



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

A GUIDE TO
*Social Programmes
and Services*
of the
**Ministry of Social Development
and Family Services**

PART 1: GRANTS





GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

Ministry of Social Development and Family Services



The Ministry of Social Development and Family Services (MSDFS) is the lead social sector institution charged with addressing the challenges of poverty, social inequality and social exclusion.

The Ministry has the pivotal role in protecting the elderly, persons with disabilities, children and other vulnerable groups in society. Further, we regard the strengthening and supporting of families as key components of social policy that enable long-term solutions to issues such as poverty, crime, domestic violence and child abuse. We are also committed to developing and sustaining a more stable society by collaborating with other social service organisations to promote and improve social justice.

As you use this Guide to learn more about our programmes and services, we encourage you to share this information with others. We welcome your feedback via www.social.gov.tt, Facebook or Twitter, and look forward to partnering with you to help, empower and transform lives.

Hon. Cherrie-Ann Crichlow-Cockburn

Minister of Social Development and Family Services

Contents

GRANTS FUNDING

• Disability Assistance	1
• Public Assistance	2
• Senior Citizens' Pension	3
• General Assistance	4
- Clothing Grant	4
- Dietary Grant	5
- Domestic Help	5
- Education Grant	5
- Funeral Grant	6
- Household Items Grant	6
- Medical Equipment Grant	6
- Pharmaceutical Grant	7
- Prosthetics	7
- Rental Assistance Grant	7
- School Supplies Grant	7
- Special Child Grant	8
• Disaster Relief	8
• Food Card	8
• Minor House Repairs	10
• Sanitary Plumbing	10
• Electrical House Wiring	11
• SEED Grant	11



Disability Assistance

The Disability Assistance Grant is paid to citizens and legal residents of Trinidad and Tobago who are medically certified as being permanently disabled and cannot be employed.



Who Qualifies?

To qualify, applicants must be:

1. 18 years and over
2. Permanently disabled from earning a livelihood
3. Income must not exceed \$12,000.00 per year
4. A citizen or legal resident of Trinidad and Tobago
5. Residing in the country for at least three (3) years immediately prior to the date of your application

Note: The aggregate (total) period abroad during this time must not exceed six (6) months except for medical treatment.

Basic Documents Required for Application

- National Identification Card
- Birth Certificate (and Affidavit where necessary)
- Previous and current passports
- Completed Medical Form approved by a Government Medical Officer

On review of the application, other documents may then be requested, (e.g. evidence of any other forms of income or evidence of ownership of property).

DISABILITY ASSISTANCE GRANT
\$1,800.00 monthly



Public Assistance

The Public Assistance Grant is provided to meet the needs of persons where the **household income is deemed inadequate**. Such a person may include:

- an individual 18 years and over, who is certified by a government Medical Officer as unable to earn a living due to physical or mental disability
- a person receiving Senior Citizens' Pension, whose spouse is 55 years and over and unemployed, or, whose spouse is under 55 years but unable to work due to physical or mental disability
- an individual whose deceased spouse received Senior Citizens' Pension and Public Assistance
- a single parent who is unable to earn a living due to caring for a child with a severe physical or mental disability
- a parent, guardian or custodian on behalf of a child with a severe physical or mental disability
- on behalf of a child whose parent is hospitalized; deceased; imprisoned; or has abandoned the family and does not provide support despite there being an application/order for maintenance
- a spouse of an imprisoned person who is unable to earn a living due to caring for a child of the family

Required Application Documents

1. Birth Certificate and/or Affidavit
2. I.D. Card (of applicant)
3. Bank Passbook/Recent Bank Statement
4. Marriage Certificate (*where applicable*)
5. Child's birth certificate (*where applicable*)
6. Death Certificate (*where applicable*)
7. Other documents relevant to the application
(e.g. Clients may need to complete forms issued by the Social Welfare Office in respect of student enrolment, receipt of National Insurance benefits and/or medical information.

MONTHLY PUBLIC ASSISTANCE GRANT

\$1,150.00
FOR 1 PERSON

\$1,400.00
FOR 2 PERSONS

\$1,600.00
FOR 3 PERSONS

\$1,750.00
FOR 4 OR MORE PERSONS

Senior Citizens' Pension

This programme involves the provision of financial assistance to eligible older persons of Trinidad and Tobago.



Who Qualifies?

To qualify, applicants must:

1. Be 65 years and over
2. Have lived in Trinidad and Tobago for twenty years preceding the date of application. Any periods of absence must not exceed five years during this stipulated 20-year period, **OR**
Lived fifty years in total in Trinidad and Tobago. (Note: These 50 years do not need to be consecutive)
3. Not have income exceeding TT\$4,500.00 per month

Required Application Documents

- Birth Certificate and /or Affidavit
- I.D. Card
- Passport
- Bank Passbook/Recent Bank Statement
- Marriage Certificate (where applicable)

On review of the application, other documents may then be requested, (e.g. evidence of any other forms of income or evidence of ownership of property).

SENIOR CITIZENS' MONTHLY PENSION

\$500 MINIMUM – **\$3,500** MAXIMUM

Pension varies according to monthly income.

General Assistance Grant

This programme offers a range of grants to citizens/legal residents who are in dire need of temporary assistance.

Who Qualifies?

- Clients of the service delivery units of the Ministry of Social Development and Family Services
- Vulnerable persons in crisis and emergency situations
- Victims of natural or man-made disasters

ITEMS FUNDED UNDER THE GENERAL ASSISTANT GRANT

Clothing Grant	Dietary Grant
Domestic Help	Education Grant
Funeral Grant	Household Items
Medical Equipment	Pharmaceutical Grant
Prosthetics	Rental Assistance
School Supplies Grant	Special Child Grant

Clothing Grant

CLOTHING GRANT
\$1,000.00 per person
in family

- Provides assistance to victims of disaster to purchase essential items of clothing.
- Applicants can access this grant only once every two years.
- This grant is limited to the number of persons living in the household.

Requirements: ID Card, estimate from supplier, Fire/Police Report

Dietary Grant

DIETARY GRANT

\$600.00

per month
per person

- This grant assists clients who suffer illnesses which require special diets, for example, renal patients and clients with uncontrolled diabetes.
- It is only offered where the person has to purchase food and other such items that are outside of what they would normally buy and where they are unable to meet the cost of these items.
- This service is only extended to persons who are on grants of the Ministry of Social Development and Family Services. It is made on a continuous basis as prescribed by a medical practitioner.

Requirements: ID Card, letter from hospital nutritionist, list of expenses

Domestic Help

DOMESTIC HELP

\$1,800.00

minimum 3 months
maximum 6 months

- This grant facilitates the provision of part-time domestic help for three (3) months in the first instance but not more than six (6) months if deemed necessary, to clients who are unable to perform normal household chores, for example, whilst recuperating from surgery, and are unable to afford the cost of domestic assistance.

Requirements: ID Card of the Care Giver, Letter from Care Giver stating willingness to provide the service, supporting medical report

Education Grant

EDUCATION GRANT

\$500.00

per month
per child

- This grant is intended to assist secondary school students where the Public Assistance and/or the Food Card is the only source of income in the household and where they are unable to meet the varying cost associated with the following:
 - Transportation (Where there is no public transportation system available)
 - Any special needs associated with school attendance where government agencies are not already providing such assistance. Such needs must be verified.

Requirements: ID Card of applicant, proof of enrolment (POE) (The POE Form will be issued by the Social Welfare Office)

Funeral Grant

FUNERAL GRANT

\$7,000.00

- This grant is intended to assist in the burial of deceased persons who have no one willing and/or financially able to undertake the cost of burial. It can be issued to needy families of the deceased in two ways:

- 1) In instances before the funeral takes place and accompanied by the appropriate documents to support the claims (death certificate; funeral home estimate) **OR**
- 2) As a reimbursement for the costs incurred for burials undertaken within three months following death. Claims must be justifiable and accompanied by the appropriate supporting documents (death certificate; bills outlining expenditure).

Requirements: Applicant's ID Card, death certificate, funeral home estimates/bills. The applicant may also need to complete a form issued by the Social Welfare Office in respect of National Insurance.

Household Items

GENERALLY

\$6,000.00

DISASTER ONLY

\$10,000.00

- This grant can be accessed by needy persons and by those who are victims of man-made or natural disasters to purchase household items such as stoves, refrigerators and furniture items.
- It can be accessed only once in a three year period.

Requirements: ID Card, estimate for furniture, official report/letter (e.g. from the Fire Services or Regional Corporation)

Medical Equipment Grant

GENERALLY

\$7,500.00

- Under this grant, needy persons can qualify for wheelchairs, commodes, special beds, dentures, etc.

Requirements: ID Card, estimate from supplier, medical records

Pharmaceutical Grant

PHARMACEUTICAL GRANT

\$2,500.00

- This grant is provided for the purchase of prescriptive medication only if drugs are not available under the C-DAP Programme or at the Public Dispensaries.
- Eligible persons are allowed a three month supply which is given once per year.

Requirements: ID Card, prescription issued at a government clinic/hospital, quote for medicine from a pharmacy where it is not available at the government clinic/hospital, other documents as requested

Rental Assistance

RENTAL ASSISTANCE
UP TO \$2,500.00 per month for
the first 3 months
then reviewed

- This grant is used to assist vulnerable clients who are temporarily unable to pay their rent, or who need new accommodation and are unable to meet initial payments.
- Persons who benefit from this grant are usually on the verge of eviction, fire victims and victims of domestic violence.
- This grant is given for three months in the first instance and is reviewable as follows:

1st three month period - Up to \$2,500.00 for three months, then reviewed
2nd three month period - Up to \$2,500.00 for three months, then reviewed
3rd three month period - Up to \$1,500.00 for three months, then reviewed
4th three month period - Up to \$1,000.00 for three months.

Requirements: Applicant's ID Card, letter from Landlord, copy of Landlord's ID card, proof of ownership of property

Prosthetics

PROSTHETICS

UP TO \$40,000.00

- This grant is aimed at rehabilitation and social re-integration, and by extension improve the quality of life, of persons who lost a limb.
- Before applying for this grant, the Ministry of Health must do an assessment to determine if the person needs a prosthesis and will be able to use it.

Requirements: ID card, evidence of address, quote from provider, assessment from the Ministry of Health

School Supplies Grant

SCHOOL SUPPLIES GRANT

\$700.00 primary school students

\$1000.00 secondary school students

- This grant is intended to assist children who are attending primary and secondary schools whose books/uniforms were destroyed by natural or man-made disasters.

Requirements: ID Card, estimate from supplier, Fire/Police report

Special Child Grant

SPECIAL CHILD GRANT

\$1,100.00 per month

- This grant targets children with a severe disorder. It provides assistance to parents who are unable to meet the financial cost of caring for a special child. The grant can be accessed for children under the age of (18) eighteen and is given for a one year period, ***followed by a review to determine continuation.*** A child on whose behalf Public Assistance is paid will not be eligible for this grant.

Requirements: I.D. Card (of applicant), Child's birth certificate, Bank Passbook/Recent Bank Statement, other documents relevant to the application.

Disaster Relief

Disaster relief is provided to victims whose items were destroyed beyond use due to natural or man-made disasters. Claims must be validated by one of the Ministry's Disaster and Needs Assessment Officers.



Relief is provided to replace the following household items:

- | | |
|--------------------|-----------------------|
| - stove | - bed (with mattress) |
| - living room set | - mattress |
| - dining room set | - chest of drawers |
| - washing machine | - wardrobe |
| - kitchen cupboard | - refrigerator |

Food support will be given where food items were destroyed.

- The Targeted Conditional Cash Transfer Programme, also known as the Food Card, is a short-term food assistance and development programme aimed at providing social protection, by promoting nutritional and food security to vulnerable households.
- The programme targets families in need and other vulnerable persons who experience difficulty in meeting their daily nutritional requirements due to limited or no income.
- Eligibility is determined by using a means test administered by officers of the Ministry of Social Development and Family Services. Officers are also required to make visits to verify the information provided.
- Income and expenditure verification must be provided for the applicant and each member of the applicant's household (a person sharing the same dwelling and having at least one meal together a day).

Requirements: ID card, applicant's birth certificate with the Personal Identification Number (PIN), birth certificates for all members of the applicant's household, two (2) recent passport-sized photos, recent utility bill (telephone, electricity, water).

Recent documents, as listed below, must be provided where applicable:

- Personal declaration of income
- Recent cheque stub from Social Assistance Grants (e.g. Disability Assistance Grant, Public Assistance Grant, Senior Citizens' Pension, if applicable)
- Job letters, pay slips and NIS numbers, if employed
- Recent savings statement from a bank, credit union or other financial institution such as the Trinidad and Tobago Unit Trust Corporation
- Rent receipt, if a tenant
- Mortgage statement, if applicable
- Proof of property rental, if a landlord
- Land tax receipt, if a land owner

Minor House Repairs

- This grant is intended to assist persons in need of materials and/or labour for roof repairs and other minor structural repairs to their homes. This facility is NOT provided for commercial enterprises.
- Preference will be given to:
 - Applicants whose total household income is less than \$6,000.00 per month
 - Applicants who are pensioners or recipients of Public Assistance
 - Applicants suffering from a disability as recommended by the Disability Affairs Unit
 - Referrals from various divisions within the Ministry which includes but not limited to: TT Card, Social Welfare Division, etc.

Requirements: I.D. Card, ID, copy of deed/deed of comfort, utility bill, job letter, estimate from hardware, other documents if required

Sanitary Plumbing

- This grant is intended to assist persons in need of materials and/or labour for the installation of or repairs to sanitary plumbing in their homes. This facility is NOT provided for commercial enterprises.
- Preference will be given to:
 - Applicants whose total household income is less than \$6,000.00 per month
 - Applicants who are pensioners or recipients of Public Assistance
 - Applicants suffering from a disability as recommended by the Disability Affairs Unit
 - Referrals from various divisions within the Ministry which includes but not limited to: TT Card, Social Welfare Division, etc.

Requirements: I.D. Card, ID, copy of deed/deed of comfort, utility bill, job letter, estimate from hardware, other documents if required

- This grant is intended to assist persons with materials and/or labour for electrical wiring to their homes. Community facilities may also benefit. Successful applicants receive one-time assistance with materials and/or labour. There are three categories:
 1. First Time Wiring – (a) Instances where persons have been occupying a home that has never been wired (b) New Construction;
 2. Rewiring – Instances where existing electrical wiring is old and faulty and may pose fire risks;
 3. Materials Only Assistance – Assistance is offered with materials only for first-time wiring and rewiring at the Ministry's discretion, having assessed the particular circumstances.

This facility is NOT provided for commercial enterprises.

- Preference will be given to:
 - Applicants whose total household income is less than \$6,000.00 per month
 - Applicants who are pensioners or recipients of Public Assistance
 - Applicants suffering from a disability as recommended by the Disability Affairs Unit
 - Referrals from various divisions within the Ministry which includes but not limited to: TT Card, Social Welfare Division, etc.

Requirements: ID, copy of deed/deed of comfort, utility bill, job letter, estimate from hardware, other documents if required

SEED Grant

SEED GRANT
\$15,000.00 maximum

The Sowing Empowerment Through Entrepreneurial Development (SEED) grant provides assistance to persons receiving Public Assistance or other benefits from the Ministry who are capable and willing to undertake a small business venture or engage in skills training.

Requirements: citizen of Trinidad and Tobago, 18 years and over, ID, other documents if required

MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES

Head Office: CL Financial Building, 39-43 St. Vincent Street, Port of Spain.

Tel: 623-2608 • Fax: 623-8496 • www.social.gov.tt f t

SOCIAL WELFARE LOCAL PUBLIC ASSISTANCE BOARD OFFICES

MTS Plaza, Aranguez Road, Aranguez
623-2608 Ext. 1602 - 1607

Lot 11 Naparima Mayaro Road, Rio Claro
623-2608 Ext. 2502 - 2507

107 Eastern Main Road, Tunapuna
(opposite Royal Castle)
623-2608 Ext. 1702 - 1714

Omardeen Building, 59-61 Cipero Street,
Gooding Village, San Fernando
623-2608 Ext. 2302 - 2322

Eleanore Street, Chaguanas
623-2608 Ext. 2102 - 2107
and 6200 - 6203

Marlsons Building, 97 High Street,
Princes Town
623-2608 Ext. 2402 - 2408 & 6500 - 6503

Siparia Administrative Complex,
Corner Allies and High Street, Siparia
649-2428 or 649-1942

Corner Richmond and Duke Street,
Port of Spain
623-2608 Ext. 1000 - 1004 & 5900 - 5903

11 Richardson Street, Mahaica,
Pt. Fortin
623-2608 Ext 2630-2640
and 6000 - 6003

Corner Savi Street and Boodooville
Circular, Sangre Grande
623-2608 Ext 1902 - 1908
and 1950 - 1951

Tam Building, Glen Road,
Scarborough, Tobago
639-2673



THIS PUBLICATION IS INTENDED FOR USE AS A REFERENCE GUIDE
AS CONSIDERATION IS GIVEN TO THE UNIQUE CIRCUMSTANCES
OF EACH APPLICATION.

A PUBLICATION OF THE CORPORATE COMMUNICATIONS AND EDUCATION UNIT
OF THE MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES

APRIL 2017