



Administrative Policies and Procedures: 3.20

Subject:	Sale of Goods Produced by Youth at Youth Development Centers
Authority:	TCA 37-5-105, 37-5-106
Standards:	None
Application:	To All Department of Children's Services Youth Development Center Employees and Youth

Policy Statement:

The Department of Children's Services shall allow youth in Youth Development Centers to produce goods for sale as deemed appropriate by the Superintendents.

Purpose:

To ensure procedures are established for the sale of goods produced by youth in a Youth Development Center.

Procedures:

A. Establishment of program	<p>The Youth Development Center (YDC) Superintendent may establish a program whereby youth produce and sell goods that allows them to benefit from a free enterprise system.</p> <ol style="list-style-type: none"> 1. Responsibility It shall be the responsibility of the YDC Superintendent/designee to ensure that the administration of the program is maintained appropriately. 2. Kinds of products and goods The Superintendent/designee must determine which products may be produced by youth for a profit.
B. Written local procedures	<p>The Superintendent/designee must develop written procedures to:</p> <ol style="list-style-type: none"> 1. Advise all youth of the program and criteria for participation. 2. Set firm prices that are competitive with similar products for all goods produced. 3. Display goods and/or samples of goods for sale. 4. Announce to prospective customers the specific goods available.

C. Accounting system	<p>1. Cost of supplies and equipment</p> <p>The Superintendent/designee, in conjunction with the Director of Finance and Program Support, must establish a method to reimburse the facility for any costs of equipment or supplies used by youth.</p> <p>2. Payment to youth</p> <p>a) Net profits from each youth's goods must be deposited into his or her trust fund.</p> <p>b) Youth must not be paid directly in cash and must not receive tips or excess payments.</p>
D. Restriction on purchases	Employees of the Department of Children's Services are prohibited from purchasing goods made by youth, except for those goods made available to the general public.

Forms:	None
---------------	------

Collateral documents:	<i>None</i>
------------------------------	-------------