

 <b>STANISLAUS COUNTY COMMUNITY SERVICES AGENCY</b>	Developed by/Date: Angelica Ramos 7/31/06, Rev. 12/1/09	Page: 1 of 2	Number: 7.5
	Reviewed by/Reviewed Date: Executive Team 7/31/06; 1/25/10	Replaces:	Category: Administrative
Title: <b>Emergency Supply Closet Policy</b>		Approved: 1/25/10	

**Policy** 
     
 **Procedure** 
     
 **Guideline**

**Purpose**

To provide the Community Services Agency’s (CSA) staff the understanding of when and how to access emergency supplies for customers in times of emergencies.

**Definition**

The Emergency Supply Closet (a.k.a. Food Closet) is to be used primarily when on-site customers are in need of food or other emergency items (i.e. diapers, food, and water), to help them through difficult times or to get them through their visit at the Community Services Facility or CSA Outstations.

**Procedure**

Supplies may satisfy up to 24 hours of need and may also be used for offsite customers only if a voucher is not accessible. If the customers need is for more than 24 hours, a voucher must be issued. If a voucher is not accessible during the emergency, a credit card may be used. If neither a voucher nor a credit card is available, the Emergency Supply Closet may be used until a voucher or credit card can be used. The process outlined below applies to employees that may access supplies.

- A. Emergency Supply Closets are located at:
- Community Services Facility – Child Welfare area
  - Community Services Facility – StanWORKs reception area
  - Turlock 1 (Lander Avenue)
  - West Modesto
  - Oakdale – East County
1. Each Emergency Supply Closet is assigned a liaison.
  2. When emergency supplies are needed, employees should contact the liaison for access to the Emergency Supply Closet. Access can be obtained through the liaison or their designated backup.
  3. Social Workers will complete the Emergency Supplies form when accessing food and other items. The form must include the customer’s name, case number and program and note the Social Workers name and district number.

The back of the form will need to be completed noting the supplies that were provided to the customer for a maximum of 24 hours.

4. A copy of the completed form must be given to the Emergency Supply Closet liaison for re-ordering and tracking purposes.

5. Liaisons will order supplies as necessary from office services to replenish the inventory.

B. Liaisons are responsible for retaining all copies of completed Emergency Supplies forms for a period of 5 years.