

**DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
(CHILD PROTECTION UNIT)
ISBT BUILDING, KASHMERE GATE, DELHI - 110 006**

F.No.61(1190)/SponsorshipProgram/DD(ICPS)/DWCD/2018-19/4114 Dated:18.06.2021

**IMPLEMENTATION GUIDELINES
FOR FAMILY BASED SPONSORSHIP IN DELHI**

Whereas, the United Nation Convention on the Rights of the Child (UNCRC), 1989, ratified by India in 1992, recognises that the child, for the full and harmonious development of his or her personality, should grow up in a family environment, in an atmosphere of happiness, love and understanding.

And whereas, Section 45(1) of the Juvenile Justice (Care & Protection of Children) Act, 2015 mandates the State Government to make rules for the purpose of undertaking various programmes of sponsorship of children to provide supplementary support to families, Children's Homes and to Special Homes to meet medical, nutritional, educational and other needs of the children, with a view to improving their quality of life.

And whereas, a provision for Grant-in Aid for support to Children's Homes has already been made under Integrated Child Protection Scheme (ICPS) introduced in the year 2009 (renamed 'Mission Vatsalya') where the Central and State Governments are jointly responsible to support the creation of new institutional facilities and maintenance of existing institutional facilities for both children in conflict with law and children in need of care and protection.

And whereas, Section 106 of the Juvenile Justice (Care & Protection of Children) Act, 2015 confers upon the State Child Protection Society to take up matters relating to children with a view to ensure the implementation of the said Act including the establishment and maintenance of institutions under the said Act, notification of competent authorities in relation to the children and their rehabilitation.

And whereas, Clause (v) of Sub rule (1) of Rule 84 under the Juvenile Justice (Care & Protection of Children) Model Rules, 2016 obligates the State Child Protection Society to develop programmes for foster care, sponsorship and after care.

Now, therefore, under the statute of the Juvenile Justice (Care & Protection of Children) Act, 2015, the Implementation Guidelines for Sponsorship Program are hereby issued for effective implementation of Sponsorship Program under the centrally sponsored scheme of the Mission Vatsalya (Child Protection Services and Child Welfare Services) meant for providing supplementary financial support and family care to the children dealt with under the Juvenile Justice (Care & Protection of Children) Act, 2015.

1. Short title and commencement:

1.1. The Guidelines may be called “Standard Operating Procedures (SOP) for implementation of the Sponsorship program, 2021”.

1.2. It shall extend to the whole of National Capital Territory of Delhi and shall be applicable to a child dealt with under the Juvenile Justice (Care & Protection of Children) Act, 2015.

2. Definitions: In this Standard Operating Procedure (SOP), unless the context otherwise requires all words, phrases, and terms have the same meaning as ascribed to them in the Juvenile Justice (Care and Protection of Children) Act, 2015 (2 of 2016) and the rules notified under the Act:

2.1. “Sponsorship” means provision of supplementary support, financial or otherwise, to the families to meet the medical, educational and developmental needs of the child;

2.2. “Form” means the forms annexed to these Standard Operating Procedures;

2.3. “Fund” means the ‘Delhi Child Welfare Fund’ or the Fund created and maintained by the State Child Protection Society under the sub-head of ‘Sponsorship & Foster Care Fund’ received under Centrally Sponsored Scheme of Child Protection Services or supplemented by the State Government or donated by the citizens, corporations, civil society organisations, as the case may be.

2.4. “Sponsorship Program” A program implemented by the Department through State Child Protection Society to provide supplementary financial support to the child or his/ her family by release of funds as per norms prescribed under the Mission Vatsalya (Child Protection Services and Child Welfare Services). District Child Protection Unit shall bring the convergence of resources using the schemes of various departments or within the department meant for children and vulnerable families with the support of Deputy Commissioners.

3. Objective of Sponsorship:

3.1. The Sponsorship program is aimed at preventing destitution of children and that the child remains in a enabling family environment through restoration from institutional care to family integration and supplementary support to the family;

3.2. The program provides supplementary financial support to cater to the developmental needs and well-being of children dealt with under the Act.

4. Categorisation of support and timeline

Categorisation	Authority	Documents required	Remarks
Children under non-institutional category and also covering children restored and reintegrated from the institutions to family setting.	Child Welfare Committee or Juvenile Justice Board, as the case may be under Rule 24(3) of Model Rules.	<ol style="list-style-type: none"> 1. Order of the Child Welfare Committee or Juvenile Justice Board under the Act accompanied with following: <ul style="list-style-type: none"> ● Age declaration ● Social Investigation Report ● Individual Care Plan (if applicable) 1. Photograph of the child and the parents/guardian/ fit person (preferably joint photograph) <ol style="list-style-type: none"> 1. Bank Account details (preferably but not mandatory joint account with child of parent/ guardian/ fit person) 1. Proof of residing in Delhi 	<p>Documents which can be considered as residence proof of Delhi (any one document is needed):</p> <ol style="list-style-type: none"> 1. Ration Card with Photo, for the person whose photo is affixed 2. Voter's identity card 3. Aadhaar Card/ e-Aadhaar letter downloaded from UIDAI website 4. Driving Licence 5. PAN Card 6. Certificate of address with photo from Govt. recognised educational institutions (for students only) 7. Current passbook of Post Office/any scheduled bank having photo 8. Domicile Certificate 9. Certificate of address having Photo issued by MP/MLA/Group-A

			Gazetted Officer in letter head 10. Post office or scheduled bank issued passbook with photo 11. Water/ Electricity/ landline phone bill (current)

5. Referral sources: A child dealt with under the Act and is in need of sponsorship support for family reintegration and rehabilitation, may be referred by any of the following agencies but not restricted to:

S. No.	Primary sources	S. No.	Other sources
1	Childline 1098	1	Anganwadi Centres
2	Police 100, 102	2	Saheli Samanvay Kendra (AWCs Hub)
3	Delhi Commission for Protection of Child Rights Helpline	3	Hospitals
4	District Legal Services Authorities	4	Municipal Corporation (Registrar - Death & Birth)
5	District Task Force of the Department of Women & Child Development	5	Child Care Institutions
6	District Child Protection Unit	6	NGOs involved in Child Protection Services
7	Special Juvenile Police Unit or Local Police	7	Educational institutions i.e. Schools

6. Role of Child Welfare Committee and Juvenile Justice Board:

6.1. The Committee or the Board may suo-motu or on a case brought before it from the referral sources (*as indicated at clause 5 above) and shall seek the recommendation of the need assessment team before passing the order for placement of the child under sponsorship in Form 36 as per the provisions of the Act.

- 6.2. The Committee or the Board shall decide the question of sponsorship under these guidelines and where an application has been received within 21 days from the date of the receipt.
- 6.3. The Board or the Committee, as the case may be, shall ensure that the child being placed under sponsorship has not completed the age of eighteen years on the date of passing the order and shall declare the age of the child as per section 94 of the Act.
- 6.4. The Board or the Committee shall satisfy itself that the child and his family are residing in Delhi at the time of submitting application seeking supplementary support under sponsorship program and will state so in its order.
- 6.5. The Committee or the Board, in case of placement of a child under sponsorship for financial support, on the basis of the recommendation of the need assessment team, may issue directions for release of financial support indicating the amount of sponsorship and period under these Guidelines.
- 6.6. The order passed under Section 45 of the Act for supplementary support under Sponsorship program by the Committee or the Board shall initially be upto a period of six months extendable to the period ordinarily not exceeding three years or till the child attains the age of 18 years whichever is earlier.
- 6.7. The Committee or the Board shall consider the matter/ case afresh in case if the Need Assessment Team is of the opinion to continue such supplementary support from sponsorship program to continue beyond three years.
- 6.8. The Board after passing the order for placement of child under sponsorship shall transfer the case to the Committee considering the child as a child in need of care & protection for review of progress of the child and subsequently continuation of such supplementary support under sponsorship program wherever considered necessary.

7. Conditions and timeline for release of support under sponsorship:

- 7.1. All financial assistance provided under these guidelines shall be provided on monthly basis for the period as specified in the order of the Committee or the Board which shall initially be upto six months extendable to the period ordinarily not exceeding three years or till the child attains the age of 18 years whichever is earlier;
- 7.2. The first instalment of such financial assistance shall be released within 7 working days of receipt of the order of the CWC/ JJB subject to completion of the documents and verification wherever required;
- 7.3. The payment of sponsorship shall be released by 10th day of every month positively;
- 7.4. The release of payment post sixth month of the period of sponsorship shall be considered only after the physical verification and review of progress of the child by the District Child Protection Unit;
- 7.5. The review of progress of the child shall include School enrolment/ Anganwadi enrolment/ health and immunisation card/ vocational courses and attendance.

8. Provision of Fund and Financial Norms:

- 8.1. Fund allocated to District Child Protection Unit under ‘Sponsorship and Foster Care Fund’ from the Scheme of ‘Mission Vatsalya’ (erstwhile Integrated Child Protection Scheme) having Central and State share as prescribed under the said Scheme shall be used for payment of monthly sponsorship support;
- 8.2. All the private individuals and organisations are encouraged to make donations to the Fund. The Department shall facilitate the donation from private individuals and organisations by posting the Fund account details on its website and facilitate online transaction.
- 8.3. All contributions to the Fund shall be tax exempt as per applicable laws from to time.
- 8.4. The quantum of assistance prescribed under the scheme is Rs.2000/- per month per child and restricted for a maximum of two children per family.

9. **Role of parent or Guardian:**

- 9.1. They shall inform the progress and details of the child’s socio-economic-educational-medical status to the Board, Committee and the District Child Protection Unit, every quarter and whenever requested;
- 9.2. They shall inform the DCPU about shifting of residence and change of contact numbers, if any;
- 9.3. They shall facilitate the home visits by DCPU / any other officer deputed by Committee/ Board / Department to monitor the implementation of the program and utilisation of sponsorship support;
- 9.4. They shall ensure that the child aged 5-16 years attends the school on at least 75% days. The child less than 5 years and not attending school shall be mandatorily enrolled and attending Anganwadi or a play school. The child in the 16-18 age group shall either attend the school for at least 75% of the days or a vocation course, as the case may be. (A certificate of such enrolment and attendance duly verified by the Anganwadi functionary/ school teacher/ vocational instructor as the case may be must be submitted after every 3 months of the Sponsorship and thereafter on an annual basis as the support shall be extended on half yearly basis.
- 9.5. In case of a child missing and thereafter found/ returned/ recovered parents/ family shall inform the Child Welfare Committee and also to the District Child Protection Unit within 24 hours. The Child Welfare Committee shall thereafter consider the matter for resuming the sponsorship support, if considered appropriate.

10. **Roles and Responsibilities of District Child Protection Unit:**

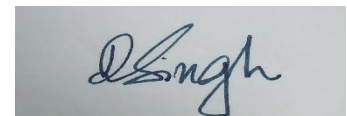
- 10.1. To ensure disbursement of payment of sponsorship as per the order of Committee or the Board within seven working days of the receipt of the order through online bank transaction only;
- 10.2. To conduct monthly meeting preferably through physical visit to the family or telephonic conversation or virtual conferencing with the family about the status and progress of the child and take remedial action as per the emergent need;
- 10.3. To conduct home visits once in two months and make remedial intervention to improve the overall well being of the child and the family;

- 10.4. To provide support in enrolment of the child to Anganwadi/ Govt. School/ EWS category in private school/ vocational course run by the Government/ NGOs, to bring synergy and convergence with other government schemes of different departments as applicable to the child/ family, as case may be;
- 10.5. To regularly maintain communication with the School/Anganwadi/Vocational course centre to ascertain progress of the child;
- 10.6. Maintain complete documentation of each case including banking records, home visits reports, CWC orders, recommendations of the Class teacher/ Principal of school, Child Development Project Officer, Vocational Instructor/ In-charge of centre etc.;
- 10.7. To assist the Committee or the Board in taking decisions for grant of sponsorship taking into account the vulnerability of the family, linkages with other schemes etc.;
- 10.8. To facilitate the opening of a bank account of a child or joint Account preferably with his/ her mother or guardian or fit person in charge of the child;
- 10.9. As the State may promote Individuals and organisations willing to sponsor a child or group of children with support towards education, medical care, skill development, stationary, educational gadgets (Laptops, computer desktop, internet), boarding, transportation, tuition etc. To maintain a panel of such individuals and Organisations willing to sponsor a child and shall share the list with the Committee and the Board to facilitate direct linkages between sponsors, child and the Committee or the Board that need based assistance can be provided to the child;
- 10.10. This may be in the nature of a general contribution or specifying the type of support in a specific case. Such support shall be provided to the child without the financial assistance under sponsorship program. The nature of assistance here would be based on needs assessment as may be determined on a case to case basis following the recommendations made by the Child Welfare Committee or Juvenile Justice Board with conditions as laid down by the two bodies as per the case scenario;
- 10.11. The duration of the sponsorship support shall be decided on a case to case basis as per the decision of the Committee or the Board initially for the period upto six months. Thereafter it will be reviewed after every six months and in appropriate cases, may be extended to the period ordinarily not exceeding three years or till the child attains the age of 18 years whichever is earlier and based.
- 10.12. To make out a case for support in individual case other than financial supplementary support under centrally sponsored scheme of 'Mission Vatsalya' and present the case before the Committee/ Board so as to have a considered recommendation/ orders for providing assistance in kind incurring expenditure for providing assistance in kind incurring expenditure as per the resources available arranged through in kind sponsorships and/ or as per the sponsors stated support.
- 10.13. Individual/ Group Sponsorship to be routed through the channel available at district level through DCPU.
- 10.14. All the parameters/ checks and balances and need assessment which have been incorporated with reference to State sponsorship will as well be applicable if sponsorship is supported by individuals or organisations.

- 10.15. All major donors shall be invited for interaction, guest lecture, events, and functions organised by the Department from time to time.
11. **Impact Indicators:** A child covered under the sponsorship program shall be assisted for his/ her immunisation, health check-up, growth monitoring, age appropriate education, higher education, skill development, pre-employment training. The variability of indicators to assess the impact of the support may be asunder:
- a. School enrolment and continuation of education;
 - b. School attendance
 - c. Performance of studies
 - d. Registration at Anganwadi Centres
 - e. Immunisation status
 - f. Health check up
 - g. Growth monitoring
 - h. Participation of parent/s or custodian
12. **Home study and follow up:** The officer assigned to conduct Home study may opt for a digital platform for interaction in exceptional cases where physical visit is not possible due to restriction imposed during pandemic or communal violence or curfew or any unforeseen situations.
13. **Termination of sponsorship financial support:** The sponsorship support shall be terminated or withdrawn in the following conditions:
- 13.1. The term of sponsorship expires and the child does not need further support.
 - 13.2. The child placed under sponsorship attains the age of eighteen years;
 - 13.3. The child disappears and his/ her whereabouts is not known to the parent or the person having charge of him/ her, however, it is crucial to continue with the same as soon as the child is found/ recovered/ is returned to the family. In such a case, family will ensure production of the child before the Child Welfare Committee within 24 hours of return of the child;
 - 13.4. Family of the child shifts place of residence within Delhi and fails to inform the DCPU. However, the sponsorship may be renewed if the family informs the DCPU within 3 months of such change of residence;
 - 13.5. Family shifted residence outside Delhi or if the child is sent to outside Delhi to stay with extended family, relative or any other custodian for more than 2 months ;
 - 13.6. Misuse of sponsorship support is reported or if the financial aid provided for the child is reportedly found being used for purpose other than well-being of the child;
 - 13.7. Child is apprehended as a child in conflict with law and is placed in any Child Care Institution;
 - 13.8. Report confirms that the socio-economic condition of the family of the child has improved substantially with the proviso that such report must be based on factual details and not mere opinion;
 - 13.9. The child is no longer a child in need of care and protection and is so declared by the Committee or the Board;

- 13.10. That the information furnished by the parent or the person having charge of the child is found to be untrue, false and fabricated;
- 13.11. Death of the child placed under sponsorship.
- 13.12. In case of non enrolment in the programmes such as Anganwadi Centre/ School/ vocational courses.
- 13.13. In case attendance of the child drops below the minimum threshold(depending upon whichever is applicable) ie for Anganwadi, not less than 60% except on medical grounds, and for school or vocational training, not less than 75% except on medical grounds.
14. **Appeal:**
- 14.1. Subject to the provisions of this Act, any person aggrieved by an order for decisions related to Sponsorship within thirty days from the date of such order, prefer an appeal to the area District Magistrate/ Deputy Commissioner;
- 14.2. Provided that the DC / District Magistrate may entertain the appeal after the expiry of the said period of thirty days, if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time and such appeal shall be decided within a period of thirty days.
15. **Repeal:** The order issued by the Department of Women & Child Development vide F.No.61(520)/SPSU/ICPS/DD(CPU)/DWCD/2013/34 dated 14.04.2020 and subsequently the order F.No.61(520)/SPSU/ICPS/DD(CPU)/DWCD/2013/979-984 dated 24.12.2020 for providing an interim relief in form of monetary support @Rs.1500/- with dry ration to the children in conflict with law at the time of release from the institution on interim bail/ parole/ discharge shall stand repealed with effect from the date of issue of these Guidelines .
16. **Power to remove difficulties:** If any difficulty arises in giving to the effect to the provisions of this Guidelines, the State Child Protection Society, Delhi may, by an executive order, issued after due ratification from its Executive Committee, make such provisions, not inconsistent with the provisions of this Guidelines, as may be necessary or expedient for removing the difficulty:
- Provided that no such order shall be made under this clause after the expiry of a period of two years from the commencement of this Guidelines.

These Implementation Guidelines for Sponsorship Program are issued after due ratification from the Executive Committee of the State Child Protection Society, Delhi in its meeting held on 17th June, 2021.



(Dr. Rashmi Singh)
Director, WCD

Annexures:

1. Sponsorship placement order
2. Need Assessment Form
3. Monitoring format

**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
GOVT. OF N.C.T. OF DELHI
(STATE CHILD PROTECTION SOCIETY, DELHI)
MAHARANA PRATAP, ISBT BUILDING, KASHMERE GATE, DELHI-110006**

**FORM 36
[Rule 24(5)]**

ORDER OF SPONSORSHIP PLACEMENT

The child (name and address)age.....D/o or S/o Mr..... and/or Mrs..... has been identified as a child needing sponsorship support for education/ health/ nutrition/ other developmental needs(please specify). The District Child Protection Unit is hereby directed to release Rs.....per month/ Rs..... as one time sponsorship support to the said child for a period of and carryout necessary follow up and for the said purpose shall open a bank account in the name of the child..... to be operated by

Juvenile Justice Board/ Child Welfare Committee

.....
.....
.....
.....

Name of the Account Holder and relationship with the child:.....

Bank Details of child (preferably but not mandatory, joint account with child of parent/
guardian):

Bank Name:.....

Account No.:.....

IFSC Code:

MICR Code:

(These details should be taken after the orders of the CWC../JJB as all the cases may not be
recommended by the Committee or the Board)

Family Background:

(Place of origin, present status, parents detail, sibling details, extended family detail)

.....
.....
.....
.....

Socio-economic Condition of the family:

(Identified Problem- Explain monthly income by earning members, present living condition,
detail of property & assets, financial support receiving from extended family/friends/neighbours)

.....
.....
.....
.....

Present educational status of the child:

.....

.....

Is the child presently undergoing any vocational training:

.....
.....

General Health of the family and the child in particular:

.....
.....
.....
.....

Describe the needs of the child as well as the family:

.....
.....
.....
.....

Sponsorship services/ in kind required:

.....
.....

Utilization Plan of Sponsorship:

.....
.....
.....
.....

Similar benefits the family is drawing on behalf of the child from any other government scheme, if any.

.....

Observations & Recommendation:

.....

.....

.....

.....

Signature (Visiting Officer)

Date:

District:

Note: This form will be filled through home visit, interaction with the family and neighbours

Recommendation of the Need Assessment Team with justification

DCPO

Fund releasing authority (Concerned superintendent)

Visiting doctor of the institution

Visiting officer

Member of CWC

DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
GOVT. OF N.C.T. OF DELHI
(STATE CHILD PROTECTION SOCIETY, DELHI)
MAHARANA PRATAP, ISBT BUILDING, KASHMERE GATE, DELHI-110006

**MONITORING REPORT OF THE CHILD IN FAMILY BASED RESTORATION/
REHABILITATION**

REPORT OF THE CHILD - (to be prepared once at the beginning and thereafter to be prepared in every two months on the basis of Home Visits)

Name of the Visiting Officer:

Designation:

Date of Home Visit:

**Amount of supplementary financial support being received by the child
..... Commencing from**

**Sponsorship services in kind, if any, provided to the
child.....**

1. Details of child

Name of the child.....

Age/Date/Year of birth.....

Sex.....

Whether the child is differently abled.....

2. Details of the Family

Father's Name.....

Mother's Name

Guardian's Name.....

Employment/occupation.....

Financial Position: (Give a short description of the family's income from all sources such as savings, investments, expenditures and liabilities and debts along with supporting documents).....

Substantial improvement in the socio-economic status of the family, if found on factual evidence

Permanent Address.....

Please specify in case of shifting of residence.....

Description of Home and Neighbourhood: (Describe the accommodation details and neighbourhood relationship)

Contact no. of father/mother/family member.....

Change of contact No.s if any.....

3. Period of the report.....

Progress made with reference to Rehabilitation and Restoration Plan.....

Family's behavior/attitude towards the child.....

4. Educational Status of the Child

Whether the child has been enrolled to Anganwadi/ Government school/ EWS category in a private school/ vocational course run by the government/ NGOs School? **Yes/No** (if yes, give date and name of the school/institute/any other agency)

Choose the correct option with respect to Child's age and tick in the box (Certificate by Anganwadi Functionary/School teacher / Vocational course needed as proof):-

(i) Below 5 years, she enrolled/ attend Anganwadi or a play school **YES/NO**

If no, give reasons.....

(ii) B/w 5-16 years do she meet 75% attendance criteria in school **YES/NO**

If NO, give reasons.....

(iii) 16-18 age group did he/she attend the school for at least 75% of the days or a vocation course, as the case may be **YES/NO**

If no, give reasons.....

Vocational training, if any.....

5. Health Status of the Child

Mental condition of the child: (Present and past).....

Physical condition of the child: (Present and past).....

Health status of the child

Latest status of the Immunisation card of the child.....

Vaccination (COVID) status of the child.....

Nutrition in daily food.....

6. Level of participation of parents/custodian with the child

.....
.....

7. Utilization of Sponsorship amount, specify in detail:

.....
.....

8. Any unfulfilled/ additional requirements of the child

.....
.....

Signature of the Visiting Officer

To be countersigned by DCPO