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.

**Purpose**

To define the purchased Title IV-B service specification for Initial Clothing Allotment.

**Definitions**

“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.

**Policy**

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.

Practice Guidance
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