

Clothing for Children in Custody

SUMMIT COUNTY CHILDREN SERVICES

<p>ORC: 5153.16, 5101.141</p> <p>OAC: 5101:2-47-19, 5101:2-47-15</p> <p>USC: N/A</p> <p>CFR: N/A</p>	<p>ORIGINAL: 9/22/06</p> <p>REVISIONS: 11/29/06; 4/04/07; 9/23/08; 8/09; 12/09; 05/10; 08/10; 12/28/11; 6/08/15; 2/11/20; 3/23/2021</p> <p>RELATED FORM(S): Clothing Checklist Placement Services Agreement,</p> <p>RELATED PROCEDURE/POLICY(IES): N/A</p>
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| <input type="checkbox"/> Administrative
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Human Resources
<input type="checkbox"/> Information Technology | <input type="checkbox"/> Legal
<input type="checkbox"/> Safety & Security
<input checked="" type="checkbox"/> Social Services - All Departments
<input checked="" type="checkbox"/> Social Services - Foster & Adoption |
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All Staff
 Bargaining Unit
 Non-Bargaining
 Management

POLICY:

Summit County Children Services (SCCS) will work with substitute caregivers to ensure that a child's clothing needs are met while they are in agency custody.

PROCEDURE:

Initial Placements

SCCS provides a \$250 clothing stipend to all caregivers at the time a child is placed in agency custody. The same initial stipend may also be requested, based on need, for relatives/kin who assume emergency temporary custody. In order for caregivers to receive an initial clothing stipend, there must be a W-9 form on file with the county. For new SCCS foster homes or kinship caregivers that do not have a W-9 form on file with the county, a W-9 form will be provided to the caregiver to complete. Once the W-9 form is completed, the initial clothing stipend will be dispersed to the caregiver in the form of a cash/debit card. The agency is responsible for submitting the W-9 form to the county.

The stipend will be requested by the placement worker or kinship caseworker and issued in the form of a cash/debit card.

Emergency Cash/Debit Card for Clothing Distribution Process:

- The emergency or initial clothing stipend is issued via cash/debit card.
- The emergency or initial cash/debit cards for clothing are requested by the child's caseworker, kinship caseworker, placement caseworker, foster home coordinator, or supervisor on behalf of the caregiver using the Request for Kinship Resources form for kinship caregiver homes or via email for Summit

County Children Services (SCCS) foster homes or paid provider foster homes.

- For kinship caregiver homes, the request is sent to the clerical assistant(s) in the kinship unit for processing;
 - For SCCS foster homes, the request is sent to the clerical assistant(s) in the foster care unit for processing;
 - For paid provider foster homes, the request is sent to the clerical assistant in the placement unit for processing.
- The clerical assistant shall complete the top portion of the Emergency Cash/Debit Card Request and Acknowledgement form and forward to the administrative assistant/clerical supervisor in the Placement Services Department or designee in absentia.
 - The administrative assistant/clerical supervisor or designee will complete the middle portion of the Emergency Cash/Debit Card Request form, recording the cash/debit card number, the amount of each card, the number of cards issued, and total amount distributed to the caseworker.
 - The caseworker will receive the cash/debit card from the administrative assistant/clerical supervisor or designee, sign the Emergency Cash/Debit Card Request and Acknowledge form at the time they receive the cash/debit cards.
 - The administrative assistant/clerical supervisor or designee shall sign the Emergency Cash/Debit Card Request form indicating the distribution of the cards to the caseworker and make a copy of the form.
 - The caseworker shall physically provide the emergency cash/debit card to the caregiver. Cash/debit cards shall NOT be mailed nor left at the front desk of the agency to be picked up by the caregiver.
 - The caseworker shall obtain a signature from the caregiver receiving the cash/debit card on the Emergency Cash/Debit Card Request and Acknowledgement form indicating the receipt and acknowledgement of the use of the cash/debit card prior to issuing the caregiver the cash/debit card.
 - The caseworker shall simultaneously provide the caregiver with a W-9 form and direct deposit form. The caregiver must complete and sign at a minimum, the W-9 form prior to the caseworker issuing the cash/debit card. In order for the caregiver to receive ongoing, monthly kinship support stipends, the caregiver must submit the completed direct deposit form to the agency, if not completed at the time they receive the emergency cash/debit card.
 - The caseworker shall return the signed Emergency Cash/Debit Card Request and Acknowledgement form, the completed and signed W-9 form and the completed direct deposit form to the administrative assistant/clerical supervisor in the Placement Services Department or their designee no later than three (3) business days from the date the cash/debit cards were issued to the caregiver.
 - The placement or kinship caseworker documents the issuance of the cash/debit card for clothing in SACWIS.

Placement Changes

A clothing stipend for children already in SCCS custody who are changing placements, may be requested by the child's caseworker if it is determined that a need exists.

Clothing stipends will not be issued within ninety (90) days of each other, unless extenuating circumstances apply. Clothing purchased for children with the clothing stipend goes with the child when a placement change occurs. SCCS will review and issue clothing stipend requests for children who are changing placements within five (5) days of the placement change.

Maintenance

Kinship

Kinship caregivers will receive an ongoing clothing stipend every six months, in the amount of \$250, via direct deposit to the caregiver's checking or savings account or in special circumstances a reloadable cash/debit card, while the child(ren) remains in SCCS custody and placed in the kinship caregiver's home so long as the kinship caregiver has completed and returned the W-9 form and the county direct deposit form.

Foster

Beyond the initial clothing stipend, foster parents must provide clothing to foster children utilizing funds received through the foster care board rate. SCCS will provide foster parents with a clothing checklist which outlines the clothing that must be provided based on the age of the child. Foster care coordinators will review the checklist with the foster parent quarterly, and SCCS reserves the right to review the clothing checklist with the foster parent at any time. SCCS may deduct the cost of clothing from the board rate if the agency has to provide a child with clothing. Failure to provide adequate clothing may result in removal of the child, or an inability to place children in the foster home in the future.

Clothing and footwear must be:

- kept clean and well maintained
- an appropriate size
- seasonally appropriate
- age appropriate

Any clothing with permanent damage must be replaced. When placement terminates, all caregivers will provide children with the clothes that have been purchased for them.

Special Clothing Requests

Foster and kinship caregivers may request reimbursement for special clothing in limited situations, as defined below. Caregivers will contact their foster home coordinator or the child's caseworker for special clothing reimbursement.

Foster parents who are approved for a clothing stipend to purchase clothing for any one of the following special circumstances will be issued via direct deposit into a checking or savings account or on a reloadable cash/debit card if direct deposit is not available. Advance approval is needed for the following:

I. Lost/Damaged/Destroyed

Caregivers may request a special clothing stipend if clothing is lost, destroyed or stolen as long as the loss was not through the fault, omission or acts of the caregiver.

II. School Uniforms

If the child is enrolled in a school district that requires school uniforms, SCCS will approve a reimbursement to the caregiver. The maximum of which is one hundred seventy-five dollars (\$175.00) per school year. The caregiver may purchase the uniforms at a store of their choice and submit the receipts to SCCS for reimbursement.

III. Extracurricular Activity Uniforms

SCCS may pre-approve, once per year, up to eighty dollars (\$80.00) for extracurricular activity uniforms. Any additional clothing required over the \$80 for an extracurricular activity uniform is to be covered through the foster parent board rate or biannual kinship clothing stipend.

IV. Special Occasion Events

Caregivers may request a clothing reimbursement, up to two hundred dollars (\$200), two times per year, if a child attends a formal special occasion, such as homecoming or prom. Caregivers must provide the purchase or rental receipt of the garment. Special occasion/event reimbursements are determined accordingly:

V. Senior Expenses

SCCS will reimburse up to seven hundred dollars (\$700) for graduation expenses such as a class ring, letterman's jacket, senior pictures and a cap and gown.

VI. Other Exceptional Circumstances

SCCS may approve a special clothing order for pregnancy up to four hundred dollars (\$400.00). Extreme weight gain or loss may justify a special clothing stipend request; the amount of the stipend will vary according to the age of the child.

Clothing stipends for children placed on adoptive status may be approved upon request only if special circumstances demonstrate a need to do so. Requests must be made by the child's adoption caseworker by submitting a memo for

approval to either the Director of Placement Services or the Deputy Executive Director of Social Services.

See also: SCCS Placement Services Agreement for clothing provisions for children placed with contracted providers.