



## Concrete Goods – Job Aid

### *Placement Provider Requests For The Initial Clothing Allotment*

You do not have the security permissions to document requests for Concrete Goods in the KIDS application. Placement Providers are not required to enter their Initial Clothing Allotments in KIDS.

Placement Providers are authorized for the following Initial Clothing Allotment amounts:

| Age Range           | Maximum Amount |
|---------------------|----------------|
| Birth– 18months     | \$255          |
| 19months – 4 years  | \$390          |
| 5 years – 11 years  | \$425          |
| 12 years – 18 years | \$505          |

Request in excess of the allotted amounts must be made by the CYF Caseworker

Please follow the steps outlined in this document to complete requests for Concrete Goods. The Tips section of this document gives helpful information to keep in mind when completing a request.

#### **Placement Provider's process for entering Concrete Good requests**

Complete the following steps to document a request for Concrete Goods:

1. The CYF Caseworker or Supervisor will verbally authorize the allotment and document the Concrete Good request in KIDS.
2. The CYF Caseworker will print the *Concrete Goods Procurement* form and sent to the provider.
3. The provider should purchase the clothing using their own funds
4. The Provider must send the Concrete Goods Procurement Form with the attached clothing receipts, to the Central Processing Unit for processing and reimbursement.

#### **For more information...**

For assistance, please contact the Allegheny County Service Desk at [ServiceDesk@AlleghenyCounty.US](mailto:ServiceDesk@AlleghenyCounty.US) or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access the Self Service Tool go to <http://servicedesk.alleghenycounty.us>

This job aid and additional user materials are located on the DHS Amazon site at:  
<http://dhswebt.s3.amazonaws.com/KIDSJobAids/index.htm>