

INVENTORY PROCESS

After admission, client's inventory will be placed in nursing. Overnight staff will inventory client's belongings in. All items that a client brings to TNF must be inventoried in prior to going to the dorm; unless an item is required for immediate use during hygiene.

Quantities exceeding the allowed amount of inventory will be returned home to guardian or stored in the overflow closet if DCS is the guardian. Items are inventoried and washed by the overnight staff. Items being sent home due to an item being overflow or contraband, will be done at the discretion of the staff inventorying the client's belongings. Only clients with DCS as guardian can exchange cloths out of their overflow.

After PASS, only clothing on client's inventory sheet will be checked back into the dorm. Clothing not on the client's inventory sheet will be returned back home if client has met their allowed inventory quantity. Clients will only be permitted to exchange cloths from home if items are damaged, ill-fitting, or a change in weather requiring a change in layering.

QUANTITY ALLOWED	DESCRIPTION OF ITEMS ALLOWED
2	Luggage Bags
2	Headwear (Hats, Beanies etc)
2	Outerwear (Pullover, hoodie, jacket, coat)
4	Sleepwear tops (undershirt, t-shirt)
4	Sleepwear bottoms (basketball shorts, sweat pants, leggings)
7	Underwear (Boxers, briefs, boy shorts, hipsters)
7	Tops (T-shirts, V-Necks, dresses, blouses, sweaters)
7	Bottoms (Pants, shorts, skirts)
1	Swim Suit Top (one piece)
1	Swim Suit Bottom (trunks)
3	Footwear (Tennis shoes, sandals, boots)
7	Socks (non-slip, ballerina, tube, knee high, ankle)
PERSONAL HYGIENE ITEMS	
10	1 of each: (Bar of Soap; Body Wash; Deodorant; Lotion; Shampoo; Conditioner; Toothpaste; Toothbrush (not electric); Comb etc).
15	1 of each: Cosmetics: (Make-up, Hair products, flat iron, blow dryer etc)
MISCELLANEOUS ITEMS	
10	Coping/Entertainment mechanisms (No more than 3 of the same items: Books, Fidget Spinners, Marker Sets etc.)