



MEMORANDUM

TO: RBWO Providers
FROM: DFCS Fiscal & Administration Unit
DATE: September 28, 2018
RE: Clothing Allowance

Effective immediately, initial and annual clothing allowances are available to all youth placed with a Child Placement Agency (CPA) or Child Caring Institution (CCI). Initial clothing is available to all new children entering a foster care placement or returning after break in DFCS custody are entitled.

Initial Clothing Allowance	Annual Clothing Allowance
\$311 for children Birth to 12 years old	\$415 for children Birth to 12 years old
\$415 for children 13 and over	\$415 for children 13 and over

Requirements for Initials:

- Original receipts must be attached to the pre-bill for reimbursement.
- Please note the child's name on each receipt, date must be legible and RBWO provider vendor number.
- Receipts need to identify the articles of clothing purchased.
- Separate receipts for each child are required.

Requirements for Annual:

- Can be spent increments or at one time.
- Cannot be utilized the same calendar year a child enters care.
- Original receipts must be attached to the Pre-bill for reimbursement
- Please note the child's name on each receipt, date must be legible and RBWO provider vendor number.
- Receipts need to identify the articles of clothing purchased.
- Separate receipts for each child are requires.
- **Entitlement must be spent prior to the end of the state fiscal year.**

Clothing Entitlements

Examples for All Agencies:

<u>Child Enters Foster Care</u>	<u>Initial Entitlement</u>	<u>Annual Entitlement</u>	<u>County Funds</u>
March 2018	March 18-August 18	Jan 19-June 19 & July 19 –June 20	*if available
December 2018	December 18-May 19	Jan 19-June 19 & July 19 –June 20	*if available
January 2019	January 19-June 19	Jan 20-June 20 & July 20-June 21	*if available
October 2019	October 19-March 20	Jan 20-June 20 & July 20-June 21	*if available

*County Directors or their Designee must approve an additional Initial Clothing Allowance and authorize county funds prior to the provider incurring any expense for clothing reimbursement. This would be considered a waiver.

*** Parental Custody Children are not entitled to clothing allowance

*** Initial clothing dates are counted by the date not the calendar month.

*** Annual clothing entitlements are based on the fiscal year July 1 to June 30.

Thank you,
DFCS Fiscal & Administration Unit

cc.
Cliff O'Connor, DFCS Chief Financial Officer
Dave Teubl, Regional Accounting Director
Renita Jeffries Fiscal Program Director
Shaun Johnson, OPM Director