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I. GENERAL

Clothing allowances are supplemental funds issued to assist caregivers in meeting the clothing needs of children and Non-Minor Dependents (NMD's) in Foster Care. The basic foster care rate is intended to cover the cost of clothing. However, our department under certain circumstances does allow for an initial and supplemental clothing allowance.

II. REFERENCE

EAS 11-420 SPECIAL NEEDS PAYMENTS

III. CLOTHING ALLOWANCE POLICY AND PROCEDURES MINOR DEPENDENTS**A. Initial Clothing Allowance Policy and Procedures for Minor Dependents**

1. As needed, one initial allowance can be issued for a child during the period of dependency in an amount not to exceed the allowable rate. If dependency is vacated, and a new period of dependency is initiated, a new initial allowance can be issued.
2. The initial allowance can be prorated over the period of one year, starting with the first month of the first issuance.
3. If an initial allowance is to be paid, it must be initiated within the first year of placement.
4. Receipts for clothing purchases are required.
5. For rates refer to FC CA 400 Clothing Allowance Rates & Policies Desk Guide.

B. Social Worker (SW) Procedures

1. Review the child's needs with the caregiver and if necessary authorize an initial clothing allowance.
2. If the child's placement may be temporary in nature (less than 30 days), issue a minimal amount only with the maximum of \$100. If the placement is beyond 30 days, ask for the balance to be sent to the caregiver.

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3. Explain to the caregiver the intent of the clothing allowance and also explains that receipts are required for clothing purchases. Files receipts received in case file. If receipts are not submitted, follow-up with caregiver to obtain documentation of expenditures.
 4. Complete the CWS 16, attach appropriate intake documents and forward to the Clerical Specialist.
- C. Clerical Specialist Procedures
1. Upon receipt of the request for initial clothing allowance, makes the appropriate entry in CWS/CMS.
 2. Generates the SOC 158A and sends to the Eligibility Worker (EW).
- D. Eligibility Worker (EW) Procedures
1. Upon receipt of the SOC 158A requesting an initial clothing allowance, reviews to ensure child/NMD is eligible.
 2. Issues the requested amount of clothing, but not exceeding the maximum per dependency period.
 3. Sends the NOA to the caregiver indicating that receipts are required for clothing purchases. Sends copy of NOA to assigned Social Worker.
- E. Supplemental Clothing Allowance Policy and Procedure for Minor Dependents
1. Supplemental allowances must be approved by the SW Supervisor and then authorized by the District Division Manager.
 2. Supplemental allowances cannot be used for Out-of-County placements unless the host county has a Foster Care-funded emergency or supplemental policy. If the host county uses county funds for emergent situations, a request for CBCC funds can be made.
 3. The maximum allowable rate cannot be exceeded in any year starting with the month of first issuance.



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4. Supplemental Allowances can be authorized to the Maximum Allowable Rate for:
 - Clothing destroyed by fire/other disaster and not covered by insurance or other resources.
 - Clothing stolen without any other resource for replacement available.
 - Child moving from one eligible facility to another without a minimal amount of clothing.
 - Unusual need, such as outgrown clothing due to rapid growth or weight gain.
5. Receipts for clothing purchases are required.
6. For rates refer to FC CA 400 Clothing Allowance Rates & Policies Desk Guide.

F. Social Worker (SW) Procedures

1. Receives the request from caregiver for a clothing allowances, determines if the request is valid and that no other resources are available.
2. Explains to caregiver that receipts are required for clothing purchases. Files receipts received in case file. If receipts are not submitted, follow-up with caregiver to obtain documentation of expenditures.
3. Reviews request with EW to ensure other eligibility criteria are met i.e. out of county placement.
4. Obtains approval from the SW Supervisor and then sends a written request to the District Division Manager for approval. The request should include the name, DOB of the child, the amount requested and the reason for the request.
5. If the request is approved, complete the CWS 16 and forward to the Clerical Specialist.

G. Clerical Specialist Procedures

1. Upon receipt of the request for supplemental clothing allowance, makes the appropriate entry in CWS/CMS.

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2. Generates the SOC 158A and sends to the EW.

H. Eligibility Worker (EW) Procedures

1. Upon receipt of the SOC 158A requesting a supplemental clothing allowance, reviews to ensure child is eligible.
2. Issues the requested amount of clothing, but not exceeding the maximum allowable rate.
3. Sends the NOA to the caregiver indicating that receipts are required for clothing purchases. Sends copy of NOA to assigned Social Worker.

IV. CLOTHING ALLOWANCE POLICY AND PROCEDURES FOR NON-MINOR DEPENDENTS (NMD'S)

A. Initial Clothing Allowance Policy and Procedures for Non Minor Dependents (NMD's) Re-entering Foster Care

1. As needed, one initial allowance can be issued for a NMD during the period of dependency in an amount not to exceed the allowable rate. If dependency is vacated, and the NMD re-enters Extended Foster Care, a new initial allowance can be issued.
2. The initial allowance can be prorated over the period of one year, starting with the first month of the first issuance.
3. If an initial allowance is to be paid, it must be initiated within the first year of placement.
4. Receipts are required for clothing purchases.
5. For rates refer to FC CA 400 Clothing Allowance Rates & Policies Desk Guide.

B. Social Worker (SW) Procedures

1. Discuss clothing needs with the NMD and if necessary authorize an initial clothing allowance.
2. Ensure all other resources have been exhausted before requesting the clothing allowance such as the Clothes Closet and Independent Living Skills Program (ILSP).

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3. Use this as a case management opportunity to discuss use of these funds with the NMD.
 4. Explain to NMD that receipts are required for clothing purchases. Files receipts received in case file. If receipts are not submitted, follow-up with the NMD to obtain documentation of expenditures.
 5. Complete the CWS 16, attach appropriate intake documents and forward to the Clerical Specialist
- C. Clerical Specialist Procedures
1. Upon receipt of the request for initial clothing allowance, makes the appropriate entry in CWS/CMS.
 2. Generates the SOC 158A and sends to the EW.
- D. Eligibility Worker (EW) Procedures
1. Upon receipt of the SOC 158A requesting an initial clothing allowance, reviews to ensure the NMD is eligible.
 2. Issues the requested amount of clothing, but not exceeding the maximum per dependency period.
 3. Sends the NOA to the NMD indicating that receipts are required for clothing purchases. Sends copy of NOA to assigned Social Worker.
- E. Supplemental Clothing Allowance Policy and Procedure for Non Minor Dependents (NMD's)
1. Supplemental allowances must be approved by the SW Supervisor and then authorized by the District Division Manager.
 2. Supplemental allowances cannot be used for Out-of-County placements unless the host county has a Foster Care-funded emergency or supplemental policy. If the host county uses county funds for emergent situations, a request for CBCC funds can be made.
 3. The maximum allowable rate cannot be exceeded in any year starting with the month of first issuance.



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4. Supplemental Allowances can be authorized to the Maximum Allowable Rate for:
 - Clothing destroyed by fire/other disaster and not covered by insurance or other resources.
 - Clothing stolen without any other resource for replacement available.
 - Unusual need, such as outgrown clothing due to rapid growth or weight gain.
5. Receipts are required for clothing purchases.
6. For rates refer to FC CA 400 Clothing Allowance Rates & Policies Desk Guide.

F. Social Worker (SW) Procedures

1. Receives the request from the NMD for a clothing allowances, determines if the request is valid and that all other resources have been exhausted such as Clothes Closet and Independent Living Skill Program (ILSP).
2. Explains to NMD that receipts are required for clothing purchases. Files receipts received in case file. If receipts are not submitted, follow-up with NMD to obtain documentation.
3. Reviews request with EW to ensure other eligibility criteria are met i.e. out of county placement.
4. Obtains approval from the SW Supervisor and the sends a written request to the District Division Manager for approval. The request should include the name, DOB of the NMD the amount requested and the reason for the request.
5. If the request is approved, completes the CWS 16 and forwards to the Clerical Specialist.

G. Clerical Specialist Procedures

1. Upon receipt of the request for supplemental clothing allowance, makes the appropriate entry in CWS/CMS.
2. Generates the SOC 158A and sends to the EW.

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H. Eligibility Worker (EW) Procedures

1. Upon receipt of the SOC 158A requesting a supplemental clothing allowance, reviews to ensure child is eligible.
2. Issues the requested amount of clothing, but not exceeding the maximum allowable rate.
3. Sends the NOA to the NMD indicating receipts are required for clothing purchases. Sends copy of NOA to assigned Social Worker.

V. ANNUAL CLOTHING ALLOWANCE

Effective May 1, 2013 annual (aka back to school) clothing allowances are not provided to minor dependents or NMD's. This is due to the increase in foster care rates which was intended to include this funding on a monthly basis to caregivers. However, if the child is placed out of county, we must issue an annual clothing allowance if the host county's policy allows such. Please refer to Section VII.

VI. RATES

Please refer to the Clothing Allowance Rates & Policies form (FC CA 400) located in FormSTAR for the current Clothing Allowance rates.

VII. HOST COUNTY RATES

For both minors and NMD's in Foster Care that are placed out of county we must continue to pay host county rates and abide by the host county's policy. Please contact the Foster Care Analyst for other counties' rates and policies.

VII. WHO IS NOT ELIGIBLE TO CLOTHING ALLOWANCES

- A. Infants residing with their minor mother in Foster Care placement are not eligible to initial or supplemental clothing allowance.
- B. Children/NMD's in receipt of county only funding.



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C. Children/NMD's in vendorized Regional Center who receive personal and incidental (P&I) expenses.

IX. KIN-GAP

Kin-GAP cases are not eligible to initial or annual clothing allowances. However, they may be eligible to supplemental clothing allowances. Clothing allowances will be issued according the financially responsible county regardless of the child's residence.

X. FORMS

- CWS 16 Clerical Specialist (Tech) Form
- FC CA 400 Clothing Allowance Rates and Policies Desk Guide
- SOC 158A Foster Child's Data Record & AFDC-FC Certification

CONTACT PERSON: First Line Supervisors and above may contact the Foster Care Program Analyst with questions about this section.