

Family Partnerships of Central Florida

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. 04/10/19 4/16/24		
Effective Date:	07/25/05		
Applicable to:	All FPoCF Staff and Contract Providers		

PURPOSE: To specify Family Partnerships of Central Florida'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 Family Partnerships of Central Florida as the Lead Agency.

PROCEDURE:

Initial Clothing Allowance:

- (1) Authorization: Family Partnerships of Central Florida 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 Family Partnerships of Central Florida 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) FPoCF Accounting Department: Family Partnerships of Central Florida Accountant or designated Accounting support staff will mail the check to the specified placement.

Annual Clothing Allowance:

- (5) Authorization: Family Partnerships of Central Florida 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.

Family Partnerships of Central Florida

- (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 Family Partnerships of Central Florida 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) FPoCF Accounting Department: Family Partnerships of Central Florida Accounting Department processes payment for eligible children.

BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 04/17/2024