

## Assistance to Individuals/Families in Crisis Situations (AICS)

Emergency Financial Assistance or referrals for free services are provided to individuals or families who are in extremely difficult situations and have inadequate resources.

<b>Office or Division:</b>	Municipal Social Welfare & Development Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C-Government to Client	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Sick individual/member of the family who is in hospital needing financial assistance</li> <li>Victims of accident</li> <li>Death of a family member</li> <li>Stranger stranded within the locality</li> <li>Victims of calamities(natural/ man-made)</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>For Financial/Medical Assistance</b>		
<ol style="list-style-type: none"> <li>1. 1 original/photocopy of Medical Certificate/Clinical Abstract</li> <li>2. 1 photocopy of Prescription (for medicines)</li> <li>3. 1 photocopy/original copy of Laboratory Request/Medical Procedures(recommended by the attending physician)</li> <li>4. 1 photocopy/original copy of Billing Statement ( For Hospital Bill)</li> <li>5. 1 original copy of Certificate of Indigency</li> <li>6. Form 200/ Certificate of Eligibility</li> </ol>	<ol style="list-style-type: none"> <li>1. Rural Health Center/ Hospital where the patient is confined or examined</li> <li>2. From attending Physician</li> <li>3. From Hospital</li> <li>4. From Hospital</li> <li>5. Office of the Barangay where the client resides</li> <li>6. MSWD Office</li> </ol>	

<p><b>For Burial Assistance</b></p> <ol style="list-style-type: none"> <li>1. 1 Original/photocopy of registered Death Certificate</li> <li>2. 1 photocopy of Funeral Contract or Barangay Certificate of Expenses</li> <li>3. 1 photocopy of Permit to Transfer (Transport of cadaver)</li> <li>4. 1 original copy of Barangay Certificate of Indigency</li> </ol>	<ol style="list-style-type: none"> <li>1. Local Civil Registrar if death occurred within Burgos, La Union <ol style="list-style-type: none"> <li>1.1 Secure from the Hospital where patient died</li> </ol> </li> <li>2. Office of the Barangay where the client resides</li> <li>3. Rural Health Center</li> <li>4. Office of the Barangay where client resides</li> </ol>
<p><b>Food and Transportation Assistance</b></p> <ol style="list-style-type: none"> <li>1. 1 original copy of Barangay Certificate of Indigency</li> </ol>	<ol style="list-style-type: none"> <li>1. Office of the Barangay where client resides</li> </ol>
<p><b>Educational Assistance</b></p> <ol style="list-style-type: none"> <li>1. 1 photocopy of Certificate of Enrollment</li> <li>2. 1 original copy of Barangay Certificate of Indigency</li> <li>3. 1 photocopy of Student's ID</li> </ol>	<ol style="list-style-type: none"> <li>1. School where the student is enrolled</li> <li>2. Office of the Barangay where student resides</li> <li>3. Provided by the student</li> </ol>
<p><b>Disaster or Calamity Assistance</b></p> <ol style="list-style-type: none"> <li>1. Copy of Police Blotter Report (1 original copy)</li> <li>2. one (1) Original copy of Picture of damaged/burned house</li> <li>3. Copy of Certificate of Residency which further certify that clients are victims of calamity/typhoon or fire (1 original copy)</li> </ol>	<ol style="list-style-type: none"> <li>1. PNP Office</li> <li>2. Provided by client</li> <li>3. Office of the Barangay where client resides</li> </ol>

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register on the logbook	1. Request client to register on logbook and ask the client's purpose of visit  1.1 Issue recommendation letter and advice client to proceed to the Mayor's Office for interview with the Mun. Mayor to secure Router Slip	None	2 Minutes	<i>Admin Aide VI/MSWDO</i>  <i>Mun. Social Welfare &amp; Dev. Office</i>
2. Undergo interview with the Mayor	2. Interview client to determine the kind of assistance required and issue router slip for financial assistance	None	10 Minutes	<i>Municipal Mayor</i>  <i>Mayor's Office</i>
3. Proceed to the MSWD Office and undergo further interview with the MSWDO and sign the General Intake Sheet	4. Interview client for the preparation of General intake Sheet and Form 200 (Brief description of the kind of assistance to be given to client)	None	15 Minutes	<i>Adm. Aide VI/MSWDO</i>  <i>Mun. Social Welfare and Dev. Office</i>

5. Wait for the processing of documents	5. Process documents(Form 200, Disbursement Vouchers, obligation request)	None	15 minutes	<i>Adm. Aide VI/ MSWDO MSWD Office</i>
6. Proceed to the Office of Budget Officer for the Obligation Request of Voucher  6.1 Proceed to the Office of Mun. Accountant for his signature on vouchers	6. Request client to proceed to the Office of Budget Officer and to the Office of Mun. Accountant for their signatures	None	10 minutes	<i>Mun. Budget Office  And Mun. Accountant</i>
7. Bring signed documents to the Office of the Mayor for his signature on voucher	7. Sign voucher for the release of financial aid	None	5 minutes	<i>Municipal Mayor Mayor's Office</i>
8. Proceed to Treasury Office	8. Advise client to bring signed documents to the Mun. Treasurer for the release of Financial Aid	None	3 minutes	<i>Admin Aide VI Mayor's Office</i>
9. Receive financial aid	9. Give financial aid to client	None	2 minutes	<i>Municipal Treasurer</i>
	TOTAL	None	1 hr, 3 Minutes	