



INSTITUCIONET E PËRKOHSHME TË VETËQEVERISJES
PROVISIONAL INSTITUTIONS OF SELF GOVERNMENT
PRIVREMENE INSTITUCIJE SAMOUPRAVLANJA

QEVERIA E KOSOVËS - GOVERNMENT OF KOSOVO - VLADA KOSOVA

MINISTRIA E PUNËS DHE MIRËQENIES SOCIALE
MINISTRY OF LABOUR AND SOCIAL WELFARE
MINISTARSTVO RADA I SOCIJALNE ZAŠTITE

Persuuant to article 1 paragraph 1.3 indent (ç) of Regulation No 2001/19, on Executive Branch of Provisional Institutions of Self Government in Kosova,
Taking into account provisions of sublegal acts for placing residents in the social care institutions,

Aiming to accomplish personal needs of residents, the Minister of Ministry of Labour and Social Welfare issues:

ADMINISTRATIVE INSTRUCTION No 04/2007
ON
THE RULES AND PROCEDURES FOR FINANCIAL SUPPORT OF
RESIDENTS SHELTERED IN THE HOUSES FOR SOCIAL CARE OF
PERSONS

Rules and procedures for financial support of residents sheltered in the house for care of persons

Article 1

This administrative instruction intents to determine rules and procedures of financial support for meeting personal needs of residents sheltered in the house for elderly persons and without family care in Prishtina and those in the Special Institute of Shtime.

Article 2

Level of financial support amount (in cash) for meeting personal needs of a resident is ten (10) euro.

Article 3

Level of financial support amount for residents may change, depending on budget capacity of Ministry of Labour and Social Welfare, and as such it can be used from residents for meeting different personal needs.

Article 4

By the end of the year responsible officials of DSW/MLSW, have to forecast and calculate financial means for this destinations for the next year, in the occasion of determining annual budget for institutions of social care.

Article 5

Residents above 65 years who are beneficiaries of basic pension, or any other eventual benefit, have the right to monthly financial support up to 10 €

Article 6

For all residents who due to health reasons are not able to manage with the cash money, managing team of HWPFC and **JSSH** will establish a special commission that will keep and manage these financial means. The commission will spend the financial means to meet the needs of these residents, depending on their needs and wishes.

For spending and managing with these financial means, afore mentioned commission is obliged to prepare written report for the director of the institution on quarterly bases.

Article 7

Residents that due to health reasons are not able to manage with money of basic pension and financial support means, the director of Institution (HWPFC) in collaboration with corresponding CSW, appoint the legal custodian in accordance with legal procedure to keep and manage with financial means.

Article 8

The legal custodian is authorized in written form from the director of institution (HWPFC), regarding obligations he undertakes to manage financial means of the resident and to spent them according to the needs of resident.

Article 9

Regarding the needs of the client and money expenses, the custodian in collaboration with the employee of social services of Institution, report in written to director of institution by the end of each month.

Article 10

In case of death of resident, goods and financial means that are remained in the clinets room after his death, shall be received by a special commission established exactly for this purpose from working staff of the institution.

All material goods and financial means after death of resident are given to his family. If there is no family than they will use them for the best of residents of Institution.

Article 11

This form of financial support will apply until other support is found.

Article 12

This Administrative Instruction enters into force on the day signed by Minister of Ministry of Labour and Social Welfare.

Prishtina, February 2007

Minister of MLSW
Ibrahim Selmanaj
