

BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 14.3	SUBJECT: DONATIONS DISPENSED
EFFECTIVE DATE: 2/22/05	REVISION DATE: 6/27/06, 8/10
REVIEW DATE: 5/30/06, 12/07, 1/10, 8/10	

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.

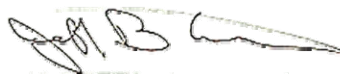
Whether a potential donation recipient is related to a BCCS employee, or not, the donated goods or services must be requested through the donation recipient's assigned caseworker or supervisor.

PROCEDURE:

When a potential recipient does not have an open case with the BCCS, the FRS worker must verify income eligibility.
The worker shall verify thru the ODJFS caseworker or the BCCS caseworker.

A verbal request may be made to a worker at Family Connections.
A Family Resource staff member 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.



Jeff Centers, Executive Director