 Department of Children & Family Services <i>Building a Stronger Louisiana</i>	Division/Section	Child Welfare
	Chapter No./Name	6 – Foster Care (FC)
	Part No./Name	7 – Services Prior To and Immediately After Placement
	Section No./Name	Services Prior To and Immediately After Placement
	Document No./Name	6-705 Determining the Child's Personal and Clothing Needs
	Effective Date	July 1, 2025

I. STATEMENT OF POLICY

*** Children in foster care **** shall have an adequate wardrobe which is consistent with standards in the community in which the child lives. ******* A child should have a basic wardrobe, which assures the child several changes of clothing including school uniforms, underwear, night clothes, shoes, socks, and diapers for younger children.

The child's wardrobe should also meet environmental conditions and support the child's right to normalcy cultural expression and societal trends. A more complete wardrobe will be established by the foster ******* caregivers from the monthly clothing allowance included in the *** foster care** board rate.


II. PROCEDURES

The case worker evaluates the adequacy of the child's personal items and clothing at the time of placement. Upon placement of a foster child, a discussion shall be held with the caregiver regarding clothing, incidental items, **luggage**, and car safety **seats **** the caregiver may already have that can be provided for the child. Within five days of the child's entry into foster care, the case worker or caregiver arranges for the purchase of necessary clothing and incidental needs for the child. The time frame for making the purchase may be extended up to 30 days, with permission of the FC supervisor. (Refer to [6-1640](#), Payment Procedures and Expenditures). After clothing purchases are made for a foster child, all receipts must be signed by the caregiver or child who can legibly sign their names after inventory of clothing is received from the case worker. All signed receipts shall be attached to the payment documentation, and a copy of all documentation placed in the payment record when submitting any request for reimbursement of expenditures. Copies shall also be scanned into LA Works when purchases are made by the LaCarte card within 24 hours of purchases.

A. CLOTHING NEEDS

When a child's wardrobe is deemed inadequate, the maximum amount that can be spent on initial clothing is \$300 for children under the age of 12 and \$400 for children 12 years and older. Replacement clothing for children under the age of 12 is up to \$200 and up to \$300 for children 12 years and older. If unusual circumstances exist, the \$300 amount may be exceeded with the approval of the supervisor. Infants may not need \$300 of clothing items, but may need personal care items which exceed the personal incidental amount. Formula, diaper bags, and other personal items may be purchased along with clothing items from the initial clothing allowance for children under age 2. The TIPS payment code for initial clothing expenses is 030 030. The TIPS payment code for replacement clothing in a foster home is (uncertified or certified) 030 031.

Diapers for children age four and older are not included in the board rate. Diapers may be covered by Medicaid if the need is due to a medical condition. This expense may be included

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in a special board rate, reimbursed to the foster caregiver or paid by the Department through the TIPS Form 212, Vendor Reimbursement, using code 600 650.

1. Children in Residential Care Setting

The Foster Care case worker should document the child's clothing needs and determine the amount which may be spent for clothing for the child prior to placing a child in a residential setting, or exiting foster care. Replacement clothing for a child in a residential facility must be entered and approved by the * **Regional Placement Consultants**, ** including any exceptions to the time frame and/or amount. The circumstances requiring approval must be documented in FATS case notes. The TIPS payment code for replacement clothing in a residential facility is 030 032. Refer to [6-1615](#), Board Rate for Residential Facilities.

2. Children in a Medicaid Funded Care Setting


For children in Medicaid funded placements, such as psychiatric hospitals, the case worker may purchase up to \$33 in clothing for the child monthly to maintain the child's wardrobe for the duration of the Medicaid funded placement. The TIPS code for these purchases is FC incidental code 800 800.

3. Children Exiting Foster Care

At the time a child exits the foster care program, a clothing inventory shall be completed to ensure the child has a basic wardrobe. It is not expected that replacement clothing is automatically provided to each child. When the assessment of the child's clothing is completed on an ongoing basis, the case worker shall document and secure approval when there is a need for replacement clothing. It is not necessary that replacement clothing purchases exhaust the maximum dollar allowance, as purchases shall only be made according to the needs of the child.

B. CLOTHING CHOICES AND PERSONAL STYLE

Children should be encouraged and supported in making personal choices regarding the clothing which is selected for them. Children should be allowed to make selections based on what they feel comfortable wearing. *** It is the responsibility of the caregiver to ensure those clothing choices will protect the child physically based on the weather conditions in which the child is living. It is also incumbent upon the child's caregiver to ensure the child's clothing is appropriate within the society in which the child lives and current fashion trends.

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C. INCIDENTAL ITEMS

Upon entry into foster care, if certain incidental items are needed for the child and not otherwise available, then the items may be purchased by the Department. The cost of incidental items shall be limited to \$40.00 per year. Items that may be purchased include hair products, sanitary napkins, deodorant, shaving cream, toothbrush, etc.

Incidental services include haircuts, hair styling, * hair braiding, hair extensions, and treatments shall be pre-approved by supervisor and parent if the parent retains parental rights prior to any hair service. ** *** If the parents' rights are terminated or are unable to be located, the foster caregiver shall consult the case worker prior to any incidental services being purchased. If * approved and ** the child is placed in a foster home care setting, the TIPS code 800 830 is used. The TIPS code 800 840 is used for children placed in residential settings.

Refer to [6-940](#), Vehicle Safety Seat Belt and Other Passenger Restraint Requirements, for guidelines on the purchase of a child specific restraint system, and [6-1635](#), Incidental Expenditures, for guidelines on the purchase of other incidental items, such as suitcases.

D. REIMBURSEMENT

If reimbursement is to be made to the case worker, the TIPS 213, Worker Reimbursement, is used. A foster caregiver completes the [Form 435](#), Caregivers Supplementary Expenditure Affidavit, for reimbursement which is attached to the TIPS 211, Provider Manual Payment. When using a LaCarte card, the DCFS picture ID badge must be presented. The same DCFS employee who makes the purchase shall not data enter the payment in TIPS. If the time frame or the allowable amount was exceeded, the written approval of the supervisor must be attached to the payment document.

III. FORMS AND INSTRUCTIONS

[CW Form 435](#) / [Instructions](#) Caregivers Supplementary Expenditure Affidavit
TIPS Form 211 Provider Manual Payment
TIPS Form 212 Vendor Reimbursement
TIPS Form 213 Worker Reimbursement

IV. REFERENCES

There are no references associated with this policy.