

BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 4.11	SUBJECT: CLOTHING, PERSONAL INCIDENTALS, AND GRADUATION EXPENSES
OAC: 5101:2-47-19 FCASPL 149	EFFECTIVE DATE: 10/23/01
	REVISION DATE: 1/27/04, 11/28/06, 4/09
	REVIEW DATE: 11/28/06, 4/09

PURPOSE: To insure children entering the care of BCCS will receive adequate clothing and incidentals.

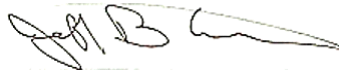
POLICY:

1. In the event a child is removed and placed into foster care the foster parent will complete a clothing inventory.
2. If it is determined that a child is in need of clothing, the caseworker and/or foster parent will check with the clothing depot for appropriate clothing.
3. If it is determined that the clothing depot is unable to accommodate the need, the caseworker will request a purchase order. Either the caseworker's immediate supervisor or another supervisor will then approve the request for a purchase order. The amount of the purchase order will be determined by the caseworker and supervisor based on available clothing at the depot, individual needs of the child, and the time of year (e.g. school year beginning etc.).
4. The agency will supply additional purchase orders for clothing needs as a result of growth, seasonal changes, or attrition. Clothing expenses must not exceed \$1,500.00 annually.
5. When there is an emergency removal on a weekend, the agency will reimburse the foster home up to \$100.00 per child for the purchase of clothing. The caseworker, and/or foster parent will contact the clothing depot the following Monday to determine further need for each child. The above steps should be followed.
6. Personal incidentals may be purchased for children in care. The caseworker shall request a purchase order for the incidentals. Personal incidentals include, but are not limited to the following and must not exceed \$3000.00 annually:
 - (a) Items related to personal hygiene.
 - (b) Cosmetics.

- (c) Over-the-counter medications.
- (d) Special dietary foods.
- (e) Infant and toddler supplies (e.g., high chairs, diapers).
- (f) Fees related to activities (e.g., boy/girl scouts).
- (g) Special lessons (e.g., horseback riding).
- (h) Graduation fees; these are expenses directly related to the
- (i) Funeral expenses.

7. Graduation expenses are limited to those expenses directly related to the high school graduation event including, but not limited to, class rings, pictures, cap and gown cost, tuxedos, or prom gowns. Graduation expenses shall not exceed \$1500.00.

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Approval Date: 9/1/09



Jeff Centers, Executive Director