

CLIENT CLOTHING EXCHANGE

Minnesota Sex Offender Program

Issue Date: 9/3/19 Effective Date: 10/1/19 Policy Number: 220-5300

POLICY: All Minnesota Sex Offender Program (MSOP) clients are eligible to donate gently used clothing to a centralized location for redistribution to other clients, and are eligible to request involvement in clothing redistribution.

AUTHORITY: Minn. Stat. § 246.014, subd. (d)

APPLICABILITY: MSOP, program-wide

PURPOSE: To provide direction for client clothing donation and the distribution of donated clothing.

DEFINITIONS:

Eligible clothing – socks or underwear in unopened, original packaging; gently used pants, jeans, sweatpants, shorts, short or long sleeved shirts. Winter wear (e.g., jackets or gloves/mittens) as space allows. Footwear is not eligible for donation.

Gently used clothing – recently laundered clothes free from stains, tears, or alteration.

Set of clothing – one pair of pants and one long-sleeved shirt or a short-sleeved shirt and/or a pair of shorts.

Treatment team – refer to MSOP Division Policy 215-5005, “Treatment Overview.”

PROCEDURES:

A. Donating Clothing

1. Clients at MSOP St. Peter and Community Preparation Services (CPS) may donate clothing at any time. At MSOP Moose Lake, the Special Services Supervisor posts the dates for clothing donation on the units by the 1st of the month.
2. Clients interested in donating new or gently used clothing submit a Donation Form (420-5400a) to the unit director (Moose Lake) or Volunteer Services Coordinator/designee (St. Peter/CPS). After approval, clients may bring those items to the donation locations.
3. Unit staff (Moose Lake) or the Volunteer Services Coordinator/designee (St. Peter/CPS) provides clients with a Notice and Receipt of Secured Items (420-5250a) to document their donations. MSOP does not issue clients a receipt for tax purposes.
4. Clients may not reclaim items once they have been donated.
5. MSOP disposes of items not meeting the definition of eligible clothing without additional notice to the client.

B. Redistribution of Clothing:

1. Clients in need of clothing may submit a Client Request (420-5099a) to a client resourcecoordinator (CRC) to determine if they meet eligibility requirements. Requests may be submitted:

- a) in May, for the June clothing redistribution; or
 - b) in October, for the November redistribution.
2. Upon receipt of a client request for donated clothing, a CRC:
- a) reviews the last six months balance and deposits from the client's MSOP bank statement; and
 - b) provides the client an application for General Assistance (if a client is not currently receiving General Assistance and appears eligible) and assists as needed with completing the application. If the client does not apply for General Assistance, a CRC denies the request for donated clothing.
3. Eligibility
- a) A client is eligible for clothing redistribution if he/she:
 - (1) has applied for and/or is receiving General Assistance (or would otherwise be available for General Assistance except for residency or citizenship requirements);
 - (2) has no outside bank accounts; and
 - (3) has deposits (other than General Assistance) not exceeding \$300 into his/her MSOP account in the past six months.
 - b) A client meeting eligibility requirements is eligible for two sets of clothing.
 - c) The treatment team or CRC assesses and processes immediate needs based on availability of clothing.
4. The CRC reviews all client requests for clothing in consultation with the Special Services Supervisor (Moose Lake) or the Volunteer Services Coordinator/designee (St. Peter/CPS), and documents the determination via a Clothing Distribution Memo (220-5300a).
5. Notification
- a) Moose Lake: the CRC notifies clients of their eligibility via a Clothing Distribution Memo (220-5300a). An eligible client may submit a Client Request (420-5099a), with a copy of the approved Clothing Distribution Memo (220-5300a), to the Special Services Supervisor. The Client Request (420-5099a) must include the sizes of the items the client is requesting. If a client is requesting something other than a set of clothes (e.g., socks, a hat, winter wear, etc.) this must be included at this time, including size(s). The Special Services Supervisor must receive the requests at least seven calendar days prior to the posted redistribution date.
 - b) St. Peter/CPS: if the client is not eligible, the CRC notifies the client via a Clothing Distribution Memo (220-5300a). If the client is eligible, the CRC gives the approved Clothing Distribution Memo (220-5300a) and original Client Request (420-5099a) to the Volunteer Services Coordinator/designee. The Volunteer Services Coordinator/designee sets an appointment with the client to arrange distribution.

6. MSOP issues clothing to clients based on their eligibility and the availability of donated clothing.
 7. If the client declines the set of clothing on the day clothing is issued, MSOP does not offer a replacement set.
- C. If surplus clothing is donated and unable to be maintained for space or logistical purposes, MSOP attempts to donate excess items to a local charitable organization.

REVIEW: Annually

REFERENCES: MSOP Division Policy 420-5400, "Donations"
MSOP Division Policy 420-5250, "Client Property"
MSOP Division Policy 215-5005, "Treatment Overview"

ATTACHMENTS: Clothing Distribution Memo (220-5300a)

Notice and Receipt of Secured Items (420-5250a)
Client Request (420-5099a)
Donation Form (420-5400a)

SUPERSESSSION: MSOP Division Policy 220-5300, "Client Clothing Exchange," 2/5/19.
All facility policies, memos, or other communications whether verbal, written, or transmitted by other means on this topic.

/s/
Nancy A. Johnston, Executive Director
Minnesota Sex Offender Program