



Series: 1400 Outreach

Policy Name Diaper & Shoe Pantry Maintenance and Access

Policy Number 1408

Origination Date 07/21/15

Revision Date: 3/20/2023

References:

1. **Policy:** It is the policy of Communities Connected for Kids to provide a simple method for obtaining diapers and/or shoes on behalf of clients through a Diaper Pantry. This pantry will be available to Communities Connected for Kids clients, only, and is not available to the public.
2. **Purpose:** To provide needed assistance, specifically diapers and/or shoes, to children and families served by the Communities Connected for Kids child-welfare system of care.
3. **Scope:** This operating procedure describes the procedures for collecting and distributing diapers to employees, providers, and clients of Communities Connected for Kids.
4. **Procedures:**
 - (1) Storage
 - (a) The Diaper & Shoe Pantry, including maintenance, ordering and distribution, is the responsibility of the Director of Community Relations.
 - (b) Diapers and shoes will be maintained in a clean, dry room with limited access until distribution to service centers.
 - (c) The Director of Community Relations or designee will have access to this room. The room will be made available to staff as needed.
 - (2) Distribution
 - (a) Requests for diapers, shoes and other resources will be made by a single point of contact from each service center; that point of contact will be determined by Communities Connected for Kids senior management.
 - (b) Requests for diapers will be made on an as-needed basis.
 - (c) Once a request is received, the Director of Community Relations or designee will prepare the order and schedule a pick-up with the point of contact.
 - (d) All visitors to the Diaper Pantry must sign in or be registered by the Department of Community Relations using the Diaper and Shoe Pantry Sign-In Sheet.
 - (e) Diapers and shoes, including storage and distribution to clients, becomes the responsibility of service center personnel once they are picked up and removed from the pantry.



(3) Ordering

- (a) All Diaper Pantry ordering will be done on an as-needed basis by the Director of Community Relations or designee through partner agency portal of the Treasure Coast Food Bank's online ordering system (www.stophunger.org)
- (b) Shoe orders are coordinated with St. Lucie County Fire Rescue.

(4) Accountability and Tracking

- (a) All visits to the Diaper and Shoe Pantry will be registered on the Resource Sign-In Sheet. Data registered will include the name of the person receiving diapers, the county where the diapers will be taken and the number of items removed from the pantry
- (b) The Director of Community Relations or designated personnel is responsible for fulfilling any reporting requested by the Treasure Coast Food Bank.

5. Dissemination: A copy of this plan will be kept in the administrative share drive.

6. Revision: This plan will be updated as needed but at least annually.

Approved:  DocuSigned by:
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Carol Deloach, CEO