

BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 4.11	SUBJECT: CLOTHING, PERSONAL INCIDENTALS, AND GRADUATION EXPENSES
OAC: 5101:2-47-19 FCASPL 293	EFFECTIVE DATE: 10/23/01
	REVISION DATE: 1/27/04, 11/28/06, 4/09, 6/16
	REVIEW DATE: 11/28/06, 4/09, 6/16

PURPOSE: To ensure 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 the child is in need of clothing, the assigned caseworker will request a purchase order. The caseworker's immediate supervisor or another supervisor will then approve the request for a clothing voucher. The amount of the clothing voucher will be determined by the assigned caseworker and supervisor based on available clothing, individual needs of the child, and the time of year (e.g. school year beginning etc.)
3. The agency will supply additional vouchers for clothing needs as a result of growth, seasonal changes, or attrition. Clothing expenses must not exceed \$1,500.00 annually.
4. 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.
5. Personal incidentals may be purchased for children in care. The assigned caseworker shall request a voucher for the incidentals. Personal incidentals include, but are not limited to the following and must not exceed \$3,000.00 annually.
 - a) Items related to personal hygiene
 - b) Cosmetics
 - c) Over-the-counter medications
 - d) Special dietary foods.
 - e) Infant 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

6. It is BCCS expectation that foster parents use their per diem for necessary items including, but not limited to the following:
- a) Items related to personal hygiene
 - b) Cosmetics
 - c) Over-the-counter medications
 - d) Special dietary foods.
 - e) Infant toddler supplies (e.g., high chairs, diapers)
 - f) Fees related to activities (e.g., boy/girl scouts)
 - g) Special lessons (e.g., horseback riding)
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 \$1,500.00.

6-16-16
Approval Date:


William Morrison, Director