



**Administrative Policies and Procedures: 3.25**

<b>Subject:</b>	<b>Clothing Allotment for Youth in DCS Community Residential Facilities (Group Homes)</b>
<b>Authority:</b>	TCA 37-5-106
<b>Standards:</b>	COA: PA-GLS-12.03
<b>Application:</b>	To All Department of Children's Services Juvenile Justice Employees, DCS Group Home and Fiscal Services Employees.

**Policy Statement:**

The Department of Children's Services shall provide a clothing allotment to youth in departmental community residential facilities (DCS Group Homes) whose parents/guardians cannot supply their clothing needs.

**Purpose:**

To allow DCS Group Home personnel to purchase clothing allotments for youth residing in the group home when authorized by the youth's home county or region.

**Procedures:**

**A. Rates and limits**

1. Youth in DCS community residential facilities will receive clothing allotments at the current rates and limitations as specified by DCS Fiscal Services and the Director of Community Residential Facilities.
2. Prior to issuing an allotment, the group home facility Director or Designee must make every effort to have parents/guardians provide the youth with necessary clothing. This effort will be documented on the appropriate screens or case recordings in the current *child welfare information system*<sup>1</sup>.
3. Prior to any purchase, the youth's FSW must be contacted to receive authorization to purchase the clothing.
4. The FSW and their supervisor must sign form **CS-0540, Clothing Purchase Authorization** and fax it to the group home facility. If the FSW cannot be reached to obtain the form then the next contact would be the FSW's immediate supervisor. If they cannot be reached, the Regional Fiscal Officer should be contacted. Once the signed authorization form is received the clothing purchase can be made.

<sup>1</sup> **NOTE:** TNKids is the current DCS child welfare information system and will be replaced by the new system "TFACTS" in the near future. When TFACTS is fully implemented, all references to TNKids or "*current child welfare information system*" will mean TFACTS.

<b>B. Amount of clothing</b>	The group home Director/Designee must authorize only the amount of clothing necessary and must not exceed the rates authorized by Fiscal Services.
<b>C. Additional clothing</b>	Any additional clothing purchases for the youth will require the same process as outlined in <i>Section A</i> to be repeated.
<b>D. Tax Exemption</b>	Before purchasing any clothing from a particular vendor, the group home facility Director/Designee must determine that the vendor accepts <i>Government Certificate Tax Exemption</i> forms. Purchases made <u>must not</u> include sales tax.
<b>E. Billing</b>	<ol style="list-style-type: none"> <li>1. The group home facility Director/Designee must review each receipt for items purchased and amounts expended and verify them to be appropriate.</li> <li>2. If the receipt is correct, a copy of the fully completed form <b>CS-0540, Clothing Purchase Authorization</b> and a copy of the receipt for the purchase must be faxed to DCS Central Office Fiscal Services immediately after the purchase is made. Original copies of these documents must be maintained to send in along with form <b>CS-0623, Payment Card-Child Specific Transaction Log</b>, in addition to the regular reconciliation and payment card transaction log when clothing purchases appear on the monthly payment card bill.</li> </ol>
<b>F. Documentation</b>	All purchases made must be documented on the appropriate screens or case recordings in the current <i>child welfare information system</i> . A copy of the completed form <b>CS-0540, Clothing Purchase Authorization</b> and receipt must also be filed in the youth's case file.

<b>Forms:</b>	<p><a href="#"><u>CS-0540 Clothing Purchase Authorization</u></a></p> <p><a href="#"><u>CS-0623, Payment Card-Child Specific Transaction Log</u></a></p>
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<b>Collateral documents:</b>	<i>None</i>
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