

II. Legal Basis

- ❖ **Republic 8972** (Solo Parents Welfare Act of 2000) mandates the State to promote the family as the foundation of the nation, strengthen its solidarity and ensure its total development. Towards this end, the State shall develop a comprehensive program of services for solo parents and their children to be carried out by various government agencies and other related non-government organizations.
- **The Family Code of the Philippines (Art.213)** states that in case of absence or death of other parent, the parent present shall continue exercising parental authority over the children, unless the court appoints another person to be the guardian of the person or the property of the children.

III. Objectives

To set up a system in the assessment of the eligibility of solo parent's for services under RA 8972 based on the following areas:

- a. Applicant category as enumerated in Article III Section 6 of the implementing rules and regulations
- b. Needs of the applicant and his/her children as basis for the provision of appropriate service/intervention
- c. Identification of the level of readiness of the applicant to receive a particular service/assistance, which shall serve as basis for the conduct of social preparation activities prior to the provision of such service/assistance, and
- d. Existing and potentially available resources that may support the applicant and his/her children.

IV. Procedures

1. **Application/intake interview** at the City/Municipal Social Welfare and Development Office (C/MSWDO) by Solo Parents
 - a. A solo parent shall file an application form (Annex A) at the City/Municipal Social Welfare and Development office having jurisdiction over his/her residence supported by the following:

- barangay certification that the applicant is a resident of the said barangay for the last six months
- appropriate documentation/evidence that applicant is a solo parent e.g death certificate of spouse, etc.
- income tax return or any document that will establish income level of the solo parent

The General Intake Sheet -(GIS) shall also be used by the social worker in the conduct of the intake interview.

- b. In case of a transferee from other barangay, the applicant should seek first a clearance from the former barangay indicating whether or not he/she has availed of any benefits for solo parents and the nature of such benefits.
- c. A social worker receives and ensures that all documents is complete and register this with an appropriate case number in the logbook - Registry of Solo Parents
- d. In case of CIDSS barangays/municipalities, survey results and other data based information to include the Minimum Basic Needs form and the Family Data Survey form (FDSF) shall be utilized instead of going through the process of interviewing again the clients.

2. Assessment

- a. The social worker interviews or schedule an interview with the applicant to establish his/her eligibility based on the criteria set under Section 9, Article IV of the Solo Parents Welfare Act.
- b. A home visit and collateral information shall also be conducted by the social worker to validate information given by the applicant to probe deeper and come up with a diagnostic assessment of his/her needs/problem.
- c. The applicant shall be notified in 30 days after filing of the status of his/her application and shall be required to visit the agency providing the assistance. If applicant is found not qualified under the provisions of the Solo Parent Welfare Act, he/she shall be referred to the appropriate agency for assistance.
- d. After completing the data gathering process, the social worker will prepare the social case study report based on the information gathered and her professional assessment of the

said applicant, indicating therein the appropriate services needed

3. Issuance of the Solo Parents Identification Card

- a. Upon the favorable evaluation of the social worker, the applicant shall be issued a Solo Parent Identification Card duly signed by the social worker and the City/Municipal Mayor after 30 days from filing of the application. The solo parent ID is necessary for the availment of benefits under the Solo Parents Welfare Act.
- b. In the event that the ID is not yet made available, the social worker can issue a certification of eligibility to the solo parent provided that a thorough assessment and evaluation has been made.
- c. The solo parent ID shall bear the following information: ID number, name, date of birth, sex, address and income classification of the solo parent e.g. A for above poverty line and B for below poverty line. It shall also include the names of the family members, their dates of birth and relationship with the solo parents. Likewise, for revalidation purposes, the ID shall indicate specific years and space for signatures/initials of the validating officer. The size of the ID should not be more than 2 x 3.5. The prescribed specification of the solo parent ID is attached as annex B.
- d. The validity of the Solo Parents ID card is for one year but renewable every year, subject to reassessment and reevaluation by the social worker. However, to minimize administrative expenses, the ID indicates a three (3) year period which will be signed/initialed by the social worker once revalidated.
- e. For purposes of control, the Solo Parents ID shall be surrendered to the city/municipal social welfare office should the solo parent transfer her residence to other area.
- f. The city/municipality shall be responsible in the printing of the solo parents ID. Proper control on the issuance of such shall be undertaken by the C/MSWD office.

4. Application for Benefits from Agencies/Organizations

- a. The solo parent shall directly go to the agency providing benefits to solo parent bringing with him/her the identification card issued by the city/municipal social welfare and development office.
- b. The solo parents shall undergo the necessary/required qualifying process in availing specific benefits from each agencies. Likewise, they have to comply with the requirement set forth by each agency in order to avail such benefits.
- c. If required, a referral letter shall be forwarded by the social worker to the agency. The social case study report is confidential and unless necessary and requested by the agency concerned, such shall no be shared to others and be kept strictly confidential.

5. Monitoring

- a. The social worker shall be responsible in monitoring the solo parent. He/she shall ensure that progress of each case is followed through. Changes in the status and family situation of solo parents such as marriage shall be considered which shall lead to the termination of benefits.
- b. Appropriate case recording shall be undertaken to document the status of each case. Likewise, the solo parent shall be accessed to other support services that will enhance their social functioning skills such as Parent Effectiveness, psychosocial services, among others.
- c. The social worker shall also establish a close coordination with the agency/ies providing assistance/benefits to solo parents to monitor their situation as to how they manage the benefits given.
- d. In case of relocated solo parents, it shall be the duty of the C/MSWDO in the host local government unit/C/MSWD to assign a social worker who will monitor the situation of the solo parent and his/her family.
- e. The Barangay shall assist in monitoring through providing information to the social worker in the status of solo parents in the barangay..

- f. The social worker may also organize the solo parent into a people's organization who can eventually be tapped as monitors of their group.
- g. Unless there is a valid reason for the public to be informed and be guided on the implementation of the law, a list of persons who applied and those who were able to avail of the benefits under the law shall be made available by the concerned city/municipal social welfare and development office which processed their application to maintain confidentiality of the cases of solo parents.

6. Termination of Benefits

- a. The solo parents shall inform the social worker of his/her intention to withdraw the availment of services/assistance. If he/she does not voluntarily inform the C/MSWDO of his/her intention before the lapse of one year from the issuance of the solo parents ID, the social worker may conduct the necessary assessment to ascertain if there is ground for termination.
- b. The C/MSWDO shall properly notify the solo parents of the result of the evaluation and termination of the service. Such termination shall take effect 30 days from the receipt of the request for termination except for services that cannot be terminated within a month e.g. schooling. Reasons for termination may include the solo parent's marriage or increase in income above poverty level.
- c. The social worker shall provide psychosocial services/ counseling to the solo parent and her family to prepare them for independent living without any assistance provided by the Solo Parent Act.
- d. In case of relocation of the solo parents and his/her family, the C/MSWDO shall be properly notified by the solo parent's for her/him to prepare appropriate transfer of the case records to the host C/MSWDO were the solo parent will relocate
- d. The termination of services shall be without prejudice to re-application should circumstances warrant.

7. Reporting

Strong linkage/coordination with the Department of the Interior and Local Government shall be undertaken by DSWD to monitor compliance with the law. The Field Offices shall conduct monitoring of the local government units to determine compliance to the law in coordination with the DILG.

IV. Institutional Arrangement

The DSWD, the lead agency in the development of a comprehensive programs/services for solo parent and their children, shall advocate for the implementation of the comprehensive program to the local government units and other government agencies mandated by RA 8972 to provide for such services.

Likewise, it shall continue to provide technical assistance in the implementation of the Solo Parents Welfare Act being primarily undertaken by the Local Government Units.

This Administrative Order shall take effect immediately.


CORAZON N. JULIANO-SOLIMAN
Secretary

Department of Social Welfare and Development



Republic of the Philippines
Province of _____
City/Municipality of _____

City/Municipal Social Welfare and Development Office

APPLICATION FORM FOR SOLO PARENTS

Name : _____ Age: _____ Sex : _____
Date of Birth: _____ Place of Birth: _____
Address: _____
Highest Educational Attainment: _____
Occupation: _____ Monthly Income: _____
Total Monthly Family Income : _____

I. Family Composition:

Name	Relationship	Age	Status	Educational Attainment	Occupation/ Monthly Income

* include family members and other members of the household

II. Classification/Circumstances of Being a Solo Parent:

III. Needs/Problems of Solo Parents

IV. Family Resources

I hereby certify that the information given above are true and correct. I further understand that any misinterpretation that may have made will subject me to criminal and civil liabilities provided for by existing laws.

Date

Signature/Thumbmark
over Printed Name

ANNEX B

Republic of the Philippines
City/Municipal Social Welfare and Development Office

Photo

SOLO PARENTS ID

()
ID No.

NAME

City/Municipal Social Welfare and Development Officer

City/Municipal Mayor

2"

Front Side

Address: _____
Date of Birth: _____ Sex: _____

Name	Date of Birth	Relationship

This card is non-transferrable and valid for until
| | 2002 | | 2003 | | 2004 |

validated by _____Signature _____

3 1/2"

Back Side

Specification:

Size : 2' x 3 1/2"
Color : White
Paper Type : Board