# LIVELIHOODS / EMPLOYABILITY

**Conditional CASH Assistance**

Conditional Cash transfer program **to be offered to the beneficiaries of the PCK EMPLOYMENT ACTIVATION Project** **who are identified by the project labor counsellors as in need of financial help to cover costs** for Childcare, Vocational Education and Training (VET) and/or transportation to allow their participation in project activities, and meet the selection criteria.

**Roadmap**

\* Beneficiary of the PCK EMPLOYMENT ACTIVATION Project identified by the project labor counsellors as in need of financial help to cover costs for Childcare, Vocational Education and Training (VET) and/or transportation to allow participation in project activities and meets the selection criteria.

\*\* Being registered does not mean that the person is entitled to receive some form of assistance. Childcare and VET fee are restricted to once per household.

**Criteria**

Recipients should meet √ mandatory criteria as well as √ several criteria in order to qualify for CASH assistance. The criteria have been agreed by all branches and will vary according to the commodity.

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| **Targeting CRITERIA** | **Childcare** |
| Engaged and registered in our project | √ |
| Attended information meeting | √ |
| Unemployed:   * with CV and individual plan established by us to find job, or * attending a long-term course provided by our project (Polish language excluded) | √ |
| Single-headed households with:   * minor(s) with disability, or * minor(s) below 36 months old | √ |
| Registered in MOPR | √ |
| Newly arrived (less than 2 months ago) | √ |
| Households with a member(s) needing constant care | √ |
| Requests the support | √ |

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| **Targeting CRITERIA** | **VET fee** |
| Engaged and registered in our project | √ |
| Attended information meeting | √ |
| Unemployed with referral from our labor counsellor | √ |
| Specialized education with specific experience | √ |
| Course provides an official certificate/diploma that allows being employed in Poland or European Union | √ |
| Single-headed households with:   * minor(s) with disability, or * minor(s) below 36 months old, or * more than 3 children | √ |
| Has not taken any courses provided by our project (Polish language excluded) | √ |
| Referred by another NGO | √ |

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| **Targeting CRITERIA** | **Transport** |
| Engaged and registered in our project | √ |
| Attended information meeting | √ |
| Unemployed with CV and individual plan established by us to find job | √ |
| Teenagers (17 – 18 y.o.) | √ |
| Households with disable person (groups I-II, MOPR, identified as person living with a disability) | √ |
| Guardians of children | √ |
| Resident outside the city | √ |
| Single-headed households with more than 3 children | √ |
| Newly arrived (less than 2 months ago) | √ |
| People living with chronic disease (at the discretion of the project coordinator) | √ |
| People who attend a long-term course within the project and meet the criteria | √ |
| Requests the support | √ |

**Planning withdrawal from cash assistance**

The exit strategies are designed for the moment when the project objectives are achieved (e.g. the recipient access the labor market), the capacity has been created for others to take over or failure to comply with agreed terms and conditions.

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|  | **Commodity** | | |
| **EXIT CRITERIA** | **Childcare** | **VET fee** | **Transport** |
| Beneficiary is employed | **√** | **√** | **√** |
| Misuse or non-utilization of the money for the specified purpose | **√** | **√** | **√** |
| Beneficiary fails to provide invoices, receipts and proof of payment | **√** | **√** | **√** |
| Beneficiary fails to attend at least 85% of classes | **√** | **√** | **√** |
| Beneficiary withdraws from project | **√** | **√** | **√** |
| Beneficiary receives the same help from another organization / government | **√** | **√** | **√** |
| Failure to comply with terms and conditions | **√** | **√** | **√** |

**Registration**

Process of collecting and recording information on people who are eligible to receive the cash.

**Being registered does not mean that the person is entitled to receive some form of assistance. Childcare and VET fee are restricted to once per household.**

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|  | **Commodity** | | |
| **Minimum documentation per application** | **Childcare** | **VET fee** | **Transport** |
| **1.- Application assessment**  Interview with potential beneficiary to assess if meets criteria to be selected. | **√** | **√** | **√** |
| **2a.-Approval of application at Spanish Red Cross level**  All applications will be reviewed by Spanish Red Cross. | **√** | **X** | **X** |
| **2b.- Approval of application at branch level**  Following interview branch will decide if applicant receives cash assistance.  Individual review by Spanish Red Cross will be done to ensure that selected beneficiaries meet criteria. | **X** | **√** | **√** |
| **3.- Signature of beneficiary accepting rights and obligations of the conditional CASH Assistance**  Including acceptance of specified purpose, specific conditions, amount, receipt / invoice, proof of payment, certificate of attendance, certificate of completion… | **√** | **√** | **√** |
| **4a.- Payment will be made directly to service provider against original proforma invoice**  Original proforma will be kept at branch’s custody as well as electronic copy. Please provide beneficiary with a physical copy. | **√** | **√** | **X** |
| **4b.- Payment will be made directly to beneficiary against** original receipt / invoice and proof of payment.  Original receipt / invoice plus proof of payment will be kept at branch’s custody as well as electronic copy. Please provide beneficiary with a physical copy. | **X** | **X** | **√** |
| **5a.- Lump Sum**  Money given to service provider when recipient provide with original proforma invoice. Original documentation will be kept at branch’s custody as well as electronic copy. Please provide beneficiary with a physical copy. | **√** | **√** | **X** |
| **5b.- Pay as you go**  Money given to the recipient when recipient provides with original receipt / invoice / ticket plus proof of payment. Original documentation will be kept at branch’s custody as well as electronic copy. Please provide beneficiary with a physical copy. | **X** | **X** | **√** |
| **6.- Invoice/receipt issued to PCK Branch’s**  \*Transportation only applies when tickets are paid directly by beneficiary | **√** | **√** | **√\*** |
| **7a.- First follow up to be done 1 week after payment**  Collect original receipt / invoice plus proof of payment that will be kept at branch’s custody as well as electronic copy. Please provide beneficiary with a physical copy. | **√** | **√** | **X** |
| **7b.- Second follow up to be done 1 week after completion**  Collect copy of certificate of attendance, certificate of completion. | **√** | **√** | **√** |

**Other considerations**

Cash assistance is not shared among all project beneficiaries, this cash assistance is a resource for Labor Counsellors when they consider that the participant needs this assistance to complete her/his individual action plan.

Therefore, there is no need to sort all people registered in the project but to be focused on the participants referred by the Labor Counsellor instead. If someone requests such help because (s)he has heard about it, should be clear that as the resources are limited is only the Labor Counsellor who identifies the need during the individual counselling sessions.

When possible, the participant who has been selected will be requested to provide us with some kind of proof of household income.

Cash assistance is an exception addressed only to people who are really in need and linked to her/his action plan, Labor Counsellor is the person who better knows the individual situation as is running the individual counselling sessions and will refer accordingly. Is the Labor Counsellor's responsibility and decision thus Labor Counsellor needs to justify why assistance is granted such participant.

On the other hand, due to the limited amount allocated to Cash Assistance, we highly recommend that branches keep a monthly basis follow-up on expenditures in order to be able to stop offering the assistance once the money has been fully expended or allocate more funds if money has not been expended the previous month.

To establish amount please keep into consideration:

- how many days per week is the participant attending classes,

- prices of the service per day / week or month,

- several service providers (if available for the requested service).

Examples given childcare:

- Participant is attending Accountant Training two days per week during four weeks: provide only childcare for those days.

- Participant is attending Accountant Training five days per week during four weeks: monthly childcare will be cheaper than spare days.

Examples given transportation:

- Beneficiary is attending Accountant Training two days per week during four weeks: provide only transportation tickets for those days as is cheaper than monthly pass.

- Beneficiary is attending Accountant Training five days per week during four weeks: probably a monthly pass will be cheaper than individual tickets.