

BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 14.3	SUBJECT: DONATIONS DISPENSED
EFFECTIVE DATE: 2/22/05	REVISION DATE: 6/27/06
REVIEW DATE: 5/30/06, 12/07	

PURPOSE: To ensure that donations received by the agency are appropriately dispensed to clients.

POLICY:

1. Employees are prohibited from directly accessing goods or services on behalf of a personal family member.

Whether a potential donation recipient is related to a BCCS employee, or not, the donated goods or services must be requested through the donation recipient's assigned caseworker or supervisor.

PROCEDURE:

When a potential recipient does not have an open case with the agency, the worker must verify income eligibility.
(Verification of a recipients status with the agency is available by accessing SACWIS)

A BCCS Donation Request Form must be completed and forwarded to Family Connections. The Family Resource Supervisor will determine if the goods are available and make arrangements with the worker or the recipient to fulfill the donation request.

This policy does not apply to requests for financial assistance nor does it apply to children entering substitute care in need of clothing. Workers shall follow those procedures accordingly.

Approval Date: 12/1/07



Michael A. Fox, Executive Director