

LCCS POLICY 680

Agency Clothing Allocation for Children

Original Issue Date:	7/11/1984
Revision Dates:	4/25/1997, 2/16/1999, 12/7/2007, 8/26/2020
Revision Number:	4
Current Effective Date:	8/26/2020
Obsolete/Combined Date:	
Reason for Obsoleting/Combining:	
See new Policy #:	

Scope:	Service Delivery and Fiscal
Responsibility:	LCCS Services Division Managers & Fiscal Department Staff
Purpose:	To ensure that all children in approved placements made by LCCS have sufficient clothing to meet their needs, and that there is appropriate use of the voucher system.
Legal Cite:	O.R.C. 5103.03, 5153.15, O.A.C. 5101:2-7-09

POLICY STATEMENT

Children in placements approved by LCCS will have their clothing needs met.

PROCEDURE

PLACEMENTS IN AGENCY FOSTER HOMES or RELATIVE HOMES:

The following procedures apply to initial and any subsequent requests for clothing funds.

- The worker must complete the “Clothing Needs Inventory” form (LCCS #8810) every time a child moves or there is a request for a clothing voucher. If the child has no clothing, the Inventory is still needed and the "has" column would contain all zeros.
- If, based on the "inventory", it is determined that there is a **need** for clothing, the worker completes a “Request for Funds” form (LCCS #4695). The form needs to include the name of the person who will be using the voucher, the case number, SACWIS Client ID for each child, items to be purchased, the store chosen, the amount needed and “Voucher” should be check-marked. The caregiver can select any store that is an LCCS vendor authorized to take LCCS vouchers.

- The worker must check the financial ledger in PB Clearing for the last 12 months and print out a copy. This print out must be attached to the "Request for Funds" form (LCCS #4695). This is not required for initial clothing requests.
- The worker needs to review the "Guide for Clothing Costs" prior to completing a "Request for Funds". The "Guide for Clothing Costs" is available in the impacted Departments Manuals.

Approval of "Request for Funds"

- The Worker of Record's Supervisor and the Manager of Community Development must approve/ sign the "Request for Funds" for children in relative placements.
- The Foster Care Worker's Supervisor and the Manager of Placements must approve/ sign the "Request for Funds" for children in agency foster home placements.
- All requests must include a "Clothing Needs Inventory".

Note: Requests for Funds will not be processed if they do not have the Inventory and the Ledger attached and the required signatures.

Responsibility for Completion of the above Procedures

- The Out of Home Care Worker is responsible for an initial emergency voucher pending inventory completion by the FCW for children who are entering an ABH for the first time.
- The FCW is responsible for entire process when placement is from ABH to ABH.
- WOR has responsibility for the entire process for children in relative/ kinship placement.
- OHC has responsibility for the entire process for children entering Group Homes, Institutions or Network homes. (Note this would only be for the initial placement as provider is responsible for the ongoing clothing needs.)
- WOR has responsibility for the entire process for children going from an ABH to a Relative/ Kinship placement or to own home.

Reimbursement

The caregiver **must** have prior approval to purchase clothing if they want to be reimbursed. The worker will complete a Request for Funds form (LCCS #4695) in order to obtain reimbursement to the caregiver for the clothing purchases. **The original store receipts must accompany the form** in order to verify the type and cost of any items purchased. W-9 and Independent Contractor forms must be on file for the person receiving reimbursement. If not already on file,

these forms should be submitted with the Request for Funds. This should be the exception and rarely happen.

PLACEMENTS IN GROUP HOMES, INSTITUTIONS AND NETWORK HOMES

Whenever possible prior to placement a "Clothing Needs Inventory" form will be completed and agency procedures followed if there is a clothing need. All the child's clothing needs should be provided before they enter placement.

Group homes, institutions and network homes will provide for the ongoing clothing needs of LCCS' children placed in their care.

The Following Applies to all Type of Placements

Another clothing inventory must be completed if there is a change of placement or if the child is returned to his/her parents

When a child is changing placement, the child's clothing is to go with them to the next placement, even if it is to his own home.

When a teenager runs away and returns with no clothing, their clothing needs may be met by utilizing alternative clothing resources, such as consignment shops.

CASE PRACTICE GUIDES

RELATED POLICIES and FORMS

LCCS Policy 111 (Issuance of Vouchers or Checks for Caregiver Needs)

LCCS Policy 290 (Donation Account)

LCCS Form #8810 (Clothing Needs Inventory)

LCCS Form #4695 (Request for Funds)

"Guide for Clothing Costs"