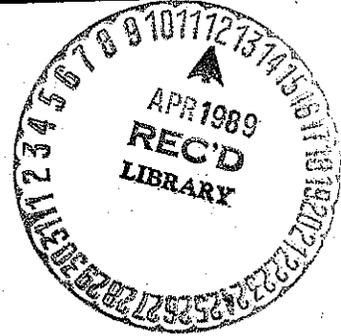


ADMINISTRATIVE DIRECTIVE

NEW YORK STATE DEPARTMENT OF SOCIAL SERVICES
40 North Pearl Street
Albany, New York 12243
Cesar A. Perales, Commissioner



TRANSMITTAL NO: 89 ADM-14

DATE: April 10, 1989

DIVISION: Family and Children Services

TO: Commissioners of Social Services
Directors of Voluntary Agencies

SUBJECT: Foster Care: Initial Clothing Allowances for Children in Family Boarding Homes

SUGGESTED DISTRIBUTION: Directors of Services
Child Welfare Staff
Fiscal Staff of Voluntary Agencies and Local Departments of Social Services
Staff Development Coordinators

CONTACT PERSON: Director of the appropriate Regional Office of the Division of Family and Children Services: Metropolitan Region, Fred Cantlo (212)804-1198; Albany, John O'Connor (518)432-2751; Buffalo, Linda Brown (716)847-3145; Rochester, Acting Director, Ross Hayman (716)238-8201; Syracuse, Jack Klump (315)428-3230.

I. PURPOSE

This release advises you of the requirements for providing adequate initial clothing for children in foster family boarding homes and includes guidelines for clothing at the time of placement.

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Department Regs.	Social Services Law and Other Legal References	Manual References	Miscellaneous Reference
88 ADM-28 88 INF-40 73 PWD-68	73 PWD-68	427.16(a)1 and (a)2, 443.3(p)	153-d, 153-e, 398-a	Manual Bulletin 200, page 36 and page 73	

II. BACKGROUND

A. Department Regulations require that for each child in foster care, the social services district shall:

- 1) determine clothing needs upon admission to care; and
- 2) authorize allowances to buy necessary clothing.

B. The purpose of these requirements is to assure that the following situations do not occur:

- 1) Children are placed in foster family boarding homes with inadequate clothing. The local district or voluntary agency caseworkers do not review the child's initial clothing needs with the foster parents and, where appropriate, with the child.
- 2) Foster parents are not aware that they are entitled to allowances to purchase an adequate basic wardrobe for the child.
- 3) When foster parents do purchase initial clothing, the expense is not reimbursed by the local district.

III. PROGRAM IMPLICATIONS

Adherence to the provisions of Regulations 427.16(a)(1) and (a)(2) should:

- A. Ensure that children in foster care are provided with adequate initial clothing.
- B. Support and improve the self-esteem of children who come into care and improve foster parent-foster child relationships.
- C. Ensure that foster parents are not forced to use their own funds to provide an adequate basic wardrobe for their foster children. This should improve foster parent morale and local district-foster parent relationships.

Note: There may be occasions, such as emergency placements, when foster parents will have to use their own funds until a grant can be issued. If this occurs, there should be mutual agreement between the district and the foster parents as to the amount of the grant. Districts should reimburse the foster parents as soon as possible.

IV. REQUIRED ACTION

A. When a child is placed in foster care, the caseworker from the district or voluntary agency (if a voluntary agency has planning responsibility) must review the child's wardrobe with the foster parents and (if appropriate) with the child. Together, they should determine the adequacy of the child's clothing.

B. If additional clothing is needed, the local district must authorize an allowance for necessary initial clothing. Initial clothing needs vary for each child. Therefore, state reimbursement for initial clothing is not subject to

the maximum yearly clothing replacement allowances promulgated by the Department. Although the amount of the initial clothing allowance is determined by the local district that places the child in foster care, the allowance must be sufficient to provide an adequate basic wardrobe. The foster parents should not be required to use their own funds for clothing.

C. Once the child's clothing is at an adequate level, the cost of replacement clothing is subject to the maximum yearly allowances set by the local district. State reimbursement for replacement is subject to the maximum state allowances.

D. When a child is transferred from one foster home to another, the wardrobe should again be reviewed. If clothing is needed, an initial allowance may be issued for the new home. This allowance is not subject to the maximum yearly replacement allowance. Please note that clothing purchased for a child in care belongs to that child. The child keeps this clothing when transferred to a new home.

Foster parents should consider maintaining a record of clothing purchases and an inventory of each foster child's clothing. This will help to avoid confusion at the time of transfer or discharge.

E. Local districts must advise all foster parents and applicants of the requirements for providing initial clothing and include them in the foster parent manual that is required by Department Regulation 443.3(p). The attached guidelines should also be included in the manual.

V. SYSTEMS IMPLICATIONS

None

VI. ADDITIONAL INFORMATION

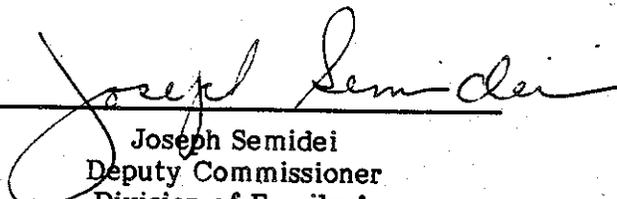
Updated clothing guidelines are attached to this administrative directive.

Although the emphasis of this directive is on providing initial clothing for children placed in foster family boarding homes, districts are reminded that all foster children, including those in group foster care, must be provided with adequate initial clothing. The attached guidelines should also be used for children placed in group foster care.

Children placed in group programs should receive an allowance for initial clothing when the negotiated board rate does not include such an allowance.

VII. EFFECTIVE DATE

These procedures are effective as of April 15, 1989.



Joseph Semidei
Deputy Commissioner
Division of Family &
Children Services

Attachments

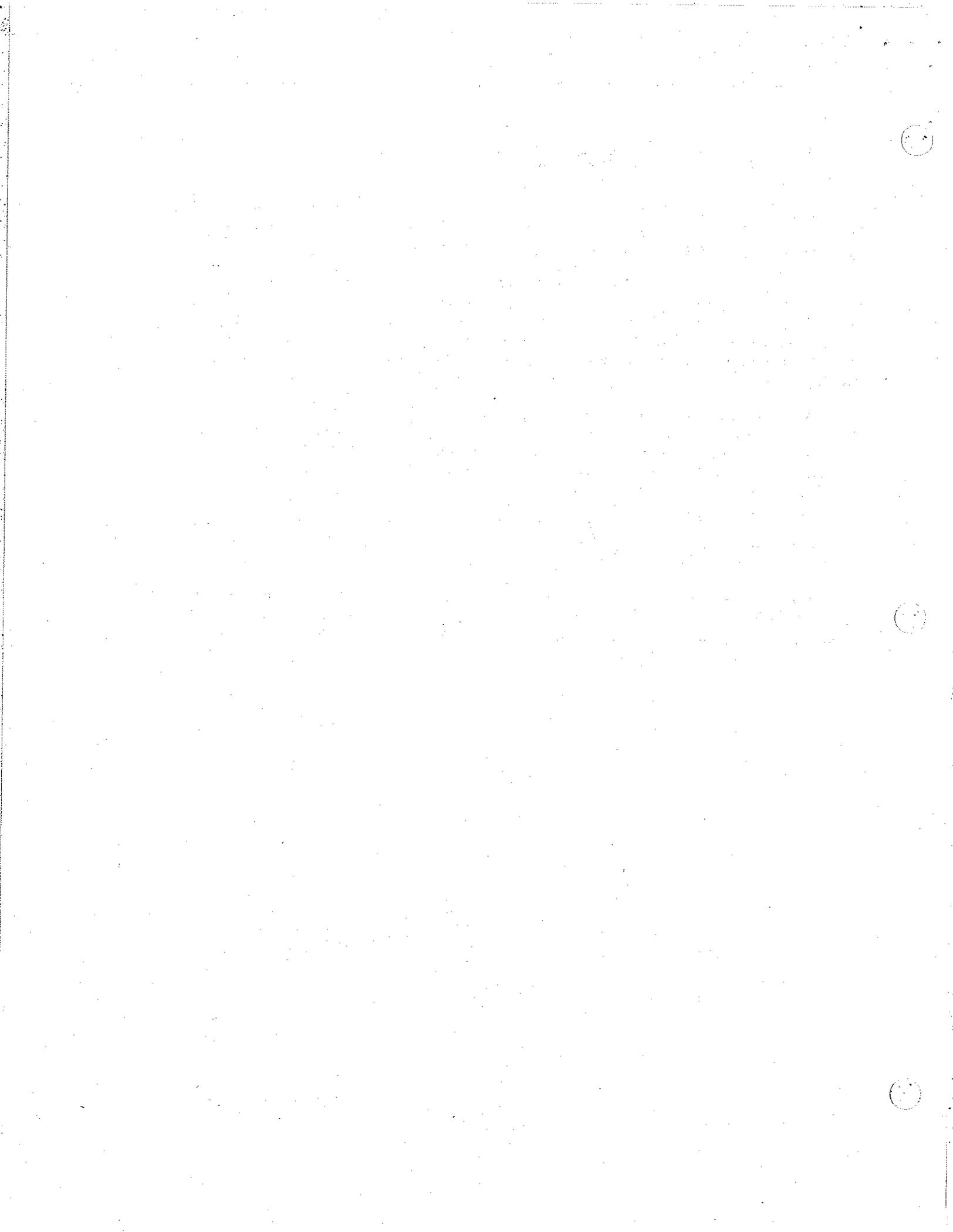
CLOTHING GUIDELINES FOR CHILDREN IN FOSTER CARE

What constitutes an "adequate basic wardrobe" for a child in foster care? There is no definitive answer to that question. Even after the obvious variables of age and sex are considered there are other factors that influence clothing needs.

For example, if both foster parents work outside the home there will be less time available for doing laundry. In this case, the children will need more clothing. Ownership or easy access to a washer and dryer make it possible to do laundry more frequently. Families in this situation may need fewer clothes. Foster children who are teens or pre-teens may be able to assist foster parents in doing laundry.

Because circumstances vary, the Department does not prescribe definite wardrobe requirements. Caseworkers and foster parents should review initial clothing needs and use their best judgment, depending on individual circumstances, to determine an adequate basic wardrobe. Children who are old enough to make clothing decisions should be involved in the process. The review of the child's clothing should be done in such a way as to not embarrass the child. Certain worn out or stained articles of clothing may still be important to the child, representing a remaining link with his natural family. The caseworker and foster parents should be tactful in dealing with this situation.

The following guidelines are not hard and fast requirements that must be met for each child in foster care. They should be used by caseworkers and foster parents in making judgments as to the adequacy of their foster children's clothing.



SCHEDULE A-1

Guide to Clothing at Time of Placement - Infants

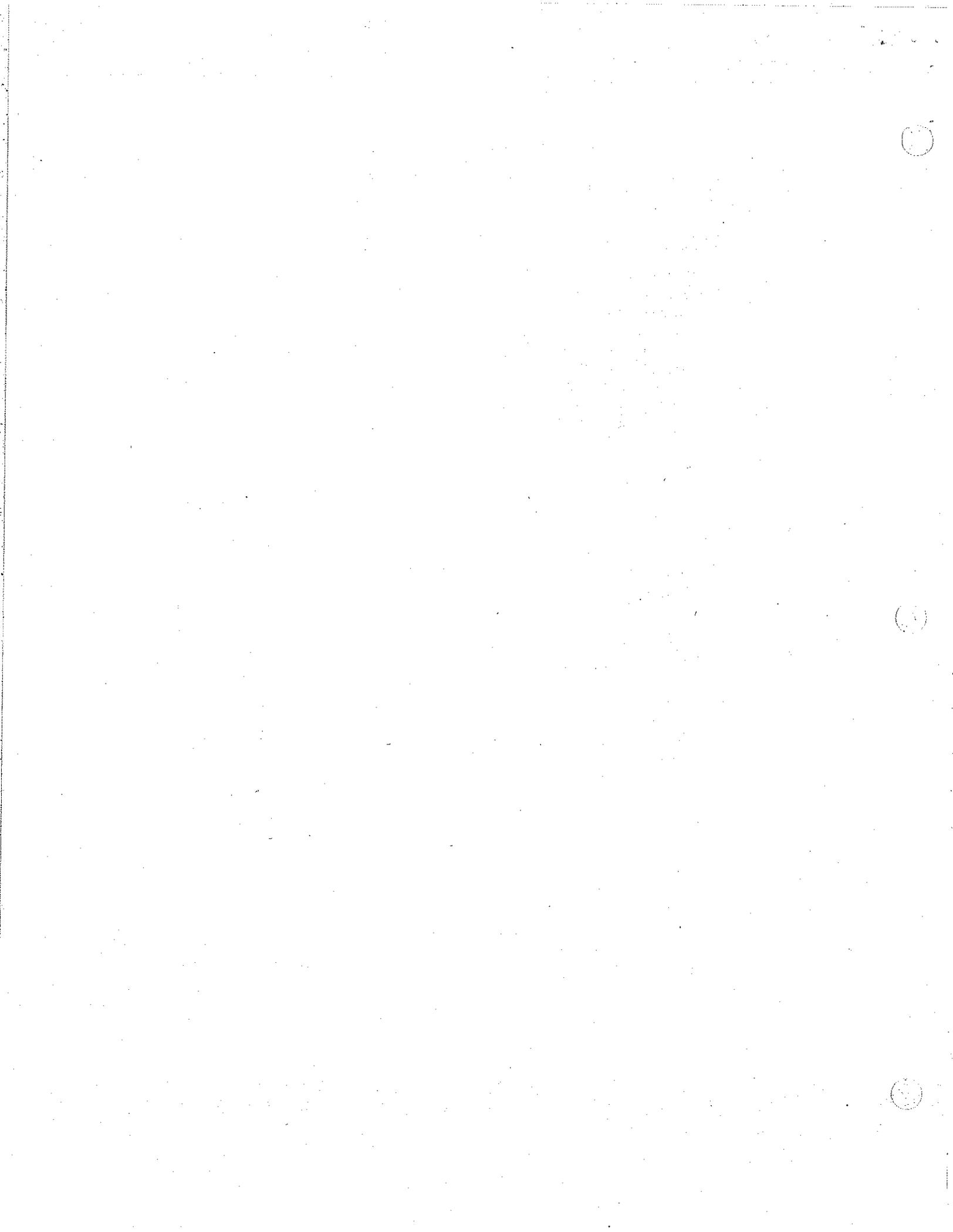
Birth to 6 Months

Undershirt	8
*Diapers-dozen	4
Rubber pants	4
Nightgown	8
Knit Stretch suit or dress	4
Sweater, cap and booties	1
Receiving blanket	4
Waterproof lap pad	2
Waterproof crib pad	2
Blanket - crib size	2
Snow suit	1
Blanket sleeper	1

6 Months to 1 Year

Under shirt	8
*Diapers - dozen	4
Rubber pants	4
Pajamas	6
Blanket sleeper	2
Knit Stretch suit or dress	2
Cotton jersey	8
Overalls	4
Sweater	1
Cap	1
Mittens	1
Socks	4
Shoes	1
Snow suit	1

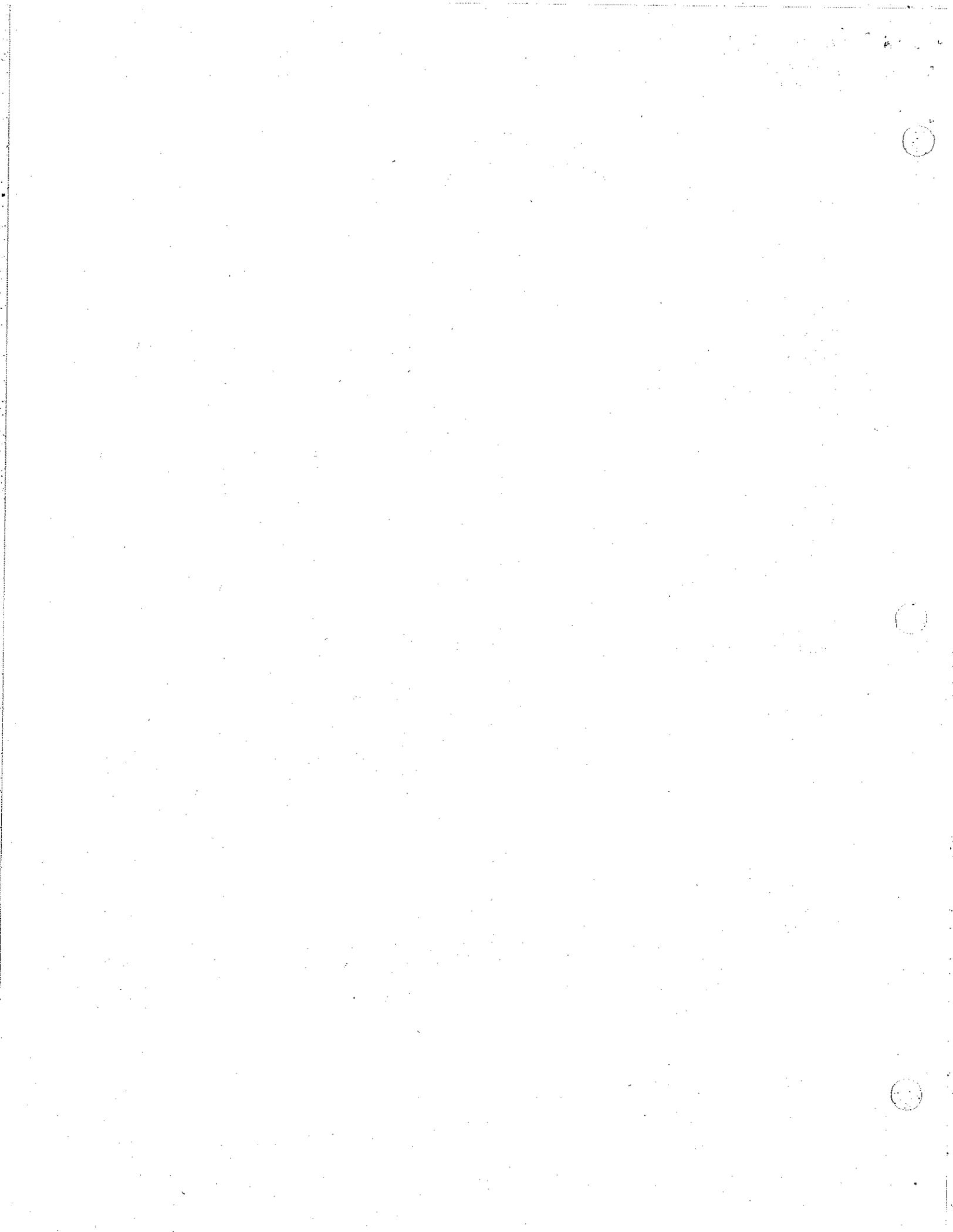
- * Monthly allowances for disposable diapers may be provided as a special payment not subject to the yearly clothing placement allowance. The diaper allowance is for children aged 0 - 3 years.



SCHEDULE A-2

Guide to Clothing at Time of Placement - Boys

	<u>1-3</u> <u>Years</u>	<u>4-5</u> <u>Years</u>	<u>6-11</u> <u>Years</u>	<u>12-15</u> <u>Years</u>	<u>16-18</u> <u>Years</u>
<u>Section A - Year Round</u>					
Undershirt	8	4	4	4	4
Underpants	8	6	6	6	6
Pajamas	4	2	2	2	2
Bathrobe	1	1	1	1	1
Socks	8	5	5	5	5
Suit	1	1	1	1	1
Pullover shirt	6	6	3	3	3
Shirt	2	2	3	3	3
Pants	1	1	2	2	3
Dungarees	5	3	3	3	2
Sweater	2	2	2	2	2
Cap or hat	1	1	1	1	1
Raincoat	-	1	1	1	1
Shoes	1	2	2	2	2
Sneakers	1	1	1	1	1
Bedroom slippers	1	1	1	1	1
<u>Section B - Summer</u>					
Light jacket	1	1	1	1	1
Shorts	4	4	2	2	2
Swim suit	1	1	1	1	1
<u>Section C - Winter</u>					
Mittens or gloves	1	1	1	1	1
Snow suit or ski pants	1	1	1	1	-
Heavy jacket	1	1	1	1	1
Boots	1	1	1	1	1
Winter hat	1	1	1	1	1



SCHEDULE A-3Guide to Clothing at Time of Placement - Girls

	<u>1-3</u> <u>Years</u>	<u>4-5</u> <u>Years</u>	<u>6-11</u> <u>Years</u>	<u>12-15</u> <u>Years</u>	<u>16-18</u> <u>Years</u>
<u>Section A - Year Round</u>					
Undershirt	8	4	4	-	-
Under pants	8	6	6	6	6
Pajamas	4	2	2	2	2
Bathrobe	1	1	1	1	1
Knee socks	8	5	5	5	5
Panty hose	-	-	-	4	4
Bra	-	-	-	3	3
Slip	1	2	2	2	2
Cotton dress	3	3	2	2	3
Dressy dress	1	1	1	1	1
Pullover shirt	6	6	2	2	2
Blouse	2	2	3	3	3
Dungarees	3	3	3	3	2
Skirt	1	2	2	2	2
Sweater	2	2	2	2	2
Cap or hat	1	1	1	1	1
Raincoat	-	1	1	1	1
Shoes	1	2	2	2	2
Sneakers	1	1	1	1	1
Bedroom slippers	1	1	1	1	1
<u>Section B - Summer</u>					
Spring coat	1	1	1	1	1
Shorts	4	4	2	2	2
Swim suit	1	1	1	1	1
<u>Section C - Winter</u>					
Mittens or gloves	1	1	1	1	1
Snow suit or ski pants	1	1	1	1	1
Winter coat	-	1	1	1	1
Boots	1	1	1	1	1
Winter hat	1	1	1	1	1

