

User Manual - Application for Child in Care Benefit (Foster Care Service)

Department of Social Security



This manual was developed by the Department of Social Security in order to help you fill an online application for Child in Care Benefit (Foster Care Service) in a complete and correct manner.

Note: This guide was written for information purposes and does not have any legal strength whatsoever.

For More Information



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The Department of Social Security makes use of the information provided to process your application. We may check the information provided by you or by third persons with other information held with us. We are bound not to disclose information about you with other persons or organizations outside the Department of Social Security, unless this is permitted by the law. The Department of Social Security treats your personal information in accordance with the Data Protection Act (Cap. 440.) to protect your privacy.

General Instructions

Before you start filling in the application, ensure that you have the following completed documents:

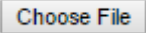
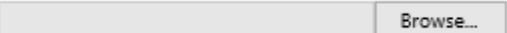
- 1) Approval by the Fostering Board: The Decision Letter that certifies that you and your spouse (if applicable) have been approved as foster carer/s following training and assessment.
- 2) Signed Declaration Form: This can be accessed in pdf format from the top left hand side of the application form, under 'RELATED DOCUMENTS'. It needs to be signed by the Head for *Agenzija Appogg* and the child's foster carer/s. It should also include the rubber stamp of *Agenzija Appogg*. It needs to be printed before being completed and signed.
- 3) Your Separation Decree / Contract (if you are separated).
- 4) Your Spouse's Separation Decree / Contract (if your spouse is separated).
- 5) A copy of the Bank Garnishee Order (if you have blocked Bank Accounts).

All signed documents need to be scanned to your computer so that they can be uploaded in the online application form.

In order to submit your application, you will need to fill in a number of fields with the required details. The mandatory fields are marked with a red asterisk (*). There are six (6) field types which are explained on page 3. The requested details are listed on pages 4 and 5.

When all the required details are filled in, you may submit the application by clicking on the '**SUBMIT**' button, at the bottom of the page.

Field Types

Field Type	How it Looks	How to Enter Data	How to Delete Data
Date	<input type="text"/>	Click on the textbox and simply type in the date. The date should be in dd/mm/yyyy format. (e.g. 23/08/1986)	Click on the x button (Internet Explorer Only) on the top right hand corner to remove all content or use the Backspace/Delete key to delete accordingly.
Dropdown	<input type="text" value="v"/>	Click on the dropdown and select the option.	Click on the dropdown list and select the blank option.
File	<p>In Google Chrome:</p>  <p>In Internet Explorer:</p> 	Click once on the button. A dialog box will appear which enables you to search for the file. When you locate the file, double click on it (or else click once on the file and proceed to select 'Open'). The dialog box will close and the name of the uploaded file will appear adjacent to the button.	<p>In Google Chrome: Click once on the button. A dialog box will appear. Hit the 'Esc' button on the keyboard (or click on 'Cancel' button).</p> <p>In Internet Explorer: Drag the mouse to highlight the text identifying the file name. The dialog box will close and you will notice that the name of the file is no longer displayed adjacent to the 'Choose File' button.</p>
Numeric Textbox	<input type="text"/>	Click on the textbox and simply type in. Only numbers are accepted.	Click on the x button (Internet Explorer Only) on the top right hand corner to remove all content or use the Backspace/Delete key to delete accordingly.
Textbox	<input type="text"/>	Click on the textbox and simply type in.	Click on the x button (Internet Explorer Only) to remove all content or use the Backspace/Delete key to delete accordingly.
Text Area	<input type="text"/>	Click on the text area and simply type in.	Use the Backspace/Delete key to delete accordingly.

Requested Details

	Field No	Field Name	Field Type	Required
Details of Child about whom the claim is being made	1	Name	Textbox	Yes
	2	Surname	Textbox	Yes
	3	Date of Birth	Date	Yes
	4	Date when child did not live any longer with his / her family	Date	Yes
	5	Date when child started living with this family	Date	Yes
	6	Is child under a Care Order?	Dropdown	Yes
	7	If YES, when was the Care Order issued?	Date	Yes, if Answer to no. 6 is 'Yes'
Foster Carers Details: Head of Household	8	Identity Card Number	Textbox	Yes
	9	Name	Textbox	Yes
	10	Surname	Textbox	Yes
	11	Civil Status	Dropdown	Yes
	12	Nationality	Textbox	Yes
	13	Mobile Number	Numeric Textbox	No
	14	E-mail	Textbox	No
Foster Carers Details: Spouse / Partner	15	Identity Card Number	Textbox	Yes, if Answer to no. 11 is 'Married', 'Civil Union' or 'Cohabitation'
	16	Name	Textbox	Yes, if Answer to no. 11 is 'Married', 'Civil Union' or 'Cohabitation'
	17	Surname	Textbox	Yes, if Answer to no. 11 is 'Married', 'Civil Union' or 'Cohabitation'
	18	Civil Status	Dropdown	Yes, if Answer to no. 11 is 'Married', 'Civil Union' or 'Cohabitation'
	19	Nationality	Textbox	Yes, if Answer to no. 11 is 'Married', 'Civil Union' or 'Cohabitation'
	20	Mobile Number	Numeric Textbox	No
	21	E-mail	Textbox	No
	22	Address	Text Area	Yes

	Field No	Field Name	Field Type	Required
	23	Separation Decree / Contract (Head of Household)	File	Yes, if Answer to no. 11 is 'Separated'
	24	Separation Decree / Contract (Spouse)	File	Yes, if Answer to no. 18 is 'Separated'
Bank Account Details	25	Do you have a bank Garnishee Order?	Dropdown	Yes
	26	Copy of Garnishee Order	File	Yes, if Answer to no. 25 is 'Yes'
	27	Bank Name	Textbox	Yes, if Answer to no. 25 is 'No'
	28	IBAN	Textbox	Yes, if Answer to no. 25 is 'No'
	29	Mobile Number for SMS Notification	Numeric Textbox	No
	30	Approval by the Fostering Board	File	Yes
	31	Signed Declaration Form	File	Yes