

MIZORAM GUIDELINES FOR SPONSORSHIP OF CHILDREN, 2017



**MIZORAM STATE CHILD PROTECTION SOCIETY (MSCPS)
SOCIAL WELFARE DEPARTMENT
GOVERNMENT OF MIZORAM**

CONTENTS

MIZORAM GUIDELINES FOR SPONSORSHIP OF CHILDREN, 2017

| CHAPTER I: INTRODUCTION | | Page No. |
|---|--|----------|
| | List of Abbreviations | (i) |
| 1. | Short Title | 1 |
| 2. | Preamble | 1-2 |
| 3. | Definition of Sponsorship | 2 |
| 4. | Focus of Sponsorship | 2 |
| 5. | Models of Sponsorship Programme | 2 |
| 6. | Nature of Sponsorship | 3 |
| 7. | Types of Sponsorship Programme | 3 |
| 8. | Criteria for selection of children/families | 3 |
| 9. | Financial Norms | 4 |
| 10. | Duration of Sponsorship Programme | 4 |
| 11. | Committee for approval of Sponsorship Support | 4-5 |
| 12. | Panel of Sponsors | 5 |
| | | |
| CHAPTER II: PROCEDURES RELATED TO PLACEMENT OF CHILDREN IN SPONSORSHIP PROGRAMME | | |
| 13. | Identification and recommendation of children for sponsorship | 5-6 |
| 14. | Preparation of Home Study Report | 6 |
| 15. | Scrutiny of Documents | 7 |
| 16. | Preparation of Sponsorship Care Plan | 7 |
| 17. | Approval of Sponsorship | 7-8 |
| 18. | Preparation of Child and Family | 8-9 |
| 19. | Process of Commencing Sponsorship Support | 9 |
| 20. | Convergence with other departments | 9-10 |
| | | |
| CHAPTER III: TERMINATION OF SPONSORSHIP | | |
| 21. | Criteria for termination of Sponsorship | 10 |
| 22. | Process of Termination of Sponsorship | 10-11 |

CHAPTER IV: ROLE OF AUTHORITIES AND AGENCIES

| | | |
|-----|--|-------|
| 23. | Role of Non-Government Organisations | 11 |
| 24. | Role of DCPU: Counselling and guidance | 11 |
| 25. | Role of Parents/Guardians | 11-12 |

CHAPTER V: MONITORING AND REVIEW

| | | |
|-----|--|-------|
| 26. | Tracking Progress of the Child | 12 |
| 27. | Records to be maintained by DCPU | 12-13 |
| 28. | Submission of Quarterly Reports to SFCAC | 13 |
| 29. | Submission of Monthly Reports to SCPS | 14 |
| 30. | Annual Review | 14 |
| 31. | Revision of Rules | 14 |

ANNEXURES:

| | | |
|----------------------|---|-------|
| Annexure-I | FORM -7 : Individual Care Plan | 15-20 |
| Annexure-II | FORM - A : Application Form For Sponsorship Programme | 21 |
| Annexure-III | FORM -B : Format For Preparation Of Home Study Report (HSR) | 22-24 |
| Annexure-IV | FORM - C : Sponsorship Care Plan | 25 |
| Annexure-V | FORM - 36: Order Of Sponsorship Placement | 26 |
| Annexure-VI | FORM - D : Undertaking/By A Parent/Guardian/ Fit Person In Whose Care A Child Is Placed | 27 |
| Annexure-VII | FORM - E : Quarterly Progress Report | 28 |
| Annexure-VIII | FORM - F : Monthly Sponsorship Programme Report Form | 29-30 |
| Annexure-IX | FORM -G : Children Details Under Sponsorship Programme | 31 |

List of Abbreviations

| | | |
|-----------|---|--|
| ICPS | : | Integrated Child Protection Scheme |
| SCPS | : | State Child Protection Society |
| CWC | : | Child Welfare Committee |
| JJB | : | Juvenile Justice Board |
| DCPU | : | District Child Protection Unit |
| CCI | : | Child Care Institutions |
| SAA | : | Specialized Adoption Agency |
| SFCAC | : | Sponsorship and Foster Care Approval Committee |
| NGO | : | Non-Governmental Organisation |
| P.O (IC) | : | Protection Officer (Institutional Care) |
| P.O (NIC) | : | Protection Officer (NON-Institutional Care) |
| HSR | : | Home Study Report |

CHAPTER 1: Preliminary

1. Short Title:

These Guidelines may be called **Mizoram Guidelines for Sponsorship of Children, 2017.**

2. Preamble

This Guideline derives strength from Section 45 of the Juvenile Justice (Care & Protection of Children) Act 2015, Rule 24 of the Juvenile Justice (Care and Protection of Children) Model Rules, 2016, Integrated Child Protection Scheme (ICPS) and the United Nations Convention on the Rights of the Child (1989).

The sponsorship programme has been recognised as an important programme for family and community based care and protection of vulnerable children in many guidelines and policy documents. The National Policy for Children adopted in 2013 recognise that all children have the right to grow in a family environment, in an atmosphere of happiness, love and understanding. The family or family environment is most conducive for the all-round development of children and they should not be separated from their parents, except where such separation is necessary in their best interest.

The national plan of action for Children adopted in 2016 emphasize on the importance of non- institutional care for children. The plan of action includes adoption, foster care and sponsorship as the priority area for protection of children. It recognises the importance of the family and community based arrangement for care and protection of children and provides an action plan to strengthen these arrangements through awareness, policy making, inter-agency & inter-state cooperation.

In accordance with the child's age and level of development, he/she has the right to be consulted and to have his/her opinion taken into account in any matter or procedure affecting him/her.

MIZORAM GUIDELINES FOR SPONSORSHIP OF CHILDREN, 2017

In all Sponsorship procedures, the best interests of the child shall be the paramount consideration. The Fundamental principle behind these guidelines is every child's right to grow up in a family. It is important that the highest possible standards of practice are followed, within accepted principles.

3. Definition of Sponsorship

In the context of these guidelines, "Sponsorship" means provision of supplementary support, financial or otherwise, to the families to meet the medical, nutritional, vocational, educational and developmental needs of the child; it is a conditional assistance to improve the quality of life of the child.

4. Focus of Sponsorship

Sponsorship focuses on de-institutionalisation of children already residing in Child Care Institutions in order to facilitate their reunification with their biological families. It also focuses on preventive support to children who are vulnerable to separation from biological family.

5. Models of Sponsorship Programme

(i) Preventive: Support to families at risk of separation or with challenges beyond the family needs, to enable the child to remain in his/her family.

The District Child Protection Unit (DCPU) with the help of the Block Level Child Protection Committee, Village Level Child Protection Committee and Child Care Institutions, Non-Governmental Organisations, Childline, Schools/ Universities and other community mechanisms like local councils, Ashas, etc. shall identify vulnerable families or children for sponsorship support.

(ii) Rehabilitative: Children within institutions and foster care, group foster care can also be restored to their families or guardians with sponsorship assistance.

On the basis of the Individual Care Plan, an institution shall approach the DCPU/ Child Welfare Committee (CWC) / Juvenile Justice Board (JJB).

6. Nature of Sponsorship Programme

- (i) Individual to individual sponsorship.
- (ii) Group sponsorship.
- (iii) Community sponsorship.
- (iv) Support to families through sponsorship.

7. Types of Sponsorship Programme

- (i) Education.
- (ii) Vocational Training.
- (iii) Health/Medical.
- (iv) Nutrition.

8. Criteria for selection of children/families

- (i) Children below 18 years.
- (ii) Children staying in Child Care Institutions (CCIs) or non-institutionalised care, such as foster care who can be restored to their families.
- (iii) Children being cared for by a single parent.
- (iv) Children or parent(s) with terminal illness.
- (v) Children who are sole responsible for their own educational and vocational advancement.
- (vi) Children whose parent(s)/bread earner is in jail / having pending court case.
- (vii) Children whose parent(s) are in rehabilitation institution/treatment centres.
- (viii) Children who are the main bread-earner of the family.
- (ix) Children who are living in kinship care.
- (x) Any children who are at risk of separation from their family.
- (xi) Any children facing challenges beyond the family means.

Parents/guardians/families of such children shall not receive any form of grant-in-aid from the State Government or Funding Agencies.

MIZORAM GUIDELINES FOR SPONSORSHIP OF CHILDREN, 2017

9. Financial Norms

- (a) Sponsorship & Foster Care Fund will be placed at the disposal of DCPU. The SCPS will review the utilization of the Fund and may issue direction to DCPU for effective utilization of fund. The State Government may augment this fund through additional grants and donations to the State Child Protection Society. There will be no cash transfer
- (b) Income of the family should not be more than Rs. 10,000 per month.
- (c) Maximum of two (2) children per family can be selected.
- (d) For selected children under ICPS Sponsorship and Foster Care fund, provision of sponsorship shall be as per ICPS norms applicable at the time.
- (e) For selected children under Private Sponsorship, provision of Sponsorship shall be as determined by Sponsorship and Foster Care Approval Committee (SFCAC) or as given by private sponsors.
- (f) For private sponsorship, the DCPU will open separate Sponsorship Bank Account, where the sponsorship fund will be deposited and directly transferred to the child's bank account.

10. Duration of Sponsorship

Sponsorship should be given for 1 year duration (extendable) so that all efforts shall be made to empower the family financially and otherwise to take care of their children as soon as possible. The duration of the sponsorship shall not ordinarily exceed three continuous years.

11. Committee for approval of Sponsorship Support

Sponsorship and Foster Care Approval Committee (SFCAC): Every district will have Sponsorship and Foster Care Approval Committee (SFCAC). This Committee will be constituted in each district to implement and monitor the programme and would consist of the following members:-

- District Child Protection Officer- Chairperson
- Protection Officer (Non-Institutional Care)- Member

MIZORAM GUIDELINES FOR SPONSORSHIP OF CHILDREN, 2017

- Principal Magistrate/Member, Juvenile Justice Board- Member
- Chairperson/Member, Child Welfare Committee- Member
- Representative of SAA- Member
- Representative of a Voluntary Organization working in the area of Child Protection-Member

Meetings of this committee will be held on half yearly basis.

12. Panel of Sponsors

- (i) For private Sponsors, the DCPU will create a panel of persons or families or organisations interested in sponsoring a child (mostly in cash/kinds/services etc.).
- (ii) The panel will list sponsors according to the area of interest such as education, medical support, nutrition, vocational training etc. and the nature of sponsorship.
- (iii) The District Child Protection Unit shall forward the panel to the Child Welfare Committee or the Juvenile Justice Board or Children's Court. The Child Welfare Committee or the Juvenile Justice Board or the Children's Court, may *suomotu*, or on an application received in that behalf, may consider the placement of a child under sponsorship programme.

Chapter II: Procedures Related to Placement of Children in Sponsorship Programme

13. Identification and recommendation of children for sponsorship

- (i) **For children in Child Care Institutions (CCIs):** For children within institution the first steps are to be taken by the Child Care Institution as below:-
 - (a) **Preparation of Individual Care Plan:** The Child Care Institutions are required to prepare Individual Care Plan as per the Juvenile Justice (Care and Protection of Children) Rules, '**FORM-7' (Annexure - I)** within a month of admission for each child. The care plan has to be prepared on the

MIZORAM GUIDELINES FOR SPONSORSHIP OF CHILDREN, 2017

basis of home visits and detailed interviews of the parents and the child, and should include the needs of the child and the nature of difficulties faced by the biological family which prompted them to place the child in the institution, the family's financial situation including their reaction to the suggestion that they can be considered for financial support if they are willing to have their child back with them and their motivation to continue the child's education.

(b) Identification and recommendation for sponsorship: Based on the Individual Care Plan, the Case Worker/ Child Welfare Officer shall identify such children as may benefit from being restored to their families. Based on their assessment of the family's capacity to take care of the child, the CCI may report specific cases for restoration to family with sponsorship support to DCPU using Application '**FORM-A**'(Annexure - II).

(ii) For children in Non-institutionalised Care: The CWC/ JJB / Childline / any concerned person shall identify such children as may benefit from sponsorship support and recommend to DCPU. The identified children for sponsorship may submit application for sponsorship using '**FORM-A**'.

The PO (NIC) will study all the applications and recommendation and conduct home study report.

14. Preparation of Home Study Report

(a) After receiving the report, the PO (NIC)/ Social Worker will prepare a Home Study Report using '**FORM-B**' (Annexure-III). Such Home Studies should not ordinarily take more than a month.

(b) In case of children whose family is residing in another district, the DCPU will request the DCPU of that district to conduct the Home study. (In case the child is from another district, the child will then need to be transferred to the CWC of that district after the Home Study and other formalities are completed.

MIZORAM GUIDELINES FOR SPONSORSHIP OF CHILDREN, 2017

15. Checking of Documents: The PO (NIC) of the DCPU will study the reports and prepare a list of all the children and call for a meeting of the SFCAC. The process should not normally take over 30 days.

The cases will be placed before the SFCAC for consideration and approval along with all necessary documents which should include:-

- (i) Order for placing the child in the institution (for institutionalised children).
- (ii) Any previous documentation/ orders/ notifications about the child.
- (iii) Individual Care Plan Form (for institutionalised children).
- (iv) Home study report (for all children).

16. Preparation of Sponsorship Care Plan

- (i) The PO (NIC) must prepare Sponsorship Care Plan in '**FORM-C**' (**Annexure-IV**) for all selected children within a month of approval by SFCAC.
- (ii) The Sponsorship care plan has to be prepared on the basis of home study report, individual care plan of the child in the CCI and detailed interviews of the parents/guardians and of the child.

17. Approval of Sponsorship

The process of approval will take place in two forms. Firstly, the sponsorship will be approved by the SFCAC, and then the final order shall be passed by the CWC/JJB.

Approval process by SFCAC

- (i) The SFCAC will review each recommendation and approve sponsorship support in all cases found deserving by it and based on the availability of funds.
- (ii) The SFCAC will prepare a panel of names for selected children which shall be valid for a period of one year. If any vacancy for receiving sponsorship arises, the District Child Protection Unit shall inform the Child Welfare Committee/Juvenile Justice Board for final order for filling up such vacancies.

MIZORAM GUIDELINES FOR SPONSORSHIP OF CHILDREN, 2017

(iii) The SFCAC shall have the authority to seek relevant documents, including a home and school enquiry report from DCPU to determine need for sponsorship assistance.

(iv) Duration of sponsorship is to be decided by SFCAC on a case-by-case basis depending on the family circumstances, age of the child, etc.

(v) In exceptional cases, the SFCAC may decide to extend the period of support beyond three years if, during review it finds that the child is doing well within the family and continued support is essential for the well-being of the child.

Final Order of CWC/JJB

(i) The JJB/CWC will examine the sponsorship approval of SFCAC and satisfies itself regarding the suitability for sponsorship support.

(ii) The CWC/JJB shall make an order in the prescribed format given in ‘**The Juvenile Justice Rules [FORM XVIII Rule 37 (5)], (Annexure-V)**’ and send a copy to DCPU for appropriate action. The CWC should also ensure that the child has got admission into school before the placement order is passed.

18. Preparation of Child and Family

The DCPO of the district where the family is residing, through the PO (NIC) or his or her representatives will guide the family and the child regarding the support that they would be given and the responsibilities they would be required to fulfil under the sponsorship programme. He/She will need to explain to the parents/guardians that they are responsible for providing shelter, food, nutrition, medical needs and education as well as emotional care and nurturing to the child and that it is binding on the parents/guardians that if the child is of school going age (5-6 years above) they have to ensure that the child attends school. Children between 3-6 years are to regularly attend Anganwadi. He/She will need to inform them that they will receive sponsorship assistance monthly for this purpose and that the progress will be reviewed quarterly. Prior to re-integration of the child into his/her own family, the

MIZORAM GUIDELINES FOR SPONSORSHIP OF CHILDREN, 2017

child and the family would be counselled so that the child and family can adapt to the new situation.

19. Process of Commencing Sponsorship Support

- (i) For sponsorship fund received directly from ICPS, the DCPU will assist in opening Post Office account/ bank account in the name of the child, to be operated by the child's guardian, preferably by the mother.
- (ii) The money will be directly transferred from the DCPU's bank account to the Post Office/bank account of the child at the beginning of every month/quarter as per needs. There will be no cash transfer.
- (iii) If necessary, the DCPU will arrange for escorting the child to the family's residence.
- (iv) The DCPU will provide assistance to the family in enrolment of the child in a school near his/her place of residence. He/she will also ensure that all facilities including uniforms, books etc. are provided to the child.
- (v) The DCPU will ensure the parents/guardians role by signing an undertaking with the parents/guardians on commencement of the sponsorship using 'FORM-D' **(Annexure-VI)**.
- (vi) If at any point of time the child has to be institutionalized, the sponsorship assistance shall be discontinued.
- (vii) DCPU shall submit monthly report of Sponsorship & Foster Care Fund received from private sponsors to the SCPS.

20. Convergence with other departments

Convergence with other Departments may enhance the capabilities of families to look after the children with the object of eventually reducing dependency on sponsorship support. The DCPU may establish linkages with other departments to enable the child and the families to avail of benefits to which they are entitled through convergence.

Chapter III: Termination of Sponsorship

21. Criteria for termination of the Sponsorship: SFCAC may terminate sponsorship in the following circumstances:-

- When the child has completed 18 years of age.
- When the family's economic position has improved and longer needs sponsorship for meeting the needs of their child/children.
- The child has stopped going to school and/or Anganwadi (except in special instances of disability or illness of the child which shall be verified by DCPU).
- Child has been once again placed in an institution.
- In case the child and family are unable to adjust even after being with each other for at least three months.
- In case both parents have become incapacitated to look after the child.
- In case a child is not residing with family without prior permission.
- In case of child getting married.
- In case of employment of child in gainful/hazardous work.
- Misuse of the Sponsorship Fund

22. Process of Termination of Sponsorship

(i) The PO (NIC) of the DCPU should place before the SFCAC the current situation of the child and family and reasons for possible termination of the service and seek its advice for further action on behalf of the child.

(ii) SFCAC will review the case and if need be, recommend termination of sponsorship to CWC/JJB.

(iii) SFCAC may recommend alternate care and rehabilitation measure for the child, if required. This may include placement with a relative or close friend of the family, foster care, a small group home or institutionalisation.

(iv) The PO (NIC) would approach the CWC/JJB for termination of sponsorship.

Chapter IV: Role of Authorities and Agencies

23. Role of Non-Government Organisations

Non-Governmental Organisations may support DCPU in rolling out of sponsorship program to:-

- Referral of Children needing Sponsorship support.
- Counselling for the child, parents and extended families, as required.
- Preparation of Information, Education and Communication material; awareness and Advocacy on Sponsorship programme.
- Periodic / regular inspections/follow up visits of children in sponsorship.

24. Role of DCPU: Counselling and Guidance

Once the sponsorship support begins, the DCPU will provide supportive services such as counselling and guidance programs for holistic development and safety of children and capacity building of the family towards long term empowerment through case work with individual, families and groups.

25. Role of Parents/Guardians

The parents/guardians will:-

- Ensure that the child attends anganwadi/school regularly.
- Ensure that the child receives age appropriate nutrition.
- Provide due health care, including timely immunization.
- Ensure that the child is not put into gainful/hazardous employment.
- Ensure that the child is residing with family.
- Ensure that the child is protected from violence and abuse in the family.

Chapter V: Monitoring and Review

26. Tracking Progress of the Child

- (i) The PO (NIC) will maintain an individual case file for each child under sponsorship and draw up a clear care plan after discussion with the child and the parents.
- (ii) The PO (NIC) will make home, school, and anganwadi visits at least once in quarter, obtain attendance certificates and maintain records of the same. During the home visit, the PO would also note the general well-being of the child, including his/her health and general family environment, as well as progress in school.
- (iii) An annual review will be conducted for each child under sponsorship by the CWC to determine if the child is being well taken care of. On the basis of this review the approval for continued sponsorship support will be given.
- (iv) Only in exceptional circumstances, if the sponsorship is required for more than three years/ the period stipulated in ICPS, a review will be conducted by SCPS to ensure that the child is progressing well and that all efforts have been made to strengthen the family.

27. Records to be maintained by DCPU

The PO (NIC) of the DCPU will have to maintain the following records:-

- (i) Master register should provide a disaggregated picture of the whole process including:-
 - Date of placement.
 - Child's gender.
 - Age of child at time of placement.
 - Parental status.
 - Educational status of child.

MIZORAM GUIDELINES FOR SPONSORSHIP OF CHILDREN, 2017

- Period of placement according to the order of the CWC.
 - Number of children sponsored in the family.
 - Date and reasons of termination of placement.
 - Alternative placement and current location of the child.
 - Register of disbursement of sponsorship grant to family.
- (ii) Sponsorship Care Plan File of every child placed in family based sponsorship service which should have the following documents:-
- The placement order of the District CWC/JJB.
 - Number of visits to the child and his/her family, child's school and significant details of each visit.
 - Observations made at the time of each review of the placement in terms of extent and quality of compliance with care plans, child's developmental milestones, child's health, child's progress at school, and change in family environment.
 - Date and reason for termination of sponsorship when sponsorship is terminated.
- (iii) Minutes of the meetings of the SFCAC.

28. Submission of Quarterly Reports to SFCAC

The PO (NIC) of the DCPU will place quarterly reports of each child in 'FORM-E' (Annexure - VII) before the Sponsorship and Foster Care Approval Committee (SFCAC) every quarter for review. In exceptional circumstances, where the progress of the child is highly unsatisfactory, the PO (NIC) may specifically bring this to the notice of SFCAC.

29. Submission of Monthly Reports to SCPS

Monthly Report of Sponsorship Programme along with children details will be submitted by DCPU to SCPS using 'FORM-F' and 'FORMG' (Annexure-VIII) & (Annexure-IX).

30. Annual Review

- (i) An annual review will be conducted for each child under Sponsorship by the SFCAC to determine if the child is well taken care of and is well adjusted. On the basis of this review the approval for continued sponsorship support will be given.
- (ii) Only in exceptional circumstances, if the sponsorship is required for more than three years/the period stipulated in ICPS, a review will be conducted by SCPS to ensure that the child is progressing well and that all efforts have been made to strengthen the family.

31. Revision of Guidelines

The State Government will bring in the revisions/additions to the guidelines if need be, from time to time through notification/circulars/orders.

FORM 7

[Rules 11(3), 13(7) (vi), 13(8) (ii), 19(4), 19(17), 62(6) (vii), 62(6) (x), 69 I (3)]

INDIVIDUAL CARE PLAN

Child in Conflict with Law/ Child in Need of Care and Protection

(Tick whichever is applicable)

Name of Case Worker/Child Welfare Officer/Probation Officer.....

Date of preparing the ICP.....

Case/Profile No.....of 20.....

FIR No.....

U/Sections (Type of offence), applicable in case of Children in Conflict with Law.....

Police Station.....

Address of the Board or the Committee.....

Admission No. (if child is in an institution).....

Date of Admission (if child is in an institution)

Stay of the child (Fill as applicable)

(i) Short term (up to six months)

(ii) Medium Term (six months to one year)

(iii) Long term (more than 1 year)

A. PERSONAL DETAILS (to be provided by child/parent/both on

admission of the child in the institution)

1. Name of the Child.....

2. Age/Date of Birth.....

3. Sex: Male/Female.....

4. Father's name.....

5. Mother's name.....

6. Nationality.....

7. Religion.....

8. Caste.....

9. Language spoken.....

MIZORAM GUIDELINES FOR SPONSORSHIP OF CHILDREN, 2017

10. Level of Education.....
11. Details of Savings Account of the child, if any
12. Details of child’s earnings and belongings, if any.....
13. Details of awards/rewards received by the child, if any
14. Based on the results of Case History, Social Investigation report and interaction with the child, give details on following areas of concern and interventions required, if any

| S.No | Category | Areas of concern | Proposed Interventions |
|------|---|------------------|------------------------|
| 1. | Child’s expectation from care and protection | | |
| 2. | Health and nutrition needs | | |
| 3. | Emotional and psychological support needs | | |
| 4. | Educational and Training needs | | |
| 5. | Leisure, creativity and play | | |
| 6. | Attachments and Inter-personal Relationships | | |
| 7. | Religious beliefs | | |
| 8. | Self care and life skill training for Protection from all kinds of abuse, neglect and maltreatment | | |
| 9. | Independent living skills | | |
| 10. | Any other such as significant experiences which may have impacted the development of the child like trafficking, domestic violence, parental neglect, bullying in school, etc. (Please specify) | | |

B. PROGRESS REPORT OF THE CHILD (to be prepared every fortnight for first three months and thereafter to be prepared once a month)

[Note: Use different sheet for Progress Report]

1. Name of the Probation Officer/Case Worker/Child Welfare Officer.....
2. Period of the report.....

MIZORAM GUIDELINES FOR SPONSORSHIP OF CHILDREN, 2017

3. Admission No.....
4. Board or Committee.....
5. Profile No. / **Case No**.....
6. Name of the Child.....
7. Stay of the child (Fill as applicable)
 - (i) Short term (up to six months)
 - (ii) Medium Term (six months to one year)
 - (iii) Long term (more than 1 year)
8. Place of interview Dates.....
9. General conduct and progress of the child during the period of the report
.....
.....
10. Progress made with regard to proposed interventions as mentioned in point 14 of Part A of this Form.

| S.No. | Category | Proposed Interventions | Progress of the child |
|-------|---|------------------------|-----------------------|
| 1. | Child's expectation from care and protection | | |
| 2. | Health and nutrition needs | | |
| 3. | Emotional and psychological support needed | | |
| 4. | Educational and Training needs | | |
| 5. | Leisure, creativity and play | | |
| 6. | Attachments and Inter-personal Relationships | | |
| 7. | Religious beliefs | | |
| 8. | Self care and life skill training for Protection from all kinds of abuse, neglect and maltreatment | | |
| 9. | Independent living skills | | |
| 10. | Any other such as significant experiences which may have impacted the development of the child like trafficking, domestic violence, parental neglect, bullying in school, etc. (Please specify) | | |

MIZORAM GUIDELINES FOR SPONSORSHIP OF CHILDREN, 2017

11. Any proceedings before the Committee or Board or Children’s Court

- (i) Variation of conditions of bond
- (ii) Change of residence of the child
- (iii) Other matters, if any

12. Period of supervision completed on

Result of supervision with remarks (if any)

Name and Addresses of the parent or guardian or fit person under whose care the child is to live after the supervision is over.....

Date of report.....Signature of **Case Worker/ Child Welfare Officer**.....

C. PRE-RELEASE REPORT (to be prepared 15 days prior to release)

1. Details of place of transfer/ **release** and authority concerned responsible for the place of transfer/release
2. Details of placement of the child in different institutions/family
3. Training undergone and skills acquired
4. Last progress report of the child (to be attached, refer Part B)
5. Rehabilitation and restoration plan of the child (to be prepared with reference to progress reports of the child)

| S.No. | Category | Rehabilitation and restoration plan of the child |
|-------|--|--|
| 1. | Child’s expectation from care and protection | |
| 2. | Health and nutrition | |
| 3. | Emotional and psychological | |
| 4. | Educational and Training | |
| 5. | Leisure, creativity and play | |
| 6. | Attachments and Inter-personal Relationships | |
| 7. | Religious belief | |
| 8. | Self care and life skill training for Protection from all kinds of abuse, neglect and maltreatment | |
| 9. | Independent living skills | |
| 10. | Any other | |

MIZORAM GUIDELINES FOR SPONSORSHIP OF CHILDREN, 2017

6. Date of release/transfer/repatriation.....
7. Requisition for escort if required
8. Identification Proof of escort such as driving license, Aadhaar Card, etc.....
9. Recommended rehabilitation plan including possible placements/sponsorships.....
10. Details of Probation Officer/non-governmental organization for post-release follow-up.....
11. Memorandum of Understanding with non-governmental organisation identified for post-release follow-up (Attach a copy).....
12. Details of sponsorship agency/individual sponsor, if any
13. Memorandum of Understanding between the sponsoring agency and individual sponsor (Attach a copy).....
14. Medical examination report before release
15. Any other information.....

D. POST-RELEASE/RESTORATION REPORT OF THE CHILD

1. Status of Bank Account : Closed / Transferred
2. Earnings and belongings of the child: handed over to the child or his parents/guardians - Yes/No
3. First interaction report of the Probation Officer/Child Welfare Officer/Case Worker /social worker/non-governmental organisation identified for follow-up with the child post release
4. Progress made with reference to Rehabilitation and Restoration Plan.....
5. Family's behavior/attitude towards the child.....
6. Social milieu of the child, particularly attitude of neighbours/community.....
7. How is the child using the skills acquired.....

MIZORAM GUIDELINES FOR SPONSORSHIP OF CHILDREN, 2017

8. Whether the child has been admitted to a School or vocation? Give date and name of the school/institute/any other agency -**Yes/No**

9. Report of second and third follow-up interaction with the child after two months and six months respectively.....

10. Efforts towards social mainstreaming and child's opinion/views about it.....

11. Identity Cards and Compensation

[Instruction: Please verify with the physical documents]

| IDENTITY CARDS | Present status (Please tick whichever is applicable) | | Action taken |
|---------------------------------------|---|-----------|---------------------|
| | Yes | No | |
| Birth Certificate | | | |
| School certificate | | | |
| Caste certificate | | | |
| BPL Card | | | |
| Disability Certificate | | | |
| Immunization card | | | |
| Ration Card | | | |
| Adhaar | | | |
| Received compensation from Government | | | |

Signature of the Probation Officer/Child Welfare Officer
Stamp and Seal where available

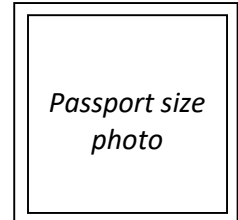
MIZORAM GUIDELINES FOR SPONSORSHIP OF CHILDREN, 2017

Annexure-II

FORM-A
APPLICATION FORM FOR SPONSORSHIP PROGRAMME

1. Name (In Block Letters) : _____
2. Age: _____
3. Date of Birth : _____
3. Sex M/F: _____
4. Education : _____
5. Name and Address of Child Care Institution (if any):

6. Mother's/Guardian's Name: _____
7. Address and Contact No. _____
8. Type of Sponsorship Applied: _____



(Signature of Applicant/Superintendent of CCI)

**Notes: Individual Care Plan to be attached along with Application Form for children of CCIs*

FORM- B
FORMAT FOR PREPARATION OF HOME STUDY REPORT (HSR)

This format is for assessing the ability of parents to take care of the child with sponsorship and is very important for the well being of the child and for the family. It should also be supported by assessment of positive qualities and negative characteristics of the family to make a case for sponsorship.

Name of Child:

(a) Identifying Information:

Details of Father:

Name of Father:

UID number, if available:

Age:

Address:

District:

Educational Qualifications of Father:

Financial Situation:

Occupation:

Health History:

Is father under any treatment? If so, please give details

Details of Mother:

Name of Mother:

UID number, if available:

Age:

Address:

MIZORAM GUIDELINES FOR SPONSORSHIP OF CHILDREN, 2017

District:

Educational Qualifications of Mother:

Financial Situation: (Is Mother currently employed? If so, what is approximate income? If not employed, since when?)

Occupation:

Health History:

Is Mother under any treatment? If so, please give details

Details of the guardian if child is in kinship care –

Name of guardian:

UID number, if available:

Age:

Sex:

Address:

District:

Educational Qualifications of Father:

Financial Situation:

Occupation:

Health History:

Is under any treatment? If so, please give details

(b) Details of other children and family members

Name and age of other siblings (if any):

Current relationship between the parents and children, if any;

Details of other family members:

Home and Neighborhood:

(c) Description and amenities of the home

MIZORAM GUIDELINES FOR SPONSORSHIP OF CHILDREN, 2017

Is the place of residence of family safe and suitable for the child? Are the sanitation facilities adequate?

- (d) Is there a School in the neighbourhood?
 - Private or Government?
 - Distance to School?
- (e) Are there any health facilities available in the neighbourhood? Eg. PHC?
- (f) Why did parents place child in the institution? Or/ How did child reach/enter institutional care/enter in child protection system (CWC/JJB)?
- (g) Year when parents sent child to institution (if child is in institution).
- (h) For how long was child in the institution?/ Number of years that child was in the institution (if child was in institution)?
- (i) Complete assessment of the reason of the vulnerability which puts child at risk.
- (j) Any other observation/comment

MIZORAM GUIDELINES FOR SPONSORSHIP OF CHILDREN, 2017

Annexure-IV

FORM -C SPONSORSHIP CARE PLAN

Name of the Child: _____

Address: _____

| S.N | Component | Areas of Concern | Status | Proposed Intervention |
|-----|------------------------------|--|--------|-----------------------|
| 1. | Medical | Self-Care, Current course of treatment if any, Special Needs (if any) etc. | | |
| 2. | Education | Current level or if enrolled in any course/ school, performance etc. | | |
| 3. | Vocational Training | Current Course & Name of Institution | | |
| 4. | Nutrition | Areas of concern | | |
| 5. | Counselling | Needs for Counselling | | |
| 6. | Activities | Life Skills Training , Sports, Arts & Craft etc. | | |
| 7. | Emotional and Social factors | Attachments and Inter-Personal Relationship | | |
| 8. | Any Other | Concerns which may impact the development of the child | | |

| S.N | Identity Cards | Present Status (Please tick whichever is applicable) | | Proposed Intervention |
|-----|------------------------|--|----|-----------------------|
| | | Yes | No | |
| 1. | Birth Certificate | | | |
| 2. | Caste Certificate | | | |
| 3. | Aadhaar | | | |
| 4. | Ration Card | | | |
| 5. | Disability Certificate | | | |
| 6. | Any Other | | | |

Signature of Protection Officer

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 (days/month) 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

Signature,

**Children's Court/ Principal Magistrate, Juvenile Justice Board/ Chairperson/Member,
Child Welfare Committee**

FORM-D
UNDERTAKING/ BY A PARENT/GUARDIAN/FIT PERSON IN WHOSE
CARE A CHILD IS PLACED

I/Weof(place of residence with full particulars) being the parent/guardian of(name of the child) who has been ordered by the Juvenile Justice Board/Child Welfare Committee for Sponsorship placement hereby declare myself/ourselves responsible for good behaviour and well being of the child and bind myself/ourselves to adhere to the terms and conditions of Sponsorship Rules for a period of with effect from.....

In case of(name of the child receiving sponsorship support) making fault therein, I/We hereby bind myself/ourselves to forfeit the Sponsorship Support.

DATE:

PLACE:

TIME

Signature of person executing the Undertaking/Bond

(Signed before me)

*Principal Magistrate/Member, Juvenile Justice Board/
Chairperson/Member, Child Welfare Committee/
District Child Protection Officer*

(Terms and Conditions (Termination of Sponsorship) to be provided to each parent/guardian by CWC/JJB/DCPU)

MIZORAM GUIDELINES FOR SPONSORSHIP OF CHILDREN, 2017

Annexure-VII

FORM-E QUARTERLY PROGRESS REPORT

Name of the Child: _____

Address: _____

1. Progress made with regard to proposed interventions

| S.N | Component | Proposed Intervention | Progress of the child |
|-----|------------------------------|-----------------------|-----------------------|
| 1. | Health | | |
| 2. | Education | | |
| 3. | Vocational Training | | |
| 4. | Counselling | | |
| 5. | Activities | | |
| 6. | Emotional and Social factors | | |
| 7. | Any Other | | |

| S.N | Identity Cards | Proposed Intervention | Progress made |
|-----|------------------------|-----------------------|---------------|
| 1. | Birth Certificate | | |
| 2. | Caste Certificate | | |
| 3. | Aadhaar | | |
| 4. | Ration Card | | |
| 5. | Disability Certificate | | |
| 6. | Any Other | | |

2. General Conduct and progress of the child during the period
3. Any proceedings before the Board or Committee

Signature of Protection Officer

Note: (Use different sheet for Quarterly Report)

MIZORAM GUIDELINES FOR SPONSORSHIP OF CHILDREN, 2017

Annexure-VIII

FORM-F MONTHLY SPONSORSHIP PROGRAMME REPORT FORM

| Age Completed in Years | | Girls (A) | | | | | Boys (B) | | | | | Grand Total A + B |
|------------------------|---|-----------|---------|----------|-----|---------|----------|---------|----------|------|---------|----------------------|
| | | 0 to 5 | 6 to 14 | 15 to 18 | >18 | Total A | 0 to 5 | 6 to 14 | 15 to 18 | > 18 | Total B | |
| 1 | Number of Children as on the first day of the month | | | | | | | | | | | |
| 2 | No of children aging up during the month | | | | | | | | | | | |
| 3 | No of children after aging up | | | | | | | | | | | |
| 4 | New sponsorship during the month reported upon | | | | | | | | | | | |
| 5 | Sponsorship completed during the month reported upon | | | | | | | | | | | |
| 6 | Total number of children on last day of the month reported upon | | | | | | | | | | | |

| 7. Category wise breakup of children as as on last day of the month reported upon | | Girls | Boys | Total |
|---|---|-------|------|-------|
| i | SC | | | |
| ii | ST | | | |
| iii | OBC | | | |
| iv | Minority | | | |
| v | Foreign National (Illegal migrant/trafficked) | | | |
| vi | Others | | | |
| Total | | | | |

MIZORAM GUIDELINES FOR SPONSORSHIP OF CHILDREN, 2017

| 8. Profile of Children as as on last day of the month | | | | |
|---|--------------------------------|--------------|-------------|--------------|
| a) | Child Status | Girls | Boys | Total |
| i | Child within family | | | |
| ii | Child in an institution | | | |
| iii | Children without parental care | | | |
| iv | Others | | | |
| | Total | | | |
| b) | Health Status | Girls | Boys | Total |
| i | Mentally Challenged | | | |
| ii | Physically Challenged | | | |
| iii | HIV | | | |
| iv | T.B. | | | |
| v | Congenital Heart Disease | | | |
| vi | Others | | | |
| | Total | | | |

| 9. Reason for termination/completion of sponsorship | | Girls | Boys | Total |
|---|---|-------|------|-------|
| i | The child has stopped going to school/Anganwadi | | | |
| ii | Child has to be re-institutionalized | | | |
| iii | Child has completed 18 yrs of age | | | |
| iv | Child has completed education | | | |
| v | Child has completed training | | | |
| vi | Sponsorship period completed | | | |
| vii | Misuse of sponsorship money by family/relatives | | | |
| viii | Due to death | | | |
| ix | Others | | | |
| | Total | | | |

MIZORAM GUIDELINES FOR SPONSORSHIP OF CHILDREN, 2017

Annexure-IX

FORM-G
CHILDREN DETAILS UNDER SPONSORSHIP PROGRAMME

| S.N | Name | Sex | Age | Fathers/ Guardian Name | Address & Contact No | Type of Sponsor ship | Period of Sponsor ship | Bank Details | Aadhaar No | Amount |
|-----|------|-----|-----|------------------------------|-------------------------|----------------------------|------------------------------|-----------------|---------------|--------|
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |



**MIZORAM STATE CHILD PROTECTION SOCIETY (MSCPS)
SOCIAL WELFARE DEPARTMENT
GOVERNMENT OF MIZORAM**