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**INSTITUCIONET E PWRKOHSHME TW VETWQEVERISJES  
PROVISIONAL INSTITUTIONS OF SELF-GOVERNMENT  
PRIVREMENE INSTITUCIJE SAMOUPRAVLANJA**

**QEVERIA E KOSOVWS - GOVERNMENT OF KOSOVO - VLADA KOSOVA**

**MINISTRIA E PUNWS DHE MIRWQENIES SOCIALE  
MINISTRY OF LABOUR AND SOCIAL WELFARE  
MINISTARSTVO RADA I SOCIJALNE ZAŠTITE**

In accordance with Article 1 paragraph 1.7 Item (a) (b) and (c) of the Regulation No. 2001/19 for Executive Branch of Provisional Institutions of Self Government in Kosovo, Taking into account Article 12 of the Law No. 2003/15 for Social Assistance Scheme in Kosovo,

On purpose of supporting families and individuals with exceptional needs in emergencies, Ministry of Labour and Social Welfare issue this:

**ADMINISTRATIVE INSTRUCTION NR. 06/2005 FOR PROCEDURES  
AMENDMENT OF FINANCAL SUPPORT TO FAMILIES AND INDIVIDUALS  
IN EXCEPTIONAL NEEDS.**

**Article 1**

**The purpose of issuing this Administrative Instruction**

**1.1** With this Administrative Instruction the procedures of financial support are amended and set up by MLSW for exceptional needs of families and individuals in Kosovo.

**Article 2**

**Definition of term “exceptional needs”**

**2.1** The meaning of “exceptional needs” according to the Law Provisions for Social Assistance Scheme, is defined as a current, instant, exceptional and not systematic need which is provided to the families and individuals for funeral expenses of a family member, for shelter and food in case of floods or earthquake, for providing fuel for heating, for loss of documentation with money, and other needs which are necessary in case of different disasters.

### **Article 3**

#### **Procedures for supporting exceptional needs**

**3.1** The request for financial support regarding exceptional needs from family or individual is submitted to Center for Social Work, in the area where the applicant comes from, or where the event has occurred.

**3.2** Jointly with his request, applicant must submit also a certified document from an official institution through which it is confirmed that event has occurred and serves as a criteria for financial support for exceptional needs. Here are included a certificate of deceased family member issued by the qualified doctor, a certificate from the Municipality for damage of property, a certificate of investigation process from a police officer that proves that the papers and money have been lost and so forth.

**3.3** The request for fulfilling exceptional needs in a period of three days from the submission in CSW is looked over by an evaluation commission of SWD of MLSW.

**3.4** The members of evaluation commission are proposed by the director of SWD in consultancy with Permanent Secretary of MLSW.

**3.5** The mandate of evaluation commission last two years, with a possibility of extension for two more years.

**3.6** After its approval by director of SWD of MLSW, jointly with the decision of Central Administrative Department, the request is sent for further procedure of completion.

### **Article 4**

#### **Administration and financing of exceptional needs scheme**

**4.1** According to the Law for Social Assistance Scheme in Kosovo, this scheme is administered by MLSW through Centers for Social Work.

**4.2** Exceptional needs of families and individuals will be satisfied from the budget dedicated for this scheme which for one year might be 500.000 €(euro).

**4.3** The eventual increase of this budget might be made through a prior agreement with The Ministry of Economy and Finances.

**4.4** Currently budget funds for this scheme are focused on the level of MLSW. Whereas, when the opportunities for giving them away in proportion with the number of population will come out, which is covered by CSW, budget funds will be given away in the level of CSW.

## **Article 5**

### **Conditions and criteria for benefiting from exceptional needs scheme**

**5.1** The right for applying to exceptional needs scheme is given to all families and individuals, who have applied in accordance with article 12 of the Law for Social Assistance Scheme in Kosovo, with Article 17 of implemented Regulation of this Law and with Article 3 of this Administrative Instruction.

**5.2** In case of applying for exceptional needs scheme, the applicant jointly with the request must submit also the documentation – other material proofs as it has been set up by Article 3 of this Administrative Instruction.

**5.3** A family or an individual might apply for exceptional needs scheme, no matter whether they make use of social assistances or not.

**5.4 Applicant** of the request cannot apply for the same exceptional needs in more than one CSW of MLSW.

**5.5** Applicant of the request for support of special needs may apply only one time for one special need during a year. If he applies twice or more times within a year, then there will be no financial support from MLSW.

**5.6** Families or individuals who have more than 150 euro family incomes per each month, including, also pensions scheme and social assistance payments will not benefit from exceptional needs scheme.

## **Article 6**

### **Increase of amount for exceptional needs**

**6.1** Increase of payment for financial support concerning exceptional needs might be not more than 100 Euro.

**6.2** In special cases, which are more painful and harder for a family or an individual, the increase of payment for exceptional needs might change to 300 Euro.

Depending on the budget funds dedicated for this purpose for one year, increase of payment might change from year to year.

**Article 7**  
**Registration of applicants of request for exceptional needs**

- 7.1** Centers for Social Work of MLSW must keep precise evidence for all applicants of the request that apply for financial support because of the exceptional needs.
- 7.2** In case of approval of the requests from applicants for financial support for exceptional needs, CSW must create a completed file for each applicant.
- 7.3** Division of social assistances of SWD in MLSW must keep a special evidence for all beneficiaries from exceptional needs scheme, respectively for applicants whose request have been rejected by the evaluation commission of MLSW.

**Article 8**  
**Entering in power**

- 8.1** This Administrative Instruction enters in power on the day when it is signed by minister of MLSW, whereas will be applied retroactively from 01.01.2005.

**Prishtina, May 2005**

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**Ibrahim Selmanaj**  
**Minister of MLSW**

