

PROCEDURE

Series:	Operating Procedures	COA:	N/A
		CFOP:	N/A
Procedure Name:	Initial & Annual Clothing Allowance		
Procedure Number:	OP-1008		
Reviewed Date:	N/A		
Revision #/Date:	4) 02/03/12, 06/03/15, 1/30/17. 04/10/2019		
Effective Date:	07/25/05		
Applicable to:	All BFP Staff and Contract Providers		

PURPOSE: To specify Brevard Family Partnership’s process for authorization of the initial clothing allowance for children initially entering licensed care, level 2 and above, aged 0 through 18 years. This operating procedure specifically applies to children who are under the primary supervision of Brevard Family Partnership as the Lead Agency.

PROCEDURE:

Initial Clothing Allowance:

- (1) **Authorization:** Brevard Family Partnership Intake Specialist will initiate the initial clothing voucher for all eligible children to the Finance Department. The Finance Department designated staff (Level 1) will initiate the Initial Clothing Voucher by creating an in-home service in FSFN. The clothing items purchased from the initial clothing allowance funds are specific to the child and must follow the child (should the child enter a new placement). Receipts for clothing purchases must be kept in the Child Resource Record.
- (2) **Allocation of funds:** Children and youth aged 0 up to 18 shall receive the amount of \$150.00.
- (3) **Dissemination of Information:** The Brevard Family Partnership Director of Intake, Placement and Assessment (Level 3) will approve the “In-Home Services” request. Once approved, the Director of Intake, Placement and Assessment will forward to the Accounting Department for processing.
- (4) **BFP Accounting Department:** Brevard Family Partnership Accountant or designated Accounting support staff will mail the check to the specified placement.

Annual Clothing Allowance:

- (5) **Authorization:** Brevard Family Partnership Intake Specialists (Level 1) will initiate the Annual Clothing Voucher by creating an in-home service in FSFN for children who are in a “paid”, level 2 and above, out of home placement as of 11:59 pm on July 1. The clothing items purchased from the initial clothing allowance funds are specific to the child and must follow the child (should the child enter a new placement). Receipts for clothing purchases must be kept in the Child Resource Record.
- (6) **Allocation of funds:** Children and youth aged 0-4 shall receive the amount of \$200.00 and youth aged 5-17 \$400.00.



- (7) Dissemination of Information: The Brevard Family Partnership Director of Intake, Placement and Assessment or designee (Level 3) approves the "In-Home Services" request. Once approved, the request is submitted to the Accounting Department for processing.
- (8) BFP Accounting Department: Brevard Family Partnership Accounting Department processes payment for eligible children.

BY DIRECTION OF THE CHIEF EXECUTIVE
OFFICER:

PHILIP J. SCARPELLI
Chief Executive Officer
Brevard Family Partnership Family of Agencies

APPROVAL DATE: 2/11/2020