

CLIENT CLOTHING EXCHANGE

Minnesota Sex Offender Program

Issue Date: 12/6/22 Effective Date: 1/3/23 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 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.

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

PROCEDURES:

A. Donating Clothing

1. Clients at St. Peter and Community Preparation Services (CPS) may donate eligible clothing at any time. At Moose Lake, the Special Services Group Supervisor posts the eligible clothing needed and dates for clothing donation on the units during the months of May and October.
2. Clients interested in donating eligible clothing submit a Donation Form (420-5400a) to the Special Services Group Supervisor (Moose Lake) or Volunteer Services Coordinator/designee (St. Peter/CPS). After approval, clients may bring those items to the donation locations.
 - a) Moose Lake: the Special Services Group Supervisor approves/denies the donation and returns the Donation Form (420-5400a) to the client. If approved, client may bring those items to the donation locations.
 - b) St. Peter/CPS: once the Volunteer Services Coordinator/designee reviews the Donation Form (420-5400a) and clothing, the Rehabilitation Therapies Director approves/denies the donation and returns the Donation Form (420-5400a) to the client.
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.

B. Redistribution of Clothing:

1. Clients in need of clothing must submit a Client Request (420-5099a) to a client resource coordinator (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 the client has applied for and/or is receiving General Assistance (or would otherwise be eligible for General Assistance except for residency or citizenship requirements).
 - b) A client meeting eligibility requirements is eligible for up to four clothing items.
 - 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 Client Request (420-5099a).
 5. Notification: the CRC notifies clients of their eligibility via the submitted Client Request (420-5099a). An eligible client submits another Client Request (420-5099a), with the approved Client Request (420-5099a), to the Special Services Supervisor (Moose Lake) or the Volunteer Services Coordinator/designee (St. Peter/CPS). The Client Request (420-5099a) must include the type of clothing items and sizes the client is requesting. The Special Services Supervisor (Moose Lake) must receive the requests at least seven calendar days prior to the posted redistribution date. The Volunteer Services Coordinator/designee (St. Peter/CPS) 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 clothing items on the day clothing is issued, MSOP does not offer replacement items.
- 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:
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," 1/4/22.
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