4. Cash Assistance for Other Support Services

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

Office of Division:		Municipal Social Welfare & Development Office		
Classification:		Simple		
Type of Transaction:		G2C-Government to Client		
Who may avail:		Residents of the municipality		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. Police Blotter/Blotter; or **2.** BFP Report/Certification of fire victims; or **3.** Certificate of victims of Online Sexual Exploitation of children or violence against women and children; or **4.** Referral Letter/Endorsement from other agencies (DOJ, NGOs, LGUs or other agencies); or **5.** Incident Report of the LGU; or **6.** Medico-legal certification; AND **7.** Certificate of Residency		Philippine National Police Bureau of Fire Protection Municipal Social Welfare and Development Office Other Agencies Local Government Unit Medical Doctors/Hospitals/Rural Health Unit		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Register on the logbook	**1.** Request client to register on the logbook	None	2 Minutes	MSWDO / SWO I
2. Request for cash assistance	**2.** Review the completeness and verify the accuracy of the submitted documents		1 Minute	MSWDO / SWO I
	2.1 Conduct an interview using the General Intake Sheet to gather relevant information		30 minutes	MSWDO / SWO I
	2.2 Prepare the voucher and accomplish Form 200		10 minutes	MSWDO / SWO I
	2.3 Forward the vouchers to the Office of the		1 minute	Municipal Budget

	Municipal Budget Officer (MBO) to certify the existence of appropriations and for proper recording.	None		Officer
	2.4 Forward the voucher to the Office of the Municipal Accountant to certify the completeness and propriety of supporting documents and for proper recording		5 minutes	Municipal Accountant
	2.5 The Municipal Treasurer to certify the availability of funds and for proper recording.		5 minutes	Municipal Treasurer
	2.6 Forward the voucher to the Office of the Mayor for review and approval for payment		1 minute	Municipal Mayor
	2.7 Return voucher to the Office of the Municipal Treasurer		5 minutes	MSWDO / SWO I
3. Receive financial assistance	**3**. Verify documents and release financial assistance		1 minute	Municipal Treasurer
	TOTAL	None	1 hour, 1 minute	