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Department of Social Welfare and Development

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MEMORANDUM CIRCULAR 08
Series of 2016

Subject: MAINSTREAMING GUIDELINES OF THE MODIFIED CONDITIONAL CASH TRANSFER (MCCT) BENEFICIARIES TO THE REGULAR CONDITIONAL CASH TRANSFER (RCCT) PROGRAM

I. Rationale

The Modified Conditional Cash Transfer Program is a sub-component of Pantawid Pamilyang Pilipino Program which uses a modified approach in implementing the CCT program for poor families including Homeless, Indigenous Peoples and Families in Need of Special Protection (FNSP). Salient features of the MCCT include modification in terms of targeting, conditionalities, program interventions and mode of implementation.

It is a modified approach to reach the poor families who are not registered in the regular conditional cash transfer (CCT) program, due to their current situation such as lack of physical structures for the homeless, the indigenous people mobility/ itinerant which exclude them during the conduct of enumeration, resulting to the non-inclusion in the regular CCT.

The MCCT Program aims to target and include eligible beneficiaries who are not captured by the regular CCT due to distance and special situations of poor families and other vulnerable sectors of society to prepare them in the eventual mainstreaming in the regular CCT. Also, it aims to provide social protection services fit to the needs of Indigenous Peoples (IP) and to the dynamics of the homeless and FNSP beneficiaries. It incorporates strategies from the regular CCT, strengthened stakeholder partnership, and active participation of the beneficiaries in the empowerment process.

The MCCT in general serves as a bridging strategy of the Department and after for a period of time the beneficiaries are in the MCCT, their readiness shall be assessed for eventual mainstreaming into the regular CCT. The purpose of this guidelines is to provide the Regional Field Offices and their corresponding provincial and city/municipal operations offices, a step by step procedure to guide them in the mainstreaming process of the MCCT beneficiaries.

II. Legal Bases

- 1.) **MC 09 Series of 2014** Revised Guidelines on the Implementation of the Modified Conditional Cash Transfer for Homeless Street Families
- 2.) **MC 19 Series of 2014** Guidelines for the Pilot Implementation of the Modified Conditional Cash Transfer Program for Indigenous Peoples in Geographically Isolated and Disadvantaged Areas

3.) Memorandum Circular 02 Series of 2015 Guidelines on the Implementation of the Modified Conditional Cash Transfer Program for Families in Need of Special Protection

III. OBJECTIVES

1. To establish the criteria for the mainstreaming of the beneficiaries from MCCT to RCCT.
2. To define the appropriate steps and processes of transferring qualified MCCT beneficiaries to the Regular CCT.
3. To ensure continuity of cash grants for health, education and support service interventions during mainstreaming period.
4. To define the roles and tasks of responsible units at the Central Office, Region and Provincial/City/Municipal level of implementation in the mainstreaming process

IV. Target Beneficiaries for Mainstreaming

Target beneficiaries shall be the FNSP, HSF and IP beneficiaries who meet the sets of criteria in the mainstreaming of MCCT beneficiaries. This refers to complete enumeration of household by Listahanan and identified as poor, family or household with 0-18 years old children, compliance to conditionalities of the program and living in a fixed residence good for human habitation. Details are presented below.

V. Criteria and Requirements

Mainstreaming of MCCT beneficiaries into the Regular CCT shall be determined based upon the assessment of caseworker/community facilitator given the following criteria:

1. Identified "Poor" by Listahanan based on the result of the Proxy Means Test
2. With eligible members aged 0-18 years old children and/or pregnant member during first monitoring period in the RCCT (eligibility requirement shall follow the existing requirements of the RCCT)
3. Compliance to conditionalities from the last six (6) months prior to the time of mainstreaming assessment. Active registered families who were assessed compliant to the conditionalities of the program as applicable:
 - 85% attendance in education services (3-18 yrs. old monitored children)
 - 85% compliance in the availment of health services
 - 85% compliance to FDS
4. Homeless families already staying for at least 3 consecutive months in a safe home or secured residence.

Note: Succeeding assessment will be conducted on a yearly basis.

VI. Implementing Procedure

A. Preparatory Phase

Preparatory phase in the mainstreaming process of MCCT beneficiaries shall include reviewing the MCCT database and submitting the list of beneficiaries into Listahanan. Segregating the list of beneficiaries who were part of Listahan 1 and 2. Beneficiaries that were not part of Listahanan shall be endorsed for special validation by the Listahanan.

At the regional level, preparatory phase shall include reviewing the regional caseload in terms of completeness of family information and updates and inventory of the completeness of compliance reporting ensuring that complete payment had been facilitated.

Upon review of the status in the MCCT database, the regional MCCT focal with the CMT shall review the following criteria, and that prior to the mainstreaming process, pre-orientation on mainstreaming shall be conducted by the Community Facilitator/Caseworker through the conduct of Community/Family Development Session together with other stakeholders. The caseworker/community facilitator/municipal link shall also prepare the beneficiaries by providing them necessary orientation on how and why they need to be mainstreamed to RCCT. This shall be conducted through the Community/Family Development Sessions using the mainstreaming modules.

B. Mainstreaming Phase

| ACTIVITY | TIMELINE ¹ | RESPONSIBLE PERSON/UNIT |
|---|-----------------------|-------------------------|
| 1. Identify eligible beneficiaries based on 85% compliance criteria for mainstreaming | 5 days | MCCT-NPMO, ITOs |
| 2. Matching of MCCT data with Listahanan | 3-5 days | IMB (Listahanan) |
| 3. ECR of identified poor (Listahanan) | 1 day | PMED |
| 4. Conduct duplicity checking of eligible MCCT vs. RCCT | 1 day | IMB |
| 5. Endorse to RPMO the list of potential beneficiaries based on the criteria for mainstreaming. | 1 day | MCCT-NPMO |
| 6. List of potential duplicates for validation (output from #4) | | |
| 7. <i>C/FDS on mainstreaming to RCCT upon identification of potential beneficiaries (This will be implemented parallel with the succeeding items)</i> | | |
| 8. Printing and distribution of list of poor beneficiaries to concerned caseworker/CF thru POO/OO | 3 days | MCCT Focal, CMT |

¹ Timeline for activities will depend on the number of beneficiaries

| ACTIVITY | TIMELINE ¹ | RESPONSIBLE PERSON/UNIT |
|--|---|---------------------------------------|
| 9. Conduct of assessment and necessary validation (if needed) | 30/day/validator (to consider clientele category) | CF/CW/ML |
| 10. Endorse list of qualified beneficiaries for mainstreaming to Provincial Operations Office/Operations Office | 1 day | CF /CW/ML |
| 11. Review of master list endorsed by the CF/CW and for submission to the RPMO and onward approval of the Regional Director | 1 day | Provincial Link & Regional MCCT Focal |
| 12. Approval of the final list of beneficiaries for mainstreaming to Regular CCT | 1 day | Regional Director |
| 13. Endorsement of approved final list and the e-copy of beneficiaries for mainstreaming to MCCT NPMO to include the validated list of duplicates for delisting. | 1 day | RPMO |
| <i>Encoding/updating of final list of families for mainstreaming to Regular CCT thru M-BAPoRS (parallel activity with item 13) Note: Change Request Form, development of M-BAPoRS, adding of non-facility based services</i> | prior to CV generation for the first CV based monitoring *should be completed prior to migration | |
| 14. MCCT-NPMO to endorse approved final list for mainstreaming to IMB for duplicity checking | 1 day | NPMO to IMB |
| 15. Migration of mainstreamed beneficiaries to PPIS | 1 day | BDMD |
| 16. Tagging of mainstreamed beneficiaries (RCCT household/client status 21) as "MAINSTREAMED TO RCCT" and delisting of ineligible families in the MCCT database system | 1 day | MCCT-NPMO, ITOs |
| 17. Endorsed mainstreamed beneficiaries for initial non-compliance based payment to UFMU | 2 days | BDMD |
| 18. Processing of payment | Based on RCCT timeline | UFMU, IMB |
| 19. Release of cash grants* | | RPMO/RCCT |
| 20. Monitoring of all active beneficiaries for compliance on the set conditions of the RCCT program | | RPMO/RCCT |

**First two months (1 payment period) in the regular CCT will be non-compliance based to serve as updating period and completion of necessary documents required by the RCCT..*

Note: For FNPS cases follow steps 1-4, 12, 15-20 considering the cases are being handled by Municipal/City Links; approval would be the NPM

C. Post Mainstreaming Phase

Beneficiaries mainstreamed in RCCT with approved and obligated SSI prior to the assessment for mainstreaming shall continue to receive the SSI grant to be monitored by the community facilitator/case worker.

VII. EFFECTIVITY

This act shall take effect immediately and copies of this order shall be disseminated to all concerned Offices, Bureaus and Services at the DSWD Central and Field Offices.

Issued in Quezon City, this 22 day of June 2016.

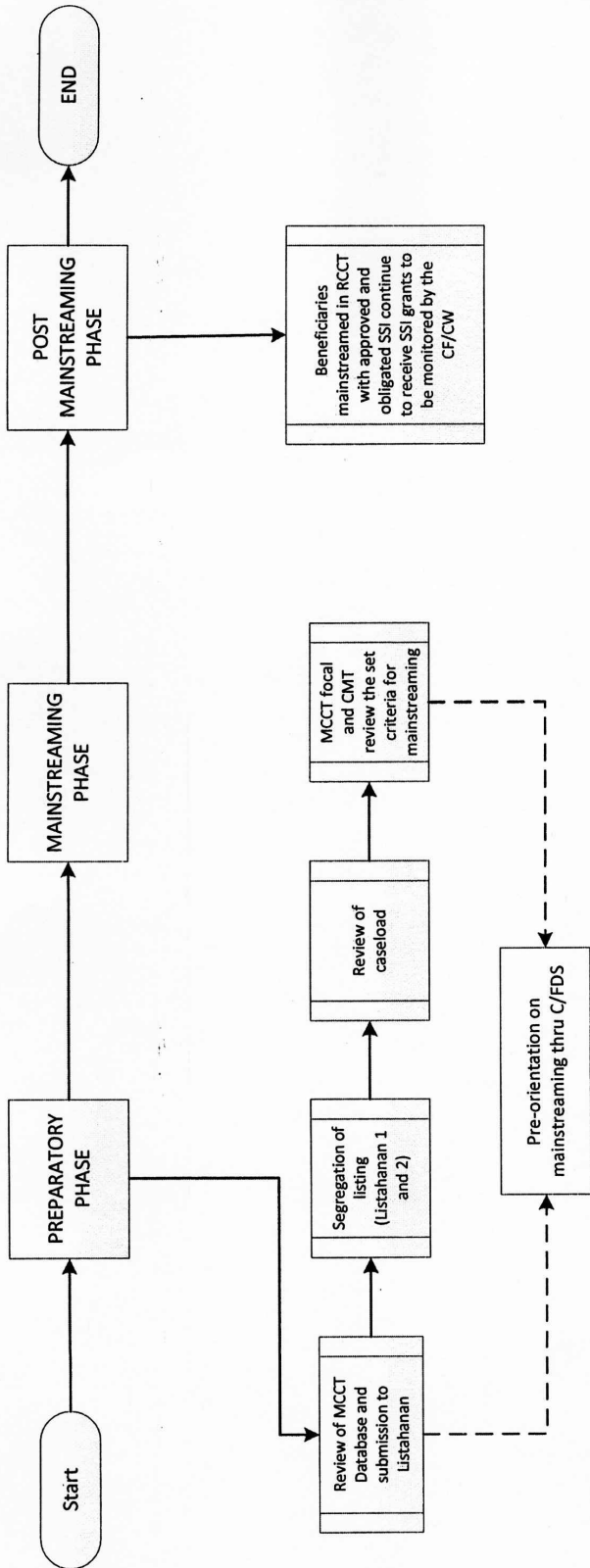

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MAINSTREAMING PHASES



MAINSTREAMING PHASE

