

DSS Policy and Procedure Guide

Division 03: Child Welfare

Chapter 04: Ongoing Case Management/Practice

Item 035: Best Dressed Kids/Best Dressed Teens Referral Process

Suggested changes send to: [DSS PSOA Mailbox](#)

Issued: **March 22, 2016**

References:

Revisions in Red

Replaces Issue: August 24, 2012

Preamble

Child Welfare Policy and Procedure Guides are meant to be used as tools to relay best practice and staff expectations. It is understood that specific case scenarios may not always align themselves with the stated practices and that at all times what is of paramount importance is the Safety and Well-being of the children we are charged to protect.

Policy

The Department of Social Services (DSS) is committed to ensuring all foster youth have their basic needs met including having sufficient and appropriate clothing. Best Dressed Kids/ Best Dressed Teens (BDK/BDT) is a program of the DSS with the aim of meeting this need and providing clothing for youth in transition. BDK/BDT is to be utilized on an emergency basis. This resource is not to be used as a means to stock a youth's clothing wardrobe. It should be used to provide clothing until other resources are identified to obtain clothing for the youth.

Purpose

To inform DSS Child Welfare social work staff of the BDK/BDT referral process.

Overview

There are over 2000 foster youth in the care of Fresno County **DSS**. BDK/BDT was established to assist in obtaining the necessary clothing quickly to allow these youth to continue their education and maintain positive self-esteem.

Procedure

If a youth has been identified as needing clothing, the case managing social worker (CM SW) shall assess the appropriateness of a BDK/BDT referral. The assessment shall include:

- The type of placement the youth is in (home with parents, relative/mentor, foster home, group home, etc);
- The reason the youth does not have clothing;

- Other clothing resources available to the youth; and
- When the youth's **care provider** will be able to obtain clothing for youth.

Once the assessment is completed and it is deemed appropriate to complete a BDK/BDT referral on behalf of the youth, the CM SW shall complete a [Best Dressed Kids/Best Dressed Teens Referral](#). The referral must be completely filled out.

- A softcopy of the referral shall be sent to the [“Best Dressed Kids”](#) mailbox.
- The CM SW and the youth and/or care provider shall jointly agree on a date and time of the appointment for the youth to go to a BDK/BDT site and select clothing.
- The referring CM SW will call BDK/BDT at (559) 600-**6689** to schedule the appointment at the agreed upon date and time.
- The youth or caregiver shall be given a hardcopy of the referral to take to the store site.

Once the appointment is completed and clothing is selected, the BDK/BDT representative will send the completed referral form back to the CM SW. If the youth/foster parent fail to show up within thirty (30) days, the BDK/BDT representative will return the referral to the CM SW.

The CM SW shall document the issuance of the BDK/BDT referral and the result of the referral in CWS/CMS (“Associated Services”→ Service Category “Referrals”→ Service Type “Referrals to Community Resources”).

Children/youth or their care provider may **pick up clothing at** the following two sites:

- Best Dressed Kids
Senior Resource Center, First Floor
2025 E. Dakota Avenue
Fresno, CA 93726
559-600-5310.
 - The Senior Resource Center location will maintain clothing for ages newborn to pre-teen.
 - The store hours for the Senior Resource Center are:

Monday: **8:30am-12pm and 1pm-4:30pm**
Wednesday: **8:30am-12pm and 1pm-4:30pm**
- Best Dressed Teens
Center Mall Court, Fourth Floor
2011 Fresno Street
Fresno, CA 93721

559-600-1763

- The Center Mall Court location will maintain clothing for teenagers to young adults.
- The store hours for the Center Mall Court location are:

Monday: 8:30am-12pm and 1pm-4:30pm
Tuesday: 8:30am-12pm and 1pm-4:30pm
Wednesday: 8:30am-12pm and 1pm-4:30pm
Thursday: 8:30am-12pm and 1pm-4:30pm
Friday: 8:30am-12pm and 1pm-4:30pm

BDK/BDT Program Guidelines

There **is** no limit as to how many times a youth can access the BDK/BDT clothing. The CM SW shall assess each youth during each referral to determine their need for clothing.

The CM SW shall inform the youth or caregiver that:

- The BDK/BDT clothing is limited to what is available in stock.
- In instances in which the care provider goes to a BDK/BDT site and chooses clothing on behalf of a youth who is not present and the clothing does not fit, the care provider may take the clothing back to BDK/BDT and exchange it for clothing that fits.

If a youth or care provider arrives at a BDK/BDT site with a hard copy of the BDK/BDT referral, but a soft copy was not emailed, the BDK/BDT representative must call the CM SW for clarification/authorization.

If a youth goes to a BDK/BDT site as a “Walk-In”, the BDK/BDT representative must verify with the CM SW or the "I" person of the unit that the youth has been assessed and approved to receive clothing from BDK/BDT. If the walk in is accepted, that CM SW or "I" person must submit the referral for that youth to the BDK/BDT representative. The referral must be emailed immediately following the verifying conversation with the BDK/BDT representative.