



# Practice Alert

## DONATIONS

The purpose of this Practice Alert is to remind staff of the donation policy. Throughout the year, the Children's Division is provided with various donations from the community, which helps provide for the children and families that CD serves.

It is important to remember that:

- Employees should not accept any goods or services donated to CD for their own personal gain. Monies should never be deposited into an employee's personal bank account. Goods and/or services donated should only benefit the children and families served by the Children's Division.
- CD employees may not accept any kind of monetary donation including: cash, gift cards, and checks.
- Employees are prohibited from directly seeking or requesting goods or services from an individual or an organization.
- If donations are received, they should be kept in a secure location until they can be utilized for their intended purpose which is to support the children and families the agency serves.
- If a child in alternative care receives an inheritance or settlement, staff should work with the child's Guardian ad Litem to determine whether a trust or other type of arrangement can be set up for the child.
- If a child receives a gift certificate from a family member, the certificate should be given to the child immediately. The gift certificate should not be cashed by the employee.

Additional information about donations can be found in the [Section 8, Chapter 6 of the Child Welfare Manual](#).

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