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INSTITUCIONET E PËRKOHSHME TË VETQEVERISJES  
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

In accordance with article 1, paragraph 10 of Law 2002/xx for SAS in Kosova, for efficient function and right of organized structures of MLSW, **Minister of Labor and Social Welfare, Draw This:**

**ADMINISTRATIVE INSTRUCTIONS NO 8/2004  
ON VERIFYING CIRCUMSTANCES OF FAMILIES  
APPLIED FOR SOCIAL ASSISTANCE**

**Article 1**

**Purpose of administrative instruction**

- 1.1** Purpose of this instruction is to verify incomings, counted and discounted benefits, of families which applied for SAS.  
Verifying material circumstances is useful to evaluate financial criteria, to calculate total amount of social assistance which should be paid.
- 1.2** Incase that the applicant is **Legal shepherd of family**, but does not live with that family, then will be considered count and discount incomes of family and family communion.

**Article 2**

- 2.1** Every candidate who applies for social assistance is obliged, that on application to declare family benefits and incomings which does posses.

**Article3**

- 3.1** Applicant, who applies for social assistance, is obliged to attach the following documents to application:
- 3.2.** Certificate of cadastre of applicant's land and all members of family who are 18 years or older, there should be included data for dead parents and Shepard.

- 3.3. Taxes document, registration and insurance of vehicle, which is being used only for family needs, and not for other benefits.
- 3.4. Certificate from corresponding municipal organ for the value of property taxes.
- 3.5. Unemployment statement, which is defined as official certificate, where is written that the featured person is registered as a job seeker, and this certificate is issued by any Employment office from MLSW labor Department.
- 3.6. Unemployment statement for members of family who are 18 till 65 years old and are able to work.
- 3.7. Unemployment statement for members of family who are 15 till 18 years old and do not attend the school regularly.

#### **Article 4**

- 4.1 To have opportunity for social assistance, the applicant should fulfill financial and non financial criteria's.

#### **Article 5**

- 5.1 The applicant for social assistance should obey procedures and to be verified his material circumstances, verifications on the areas will be done by the CSW officials.

#### **Article 6**

- 6.1 Procedure to verify material circumstances for the applicant, in accordance with provisions of executive regulation no 2003/xx, to enforce Law for SAS, was made for two parts:
  1. Procedures to verify benefits and
  2. Procedures to verify incoming benefits

#### **Article 7**

- 7.1 Incomings can be counted and discounted

#### **Article 8**

- 8.1 Method to evaluate benefits will be made in this way: total value of total payment, will be dividing with 6 to reach monthly value (period for six months is maximal period to make a payment for social assistance).

## **Article 9**

- 9.1** Incomings can be counted and discounted

## **Article 10**

- 10.1** Method of incoming benefits will be made as follows: total value of counted incomes will be divided with 6, to reach total value of monthly value,(period of 6 months in maximal period to make a payment for social assistance).

## **Article 11**

- 11.1.** Every applicant for social assistance after handing over the documentation in the office of CSW and to approve with in 45 days from the day applied on CSW.
- 11.2.** Verifying has to deal with the verify statement for declared benefits and incomes, from the applicant on the application and documents with the real condition in the area.

## **Article 12**

- 12.1.** On the way that to verify circumstances to be more efficient, should be able cooperation between CSL and municipal organs, to assign the necessary measures to give the real view of benefits which posses family.
- 12.2.** For exact identify of taxes should be compilation of applications form for the value of property taxes, of families who applied for social assistance.
- 12.3.** To have a correct indent of land should be compilation of application form for the land ownership of families who applied for social assistance.

## **Article 13**

- 13.1.** In the way to verify data given by family to be correct should be made comparison with the data given by the competent municipal organs.
- 13.2.** Data's comparison of families which applied for social assistance is made with:
- Data of MPS actually with the data of implementing mechanisms of this ministry.
  - Data of MEF (taxability administration)
  - Data of regional centre for vehicle registration.

#### **Article 14**

**14.1** In case of need MLSW, CSW can ask for additional documents, to verify the circumstances of families who applied for Social assistance.

#### **Article 15**

**15.1** MLSW if think that is needed can assign other ways to counted incomes, in regard to verify the status of families applying for social assistance.

#### **Article 16**

**16.1** For the right implementation of law provisions, MLSW makes controls of family's beneficiary of social assistance, because to be fully correct on payments, correct decisions and avoiding the eventual corruption.

#### **Article 17**

**17.1** Every applicant that with knowledge state fake data and attach fake documents to get social assistance, including even those which can be verified with material circumstances will be punished in accordance with the SAS law article 10 paragraph 1 and 2.

#### **Article 18**

**18.1** This administrative instruction will be in force from the day signed by Minister of MLSW.

**Prishtinë, March 2004**

**Minister of MLSW  
Ahmet Isufi**

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