

A Coming of Age  
Foster Family Agency  
Personal Property and Valuables

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### Personal Property and Valuables

A Coming of Age Foster Family Agency believes that it is very important to safeguard all clients' personal property/valuables. The Licensee/Administrator is responsible for maintaining a record of personal property/valuables entrusted to and removed from the facility. Under "Number," enter the quantity of items a client maintains in placement. Under "Description," describe the item (marking articles by names or numbers may aid identification). Under "Location," indicate where articles are stored. The Licensee/Administrator must sign each entry. Provide date for all entries noted. As property/valuable is removed, explain the reason for removal.

#### PERSONAL PROPERTY/VALUABLES ENTRUSTED TO A FACILITY

	Number	Description	Date	Location	Signature
Ex:	4	Shirts	12/20/97	Kept in closet	
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____
11.	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____
13.	_____	_____	_____	_____	_____

#### PERSONAL PROPERTY/VALUABLES REMOVED FROM A FACILITY

	Number	Description	Date	Location	Signature
Ex:	4	Shirts	12/20/97	Thrown away	
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____
11.	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____
13.	_____	_____	_____	_____	_____