

HOTLINE: 0558071163

**TEMA METROPOLITAN ASSEMBLY
DEPARTMENT OF SOCIAL WELFARE AND COMMUNITY
DEVELOPMENT**

LIST OF SOCIAL SERVICES

**1. 3% DISTRICT ASSEMBLY COMMON FUND FOR PERSONS
WITH DISABILITY**

- a. Apply to access fund at Social Welfare and Community Development.
(With the following documents; passport pictures (2), full picture,
national ID, digital address)
- b. District Fund Management Committee vets and approves.
- c. Disbursement.
- d. Monitoring

**2. LIVELIHOOD EMPOWERMENT AGAINST POVERTY
PROGRAMME**

- a. Approval from the parliament to expand/register beneficiaries on
LEAP programme
- b. MMDA informed to target and register extreme poor households on
LEAP
- c. Household caregivers enrolled on GhIPPS (Ghana Inter-bank
payments and Settlements Systems) to promote financial inclusion.

- d. E-zwich cards issued to caregivers used to access bi-monthly cash transfers (GHS 64, GHS 76, GHS 88 and GHS 106)
- e. Case management issues reported to Social Welfare and Community Development Department

3. NATIONAL HEALTH INSURANCE

- a. Confirmation of vulnerable by Department of Social Welfare and Community Development
- b. Receipt of list and basic information on vulnerable
- c. Department of Social Welfare and Community Development forwards list to National Health Insurance Tema
- d. National Health Insurance Tema seek authorization and plan registration or renewal of the vulnerable

4. MEDIATION IN CHILD WELFARE CASES

- a. Report at social welfare

5. OPERATION OF DAYCARE CENTRE

- a. Registration of daycare centers (Early Childhood Development Centre)
- b. Supervision of daycare center
- c. Monitoring activities of daycare centers

**6. OPERATION OF RESIDENTIAL HOMES FOR CHILDREN
(RHC)**

- a. Licensing of RHC
- b. Monitoring activities of RHC
- c. Placement of unaccompanied children (missing children) into RHC

7. HOSPITAL WELFARE SERVICES

- a. Provision of psychosocial support to patients and families

8. JUSTICE ADMINISTRATION

- a. Assistance to juveniles and young offenders
- b. Submission of social enquiry reports to courts

9. PERSONAL SOCIAL WELFARE SERVICES

**10. SKILLS TRAINING IN INCOME GENERATING ACTIVITIES
(VULNERABLE AND LOW INCOME MEN AND WOMEN)**

11. ADULT EDUCATION

12. HOME VISITS (SENSITIZATION PROGRAMMES)