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**Series:** Operating Procedures **COA:** N/A  
**CFOP:** 175-08

**Procedure Name:** Initial & Annual Clothing Allowance  
**Procedure Number:** OP-1008  
**Revision #/Date:** (2) 05-03-10  
**Effective Date:** 07/25/05

**Applicable to:** All BFP Staff and Contract Providers

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SUBJECT: Initial & Annual Clothing Allowance

PURPOSE: To specify Brevard Family Partnership process for authorization of the initial clothing allowance for children initially entering licensed care aged 0 through 18 years.

SUBJECT: Initial & Annual Clothing Allowance

PURPOSE: To specify the Brevard Family Partnership process for authorization of the initial clothing allowance for children initially entering licensed care aged newborn through 17 years.

PROCEDURE:

Initial Clothing Allowance:

- (1) Authorization: Brevard Family Partnership Intake Specialists (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 UMM Program Manager (Level 3) will approve the "In-Home Services" request. Once approved, the Utilization Program Manager will forward to the Accounting Department for processing.
- (4) BFP Accounting Supervisor: Brevard Family Partnership Accounting Supervisor 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" out of home placement as of 11:59pm on July 1. The clothing items

purchased from the annual 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 UMM Program Manager (Level 3) will approve the "In-Home Services" request. Once approved, Utilization Program Manager will forward to the Accounting Department for processing.
- (8) CBCB Accounting Supervisor: Brevard Family Partnership Accounting Supervisor or designated Accounting support staff will mail the check to the specified placement.

Approved by the Brevard Family Partnership Board of directors: \_\_\_\_\_

By Direction of the Chief Executive Officer:



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DR. PATRICIA NELLIUS-GUTHRIE  
Chief Executive Officer

Signature Date: 5/10/10