

Policy & Procedure Concerning Financial Resources of Persons Served
Appendix F

INSTRUCTIONS FOR COMPLETING CLOTHING INVENTORY

A Clothing Inventory will be kept for each person who receives assisted residential services. An inventory will be done at the time of the intake, and then annually each April and September. The completed form is kept in the person's working file.

Date: Each time the inventory is completed, the date will be documented

(Number) & Initials: The staff person will record the number for each item and their initials

Signature/Position & Initials: The staff person will record their signature, position, initials and the date

4/03
9/05
10/06