTATION AND REPORTING

In accordance with the [County of Los Angeles Department of Auditor-Controller's Contract Accounting and Administration Handbook](#), provider agencies shall adhere to all accounting requirements when requesting and issuing gift cards to confirm the appropriate use of funds and program guidelines. Provider agencies must use the attach Attachment I (Grocery Gift Cards Request Form) to provide the information needed to verify the quantity and purpose.

Grocery Gift Card Request Form

Provider agencies must submit the Grocery Gift Cards Request Form to SAPC when requesting for the gift cards. The form includes the required information provider agencies must provide to meet compliance requirements:

- Date Requested
- Purpose/Description
- Quantity
- Unit Value
- Amount
- Authorized By

REQUEST SUBMISSION PROCESS

After the provider agency identifies the approximate number of grocery gift cards needed for this initiative, must submit Attachment I (referenced above) to SAPC for review and approval to SAPC-Finance@ph.lacounty.gov. SAPC staff will review and if approved, will coordinate with pick with provider agencies. Provider agencies should be prepared to pick up the gift cards within 48 hours to ensure clients' needs are immediately addressed and to avoid prolonged stress due to food insecurity.

Provider agencies will pick up cards at SAPC Headquarter:

**Substance Abuse Prevention and Control Bureau
1000 South Fremont Avenue, Building A-9 East, 3rd Floor
Alhambra, California 91803
Finance Service Division's Main Line: (626) 293-2630**

POST-DISTRIBUTION & COMPLAINE

The Grocery Gift Cards Distribution Log (Attachment II) must include every gift card that have been distributed and submitted to SAPC for verification and compliance monitoring. Additionally, provider agency must surrender all gift cards that were purchased but not distributed during the course of the initiative. The use of these gift cards will be audited during regular programmatic and fiscal compliance reviews conducted by SAPC and the County of Los Angeles Department of Auditor-Controller.

Grocery Gift Cards Distribution Log

Provider agencies must maintain the Grocery Gift Cards Distribution Log to record when a gift card is distributed to eligible and active clients. It is mandatory that all boxes on the Grocery Gift Cards Distribution Log shall be completed, per client, and the clients must print and sign their name on the Grocery Gift Cards Distribution Log. Omission of this requirement will result in disallowances/recoupments. The Grocery Gift Cards Distribution Log must be submitted to SAPC after the gift cards have been issued. The Grocery Gift Cards Distribution Log allows provider agencies to collect the following information:

- Date Issued
- Gift Card Serial Number
- Purpose/Description
- Quantity
- Unit Value
- Amount
- Authorized By
- Client ID#
- Client Name
- Client Signature

RESOURCES

Provider agency must also leverage other services to help address clients' experiencing food instability. Below is a partial list of available services within the County:

- [LA County Parks Free Food Programs](#) for youth, teens, and seniors
- [Find a food bank near you](#), coordinated by the Los Angeles Regional Food Bank
- Call 2-1-1 from any phone to be connected to Countywide resources, including food pantries and housing.
- Seniors over the age of 60 may be eligible for a free food at your local senior center(s), call 1 (800) 510-2020.
- Young Men's Christian Associations (YMCA) throughout Los Angeles County are delivering groceries and essentials as resources are available for those avoiding public spaces. Email SocialImpact@YMCALA.org or call 1 (323) 244-9077
- YMCA distributes groceries throughout the County through the [FeedLA](#) program(s). Some confirmed distributions are listed below, however it is recommended to call to confirm any schedule changes.

WEEKILY FOOD DISTRIBUTIONS

Grocery distributions may run short due to increased demand. Early arrival is encouraged. This is not an exhaustive list and we encourage SAPC provider agencies to share these information of more local resources, as it becomes available to you.

City	Date	Time	Address
Hacienda Heights	Saturdays	7:30am - 10:00am	1345 Turnbull Canyon Road
La Mirada	Fridays	1:00pm - 5:00pm	12717 Santa Gertrudes Ave
Lancaster	1st and 3rd Mondays	3:00pm	43001 10th Street West (YMCA)
Los Angeles	1st and 3rd Tuesdays	9:30am - 11:30am	9900 S Vermont Ave (YMCA)
Los Angeles	Mondays and Wednesdays	9:00am	2900 Whittier Blvd (YMCA)
Los Angeles	Tuesdays	11:00am - 2:00pm	3820 Santa Rosalia Drive (YMCA)
Los Angeles	2nd and 4th Tuesdays	10:00am	4301 W 3rd Street (YMCA)
Los Angeles	Thursdays	10:00pm	1466 S Westgate Ave (YMCA)
Pasadena	Fridays	9:00am - 12:00pm	1280 E Washington Blvd
Pomona	Saturdays	9:00am - 12:00pm	1196 S San Antonio Ave
Santa Fe Springs	Mondays	8:30am – 10:00am	11819 Burke Street
Santa Fe Springs	Tuesdays	4:30pm – 6:30pm	11819 Burke Street
Santa Fe Springs	Fridays	10:30am – 12:00pm	11819 Burke Street
Slauson	Fridays	11:00am – 12:00pm	1600 W Slauson Ave
South El Monte	Fridays	10:00am - 12:00pm	2144 Tyler Ave
Van Nuys	Thursdays	9:00am - 11:30am	6901 Lennox Ave (YCMA)
Whittier	Mondays and Thursdays	3:00pm – 6:00pm	7215 Newlin Ave
Whittier	2nd and 4th Saturdays	10:00am – 12:00pm	7215 Newlin Ave
Whittier	Thursdays	10:15am (first 100 people)	7639 Painter Ave
Wilmington	Last Tuesday	10:00am	1127 N Avalon Blvd (YMCA)

ADDITIONAL INFORMATION:

For more information, please contact SAPC's Finance Services Division at SAPC-Finance@ph.lacounty.gov or by calling (626) 299-2630.

GT:dd

Attachments