

# Clothing Inventory Form

Childs Name: \_\_\_\_\_

Date: \_\_\_\_\_

☐ Clothing Request      ☐ Clothing Inventory at Discharge

For clothing requests, complete the clothing request type and item inventory below.

*The clothing request type can be skipped for discharge inventories, only the item inventory section is required.*

Clothing Request Type (**select one**):

- ☐ **EMERGENCY CLOTHING REQUEST:** If it is found that clothing is inadequate within the first 30 days of the Emergency placement. OCS will request special needs funds.
- ☐ **EXTRAORDINARY CLOTHING REQUEST:** Extraordinary clothing includes clothing attire needed due to unusual circumstances. Examples of extraordinary matters include medically fragile, rapid weight gain or loss, seasonal clothing needs or damaged clothing due to flood/fire.
- Once it is determined that the child has an adequate supply of clothing upon placement, routine replacement of clothing is the responsibility of the out-of-home care provider.
  - **10% of the monthly foster care reimbursement is to be used for clothing.**
  - The Clothing Inventory must be completed and returned to the Protective Services Specialist (child's caseworker) when the child leaves care.
  - Clothing is the property of the child and must follow them to their next placement.

Item(s)	What clothing does the child have? (Describe below upon Request or Discharge)	What clothing is needed? (For a request to purchase clothing)	Total Amount Requested:
Pants			
Shirts			
Underwear (bras, socks, panties, briefs)			
Shoes			
Seasonal gear			
TOTAL REQUESTED:			

If you have any questions about the clothing requests or how to complete the form please email [hss.ocsservicearray@alaska.gov](mailto:hss.ocsservicearray@alaska.gov) or call the **Special Needs Hotline at 1-855-60-FUNDS.**