

**SERVICE INFORMATION: INDORSEMENT OF CHILDREN AT RISKS, CHILDREN IN  
CONFLICT WITH THE LAW AND CHILDREN IN STREET SITUATION OR STREET  
CHILDREN CITY OF SAN JUAN'S ACCREDITED 24 HOURS RESIDENTIAL  
FACILITY FOR CICL, CAR, CISS**

<b>Office or Division:</b>	San Juan City Bahay Pag-Asa or SJCBP			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Children at Risks (CAR), Children In Conflict with the Law (CICL) and Children In Street Situation (CISS) or Street Children			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Barangay Blotter or PNP Blotter		Barangay or PNP station		
2. Referral letter or turn over logbook proof from Barangay PNP or any referring party.		Barangay or respective station or agency who referred the client to SJCBP		
3. Medical Certificate of the client.		Brgy. Health Center Medical Facility or Health Station or Hospital San Juan Medical Center Private or Public Hospitals		
4. Birth certificate or Baptismal certification		Local Civil Registrar, PSA or Parishes or churches		
5. Other pertinent documents related to client's case and family		As necessary or any other institutions agencies.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client and the referring party inquire concern about child at risks, Children in Street situation or CICL and submit required documents sign in the turnover logbook of referring party.	1.1 Acceptance of required documents and conduct intake interview.  1.2 facilitate the admission slip counseling session to client and family relatives or both parties  2.1 Conducts counseling to the client and or referring party or both parties concern.	Free of charge	Depends upon disclosure of client in need.	House parent          Center Head of SJCBP Social Worker House Parent on Duty

	2.2 Conduct Home visit, Collateral interview, School Assessment validation and other documents need to comply		3-5 days	Center Head of SJCBP Social Worker House Parent on Duty Coordination with Barangays or School
3. Client submit for Determination of Discernment whether he/she acted or not. He will undergo tools of discernment and answer the Child and family functioning checklist for diagnostic assessment pertain to CICL or Child in Conflict with the law or CAR Child at Risk.	3. Prepare Social Case Study Report Discernment Tools Child and Functioning Checklist test for diagnosis treatment rehab plan in order to come up Assessment certification of Discernment whether he/she acted or not and	Free of charge	24 hours or 7 days as per order by the Office of City Prosecutor or Regional Trial Court	Center Head of SJCBP Registered Social Worker

4.Client need for approval of his/her social case study report or referrals.	4. Approval of the Social Case Study report, Assessment certification of discernment whether he/she acted or not and referrals submit to respective departments agency or prosecutor court. Send to another appropriate referral network.	Free of charge	10 -30 minutes of approval	<ul style="list-style-type: none"> <li>➤ CSWD Department Head II</li> <li>➤ Center Head of SJCBP</li> <li>➤ Registered Social Worker</li> </ul>
5.Client provides necessary interventions programs services appropriate for his/her case resolution disposition.	<p>5.1 Link or network to other Government NGOs' CSO's Faith Based Organizations for interventions appropriate programs and services to get explore or coordinate resources need by the clients.</p> <p>5.2 Intervention either primary, secondary or tertiary, Diversion programs and preventive rehabilitation services</p>	Free of charge	Depends on the availability of resources	<ul style="list-style-type: none"> <li>➤ Center Head of SJCBP</li> <li>➤ Social Worker</li> <li>➤ House Parent /SJCBP Staff</li> </ul>

	<p>6.1 Reintegration /Termination/Dismissal of case/Aftercare: Coordination or Feedback to each Respective Barangays</p> <p>6.2 Pre-discharge and Discharge conference/making MOA between client/parent/ Bahay Pag-asa Reporting of minor/client to Bahay Pag-asa Parental Capability Assessment</p>		<p>1 week to 3 months for (CAR) Children at risk</p> <p>6 months to 1- year (CICL) Children in Conflict with the Law Depend on the resolution/ decision of the case from the OCP to RTC</p>	<ul style="list-style-type: none"> <li>➤ Center Head</li> <li>➤ Registered Social Worker</li> <li>➤ Community based Social Worker</li> <li>➤ Local Social Welfare Officer</li> <li>➤ House Parent</li> <li>➤ SJCBP Staff</li> <li>➤ Client</li> <li>➤ Family/relatives</li> <li>➤ Barangay Officials</li> <li>➤ Concern Citizens</li> <li>➤ Other LGU'S</li> <li>➤ LSWDO</li> <li>CSO's</li> </ul>
--	--	--	---	--

**END OF TRANSACTION**