



<b>1940 INITIAL CLOTHING ALLOTMENT (ICA)</b>	
Chapter: <b>Services for Children, Youth, and Families</b>	Section: <b>Title IV-B</b>
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: <b>14-01</b> Effective Date: <b>March 2014</b> Scheduled Review Date:
	Approved:  Maggie Bishop, Director
Related Statute(s): <a href="#">RSA 169-B</a> , <a href="#">RSA 169-C</a> , <a href="#">RSA 169-D</a> , and <a href="#">RSA 170-E</a> Related Admin Rule(s): Related Federal Regulation(s): <a href="#">SSA 422</a>	Related Form(s): <b>FORM 2103 and FORM 2110</b> Bridges' Screen(s) and Attachment(s):

The Division for Children, Youth and Families works with foster families to provide for the safety and well-being of children/youth who are in foster care. To support this endeavor, DCYF maintains a mechanism for providing assistance to foster families in obtaining appropriate clothing for children/youth to maintain their physical and emotional safety and well-being.

<b>Purpose</b>
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To define the purchased Title IV-B service specification for Initial Clothing Allotment.

<b>Definitions</b>
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“**CPSW**” means a Children Protective Services Worker employed by DCYF.

“**DCYF**” or the “**Division**” means the DHHS Division for Children, Youth and Families.

“**ICA**” or “**Initial Clothing Allotment**” means the provision of funds for essential clothing to children/youth who are being initially placed in foster homes.

“**JPPO**” means the Juvenile Probation and Parole Officer employed by DCYF.

“**Service Code**” used to for ICA is NB.

“**Service Population**” means children/youth in foster care who have been abused and/or neglected, found to be delinquent, or identified as a CHINS.

“**Service Unit**” means one reimbursement.

<b>Policy</b>
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- I. Licensed foster parents (FH) of the child/youth, who are enrolled on NH Bridges for the Initial Clothing Allotment service may be provided the ICA pursuant to the following guidelines:
  - A. CPSWs and JPPOs may approve ICA service in consultation with their immediate supervisor when the following requirements are met and there are sufficient Title IV-B funds available.
    1. The child(ren)/youth and family are eligible for Title IV-B (Child Welfare) services, as defined in Policy Item [2650 Eligibility for Title IV-B Services](#).
    2. The child(ren)/youth's clothes are inappropriate to his or her physical needs or to the seasonal changes.

3. The child(ren)/youth and family have not already received the Initial Clothing Allotment, while receiving services through the Division for Children, Youth and Families.
  - (a) Initial Clothing Allotment shall only be authorized once for a child/youth.
  - (b) Initial Clothing Allotment may be authorized at the time of a child/youth's initial, out-of-home placement.
  - (c) Initial Clothing Allotment may be authorized at a subsequent placement if it was not used at the time of the initial placement.
  - (d) Initial Clothing Allotment may be authorized during a placement if a hardship can be shown that the child/youth's clothing is not appropriate and the Initial Clothing Allotment has not been used prior.
- B. Children/youth placed in relative homes (RH) or crisis homes (CS) shall not be authorized for Initial Clothing Allotment service.
- C. Children/youth placed in institutions or residential facilities, in NH or out-of-state, must not be authorized for this service without Field Administrator approval. Group home rates for all NH and out-of-state facilities include clothing funds for maintenance.

#### **Payment Procedures**

- I. The CPSW/JPPO must provide Form 2103, Service Authorization Request to the Fiscal Specialist.
- II. The Fiscal Specialist will add Form 2110, Service Authorization in Bridges to request payment to the foster parent(s).
- III. The Foster Parent will complete and submit Form 2110, Service Authorization to DCYF Provider Relations for processing.
  - A. Receipts for clothing purchases must be attached to Form 2110, Service Authorization.

<b>Practice Guidance</b>
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#### **What is the Service Rate for this service?**

- Refer to [Item 2700 Rates](#) (Fiscal Management Chapter, Rates Section), for current rate.

#### **Can an ISO Foster Family Care Provider receive an Initial Clothing Allotment for a child?**

- Yes, but only if the ISO Foster Care Home is the initial placement when the child(ren) is removed from his/her home, and only when approved by the CPSW.

*Amended Per PD 15-53, October 2015*