

PA26-AC-02

ISSUED DATE: January 20, 2026

TO: ☒ Children's Division ☒ Contracted Staff

FROM: Sara Smith, Children's Division Director

SUBJECT: **Clothing Allowance Usage**

OVERVIEW:

The purpose of this practice alert is to remind staff the proper use of the clothing allowance. Clothing allowance and clothing vouchers are to be used for clothing and shoes only. These allowances and vouchers are only to be used for children in Children's Division's custody. When resource providers are purchasing items for children in Children's Division's custody, they must submit an appropriate receipt in order to obtain reimbursement. When resource providers are purchasing items for children in Children's Division's custody using an approved clothing voucher, the resource providers still must submit an appropriate receipt. It is important to discuss clothing vouchers and clothing reimbursement to resource providers and remind them of the proper use for both methods.

Common clothing allowance errors include:

- Resource providers purchasing items for children NOT in Children's Divisions custody
- Non-clothing items, such as jewelry, water bottles, backpacks, personal care items, etc., being purchased

NECESSARY ACTIONS:

It is important to discuss the clothing voucher and clothing reimbursement process with resource providers. The following discussion points should be considered:

- Resource providers need to be aware of how clothing vouchers are to be utilized
- Resource providers need to know what items are approved to receive reimbursement
- Resource providers need to understand who the reimbursement or clothing voucher applies to
- Resource providers are to submit necessary receipts to staff
- Staff and resource providers need to know the appropriate allotment of clothing voucher for each child in Children's Division's custody.

As a reminder the clothing allowance amounts are below:

Annual Clothing Allowance:

- 0-5 years \$320.00
- 6-12 years \$400.00
- 13 and over \$700.00

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CHILD WELFARE MANUAL POLICY AND COLLATERAL DOCUMENTATION: