



Clark County Family Services

Stacie Dastrup, Director
Wonswayla Mackey, Deputy Director
Lisa Martinez, Deputy Director
Pamela Kowalski, Deputy Director
Robynn Bell, Deputy Director

Clark County Family Services Policy

SUBJECT:

Family Assistance Request

Effective Date	Amendment Number	Amendment Effective Date
May 1, 2018	1	June 30, 2026

SCOPE:

Family Services disbursement of family assistance funds and household items for children and families based upon specific eligibility criteria and detailed guidelines.

SPECIFIC LEGAL and OTHER REFERENCES:

Clark County Fiscal Directives
Nevada Title XIX State Plan
NRS 127.186
NRS 127.320 through NRS 127.350
NRS 127.400 through NRS 127.410
NRS 244.270
NRS 430A
NRS 432
NRS 432B.393
NV State Plan for AFDC that was in effect on July 16, 1996
NV State Plan for Title IV-E
Social Security Act § 472 [42 U.S.C. 672]
Social Security Act § 473 [42 U.S.C. 673]
Social Security Act § 1905(a) (19) and Sec 1915(g)
Social Security Administration (SSA) Guide for Organizational Representative Payees
Title IV-E Foster Care, Adoption Assistance, and Adoption Subsidy

PROGRAMS IMPACTED:

Adoption Permanency
Business Center
Child Haven
Fiscal
Licensing
NIA
Permanency
Placement

SUMMARY OF CHANGES:

Updated and clarified the processes for requesting family assistance.
Added the process for GAP Housing.
Added the processes for obtaining non-nursery bed/bunk beds, food vouchers, nursery items, and RDS household safety items.
Increased the quantity of single day bus passes able to be requested from ten (10) to twenty (20) passes as needed.

Supercedes:

- Business Center Policy and Procedures Effective 2/21/2015
 - Section 1200 Family Assistance request form
 - Section 1210 Issuance of Bus Passes
 - Section 1220 Issuance of Emergency Food Vouchers
 - Section 1230 Issuance of Diapers/Wipes
 - Section 1240 Issuance of Baby Formula

DEFINITIONS:

For a list of acronyms and a glossary of terms used throughout DFS refer to Acronyms and Glossary located on DFSNet. The following definitions are specific to this Policy and Procedures (P&P).

FORMS, PUBLICATIONS, AND INSTRUCTIONAL DOCUMENTS:

Affidavit of Identity (FPI Library)
Affidavit of Income (FPI Library)
Bed Non-Nursery Request (FPI Library)
Emergency Assistance Food Voucher (Fiscal form)
Family Assistance Request (FPI Library)
GAP/Housing Referral (FPI Library)
Licensing Requirements Safety Items Request – RDS Stocked Items (FPI Library)
Resource Guide for Homeless Services (FPI Library)
Sustainability Plan Questionnaire (FPI Library)
Request for Assistance (in UNITY)
Stocked Items Distribution: Nursery at Pecos (Placement form)

POLICY:

- A. Family Services provides emergency financial support and assistance of goods or household items to children and families. Participation is a benefit of any child or biological, foster, or relative family that have an open case with Family Services.
- B. Family assistance is provided for the following purposes:
 - a. To prevent removal: Support placement/caregiver prior to removal of child to maintain children in home.
 - b. To support unlicensed placement: Secure initial and ongoing support of out-of-home placement with relatives and fictive kin.
 - c. To support Licensed Placement: Secure initial out of home licensed foster care placement.
 - d. For reunification: Support parent/caregiver after children are returned home and to prevent the child from re-entering foster care.
- C. The Family Assistance Request (FPI Library) is processed by Fiscal for items which can be paid by check or obtained using the Departments Purchase card process. These include the following:
 - 1. Housing (rent/mortgage) – deposits, cleaning, move-in or application fees may be paid on a case-by-case basis as approved by the CCFS Director or designee. Deposits may have special conditions that vary case-by-case, including potential stipulations on returning deposits back to CCFS if balances remain.
 - 2. Utilities – electric, water, gas, waste or garbage.
 - a. The service address and family name must match submitted utility invoices.
 - 3. Bedding for single beds or toddler beds. \$50.00 maximum for bedding.
 - 4. Food (departmental utilization of food gift cards for a family when more than fifty (50) dollars is needed)
 - 5. Transportation – thirty (30) day bus passes only
 - 6. Strollers
 - 7. Child Care – licensed daycare or day camp.
 - 8. Clothing - \$100.00 maximum per child.
 - a. Peggy's Attic must be utilized to meet the need prior to submitting a *Family Assistance Request*.

9. Household/Sanitary Items- \$100.00 maximum per household.
10. Hygiene - \$50.00 maximum per child.
11. Other – passport fees, attorney fees (adoption only, \$500 maximum per child), physicals for immigration, classes or treatment, training classes for kinship licensure, birth certificates for parents or children.
 - a. These fees may be approved for payment on a case by case basis.
 - i. Alternative resources may be available to assist with payment of classes and recreational activities through Parks and Recreation and must be explored prior to requesting funding.
- D. GAP/Housing Assistance requests are processed by via the GAP/Housing Referral (FPI Library)to maintain parental placement or to assist with reunification.
- E. Non-Nursery Bed and Bunk Bed Request are processed by Fiscal via the Bed Non-Nursery Request (FPI Library)and are available for children over the age of one (1) year old. Bed or bunk beds are available in order to maintain parental placement or to assist non-licensed relative and fictive kin placements.
- F. The following items are available for distribution at Business Centers via the Request for Assistance Form (in UNITY):
 1. Diapers
 2. Baby wipes
 3. Formula
 4. Single day bus passes
- G. Food Vouchers are available via Fiscal through the Request for Assistance (in UNITY) – Families will be referred to Clark County Family Resource Centers and/or may qualify for up to ten (10) dollars per family member for a maximum of fifty (50) dollars per family.
- H. Nursery items are available for distribution for parents and relative/fictive kin caregivers through the Placement Team via email at CCFSPlacementTeam@ClarkCountyNV.gov, including:
 1. Crib frame with mattress and sheet
 2. Toddler bed frame with mattress and sheet
 3. Playyards with bassinet (also known as Pac N Play)
 4. Car Seat
 5. Bottle and cup
 6. Diapers
 7. Baby wipes
 8. Formula
- I. Safety Items are available to relatives and fictive kin through Resource Development to assist with completing the Foster Care Licensing process, including:
 1. Carbon Monoxide
 2. Escape Ladders
 3. Fire Extinguisher
 4. Smoke Detectors
 5. First Aid Kit
 6. Magnetic Locks
 7. Outlet Covers
 8. Thermometer

Stacie Dastrup, Director
Clark County Family Services

June 3, 2026
Approved Date