

KidVantage Ordering Procedure

Purpose

Kid Vantage is a local organization that provides local families with basic needs like formula, clothes, diapers and more. OESD 114 Early Learning holds a contract with Kid Vantage that connects currently enrolled families with access to items serving prenatal families and children through age 5.

Procedure

Each family must receive an orientation to Kid Vantage so they understand the program and its benefits. Each form requires family initials. The orientation and acknowledgement of permission for demographics entered into the system may be completed over the phone. Family initials on the document are still required.

Ordering:

Once you have completed the entire form, please email the form to the appropriate connection. EHS will send the request to Tammy Skaggs or Christine Williams, HS/ECEAP will send theirs to Erin Schafer via email. Staff can document the needed items on page 3 of the order form. An attached Field Order form is not necessary for every order unless you are unable to fit the needs on page 3. Do not hand the Field Order form to your families to mark off everything they need. This document must be complete and requires all information to be filled out prior to submission. Incomplete documents will result in a delay in receiving the order. Kid Vantage works with several organizations in Kitsap County. Families can only order from one organization. If there is duplicative services, Kid Vantage will let us know and orders will be discontinued through OESD 114. Completed demographic information is critical to Kid Vantage to support them applying for additional grant opportunities based on data provided.

Forms to Complete for New Child/Family Order:

- Section 1: Household Information. This includes income level-see scale on this document to support conversations with families about income.
 - *Example question: Does your family of 4 make under \$25,000 per year? If the answer is yes, you would check the "very low" income box. This is just as close as possible-not exact.*
- Section 2: Recipient Information. This is the person you are creating the order for.
- Section 3: Re-Occurring Recipient Information. Top section must be completed for any reoccurring orders.
- Section 3: Product requested section must be completed for all orders (indicate if it is reoccurring).

Forms to Complete for a child/family currently receiving reoccurring orders:

- Section 3: you only need to completed section 3 for a family who might need to add something (example rain boots) to their reoccurring order.

Form needed to update data:

- Section 3: when updated information is needed (sizes, weight etc.) is needed for a family. This is the responsibility of the direct services staff to update and send to those ordering regularly.

Additional Important Notes:

EBC ordering is not about fulfilling future orders. For example: If the infant is 6 months old, placing an order for 12-month clothing in preparation for the child in 6 months is not how the system works. This is about current needs of both child and family. It is recommended by EBC that newborn equipment orders are placed about a month prior to the parent's due date. There are several items that may only be ordered 1 time: Pack-N-Play, High Chair, Car Seat.

Kitsap & Pierce County

	Range is from 1 person - 8 people per household	Family of 4
Very Low < 30% AMI	\$17,400 - \$42,380	\$25,100
Low < 50% AMI	\$28,950 - \$54,550	\$41,300
Moderate < 80% AMI	\$46,300 - \$87,300	\$66,100
Above Moderate > 80% AMI	\$46,300 - \$87,300	\$66,100