



**Series:** Facilities

**Policy Name:** Child Safety Seats

**Policy Number:** 1605

**Origination Date:** 5/31/15

**Revision Date:** July 1, 2018

**Policy:** To establish guidelines for Communities Connected for Kids for the procurement and allocation of child safety seats.

**Procedure:** Referrals for assistance in procuring a child safety seat shall be initiated by Dependency Case Managers in Circuit 19. Recipients will be parents, relative and non-relative caregivers and foster parents of children receiving dependency case management services.

Referrals for child safety seats will be made through the URefer system.

The parent/caregiver requesting the seat will be contacted by the Training Department within twenty-four hours to schedule an appointment.

Parents/caregivers will receive instruction on the proper installation and use of the child safety seat. This will include an installation demonstration by a National Child Passenger Safety Certified Technician and an observation by the Technician of the caregiver/parent installing the seat.

Parents/caregivers will be required to sign the Child Passenger Safety Checklist, the Communities Connected for Kids Car Seat Waiver and make a payment of \$ 20.00 for each car seat.

A referral will be made by the case manager to the Caregiver Support Program requesting caregiver support funds for any caregivers who is unable to pay for the car seat.

Monies collected as payment for the seats will be handled in the following manner:

- Payment for the seat will be received by a Training Department staff and a receipt will be issued to the parent/caregiver.
- A second staff person will verify the cash/check amount collected and attach the cash receipt.
- A designated custodian will keep the cash/checks in a secured lock box on site with corresponding receipts.
- The funds will be delivered to the Financial Manager for deposit on a monthly basis.



Approved: Carol Deloach

Carol Deloach, CEO  
July 1, 2018