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Department of Social Welfare and Development

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Administrative Order No. 01

Series of 2013

Subject: **Guidelines in the Provision of Subsidy to Non-Government Child Caring Agencies (CCAs)**

## I. Rationale

The Department of Social Welfare and Development (DSWD) is mandated to provide residential care services to disadvantaged and vulnerable sectors of society like the abandoned, abused and exploited women and children, youth, older persons, persons with disabilities and families in crisis. Residential care service is an alternative form of family care providing 24-hour group living on a temporary basis to individuals whose needs cannot be adequately met by their own families and relatives over a period of time.

At present, there are 64 residential care facilities being managed by the Department from which 11 are child caring agencies referred to as Reception and Study Center for Children (RSCC). The RSCCs are supposed to serve only abandoned, neglected, surrendered, and abused children but in the current situation these facilities also cater children with special needs. On the other hand, most of the staff have limited knowledge and skills in managing these cases. Such may not be beneficial both for these children with special needs and for regular children.

Further the Occupancy Rate (OR) of most RSCCs range from 75.12% to 150.19% for 1<sup>st</sup> quarter of 2012. Four out of 11 facilities accommodated more than their bed capacity. Region VII in fact, exceeded the number of clients served than the bed capacity by 94% in 2011.

On Average Length of Stay (ALOS) discharge-based, the length of stay range from 37 to 1,070 days where the highest is in Region III, followed by Regions V, XI, and NCR. Admission-based ALOS range from 37 to 1,709 where RSCC in Region XII has the longest days of stay with 1,172 days followed by RSCCs in Regions III, VIII and XI with 1,374.25, 629.38 and 480.76 days respectively.

Most RSCCs have cases of children with special needs. These are highest in regions III, VII and XI.

Residential care services for disadvantaged children are also provided by non-government child caring agencies. The DSWD issues license to operate and accreditation certificate to qualified CCAs authorizing and recognizing their implementation of quality and accountable social welfare and development programs and services to their clients among the poor and disadvantaged children.

DSWD'S RSCCs refer some of its cases to selected non-government CCAs in Regions III (19 CCAs); VII (33 CCAs) and XI (14 CCAs). These are licensed and accredited by DSWD and could competently serve abandoned, neglected and surrendered children.

The DSWD renders technical assistance and resource augmentation (TARA) to these accredited CCAs. One form of TARA is through the provision of subsidy to the CCA that will accept referrals from RSCC. This aims to strengthen partnership and collaboration of the government with the CCA promoting efficiency in public service and governance by maximizing the services of the private sector instead of duplicating services.

Hence, this set of guidelines is deemed useful to install the system of providing subsidy to CCAs that will accept referrals from RSCCs towards meeting helping goals for disadvantaged children and providing them appropriate interventions and services.

## **II. Legal Bases:**

### **A. Executive Order No. 123 Series of 1987**

The DSWD is mandated to provide care and protection and rehabilitation to those who have least in life and need social welfare assistance and social work intervention to restore their normal functioning and participation in the community.

### **B. Executive Order No. 15 Series of 1998**

Defines the role of DSWD as an administrator of special social services and social development funds intended to assist disadvantaged individuals, families and communities. It further defines the functions of DSWD among others as to operate and maintain support institutional facilities, projects and services and social laboratories and learning centers for the benefit of its constituents and in furtherance of social welfare and development.

### **C. Administrative Order No. 2 Series of 2008 otherwise known as Guidelines on the Transfer of DSWD Residents to other Social Welfare Agencies (SWA) was developed to operationalize a system of transfer of residents from DSWD residential care facilities to other SWAs duly licensed and accredited by DSWD.**

### **D. Administrative Order No. 44 series of 2002 otherwise known as Guidelines in the Provision of Technical Assistance and Resource Augmentation (TARA) to DSWD Intermediaries.**



Statement of Policy- The Department is mandated under Executive Order No. 15 series of 1998 to provide assistance to local government units (LGUs), no-government organizations (NGOs), other national government agencies (NGAs), people's organization (POs) and other members of civil society in effectively implementing programs, projects and services that will alleviate poverty and empower disadvantaged individuals, families and communities for an improved quality of life. One of its roles as articulated in the same Order is that of enabler of LGUs, NGOs, POs and other members of civil society in implementing social welfare and development programs through technical assistance and resource augmentation.

### **III. Objective**

1. To manage cases of children whose needs could not be provided at RSCC (i.e. children with special needs) through the intervention of recognized CCAs that have the appropriate programs and services

#### **Specific Objectives:**

1. Enjoin the participation of non-government CCAs in receiving and managing cases of children with special needs from RSCCs that would be best served under their care
2. Augment the resources of the receiving CCAs by providing subsidy for the needs of the cases they received.

### **IV. Coverage**

The provision of subsidy would be in quarterly basis but the transfer of a child from RSCCs to CCAs could be done anytime of the year. The regions covered by this project may be selected and prioritized based on high incidence of cases of children with special needs and those with cases beyond DSWD facility's bed capacity.

### **V. Procedures**

The following are the procedures in the provision of subsidy to the selected CCAs:

#### **A. On Selection**

1. The FO shall create a committee as stipulated in Memorandum Circular No. 16 series of 2009 (Guidelines on the Release of DSWD Funds to Non-Government Organizations/Peoples Organizations (NGOs/POs))
2. The committee may formulate additional criteria for the selection of the CCA in the local situation that are deemed to serve the best interest of children concerned.
3. The criteria for selection of CCAs are as follows:

- a. Should have a valid license as a social work agency and accreditation issued by DSWD
- b. Has submitted or started processing 50% of the total number of children under its care that are eligible for certification as legally available for adoption
4. The committee shall identify and select a minimum of three most active, compliant and qualified CCAs among the existing CCAs in the region

#### **B. Agreement of CCA with the DSWD-FO on the provision of subsidy**

1. The FO will meet the selected CCAs for an orientation on the project including:
  - a. Objective of the project
  - b. Procedure in providing the subsidy
  - c. Expectation from each party
  - d. Other concerns relative to the project
2. After the orientation, the committee shall seek the confirmation of the CCAs towards a Memorandum of Agreement on the project
3. Once the committee has selected the most qualified CCA, Memorandum of Agreement (MOA) will be forged indicating the roles of the CCA, RSCC and the FO and the amount of subsidy to be provided by the Department.

#### **C. Provision of Subsidy**

1. The subsidy to NGO for every case referred from RSCC is Php 3,000 per child per month. The subsidy shall be regarded as a direct expense or a grant.

### **VI. Institutional Arrangement**

#### **A. DSWD-Central Office-protective Services Bureau**

1. Coordinate with the selected FOs and orient them on the project
2. Monitor the regional implementation of the project
3. Provide technical assistance to the FO/facility concerned on the case management and the procedures of transfer/referrals/utilization of funds.

#### **B. Field Office**

1. Identify appropriate CCAs that will accept clients from DSWD based on A.O. 11, Series of 2011
2. Forge a Memorandum of Agreement with the selected CCAs.
3. Provide technical assistance to RSCC and to the selected CCA on the management of the referred cases.

4. Monitor management of cases referred to CCAs
5. Submit quarterly status report to Protective Services Bureau (PSB) on the project.
6. Disburse funds according to applicable rules and regulations of the Commission on Audit (COA)

**C. Reception and Study Center for Children**

1. Conduct quarterly case review on all cases
2. Coordinate and facilitate the referral/transfer of residents to selected CCAs

**D. Receiving Social Welfare and Development Agency**

1. Manage the cases received from RSCCs
2. Submit a documentation/accomplishment report on a quarterly basis to the sending DSWD facility on the management of cases of children referred to the CCA.

**VII. Budgetary Requirement:**

The subsidy to NGO for every case referred from RSCC is Php 3,000 per child per month. This is based on the updated budget parameters for CY 2013 for the subsidy provided to children with disabilities under foster care.

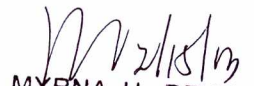
**VII. Effectivity**

This Administrative Order shall take effect immediately.

Issued this 13<sup>th</sup> day of February, 2013.

  
CORAZON JULIANO-SOLIMAN  
Secretary

Certified Copy:

  
MYRNA H. REYES  
Officer In-Charge  
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