



**INDIGENT SCREENING  
COMMITTEE  
TERMS OF REFERENCE**

**2023/20243 FINANCIAL YEAR**



## **INDIGENT SCREENING POLICY**

### **BACKGROUND**

The Indigent Support Policy is a legal imperative, a tool designed to ensure that persons and households that qualify as indigent have access to basic services as defined in the Constitution of the Republic of South Africa, Act 108 of 1996. The policy is a tool of intervention to alleviate the plight of the poor and to encourage indigent households to live within affordable consumption levels. It is imperative to ensure that the policy is implemented efficiently and that only qualifying applicants are approved as indigents.

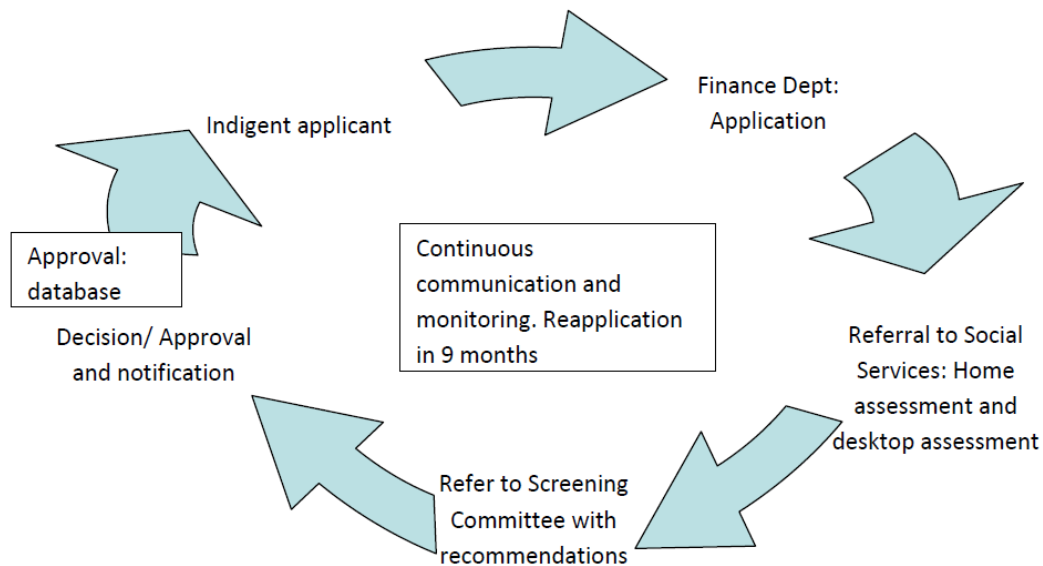
### **INDIGENT SCREENING PROCESS**

The Finance Department of the Municipality has an Indigent Section that deals with the registration of Indigent households, which is supported by the indigent policy approved by council. The purpose of the indigent section is to administer the indigent's application forms and to ensure approved indigents receive their package of Free Basic Services.

The Community Services Department are responsible to evaluate the requests, to perform site visits as appropriate and to recommend on the approval / non-approval of the applications (to the Indigent Screening Committee).

The Indigent Screening Committee has the responsibility to finally consider the recommendations of the Community Services Department. The decisions of the committee are recorded administratively, and the debt of the approved indigents is then written off and the subsidies are granted on a monthly basis for the approval period of one year.

The indigent application process is as follows:



*Desktop assessment is based on evidence presented.*

## INDIGENT SCREENING COMMITTEE TERMS OF REFERENCE

### **Name:**

Midvaal Local Municipality Indigent Screening Committee

### **Members:**

- MMC Finance
- MMC Community Services (Chairperson)
- MMC Engineering Services
- MMC Development Planning and Housing
- MMC Corporate Services
- 4 other Councilors as appointed by the Executive Mayor – for the 2023/20243 financial year. In addition to the appointed members of the committee, the following role-players are required to attend meetings:
  - ED Community Services, or designate.
  - Chief Financial Officer, or designate.
  - Social Worker/s

- Accountant responsible for indigent management including (debt write-off and subsidies)

### **Goals and Deliverables:**

- To consider all indigent applications received for approval
- To approve the write-off of indigent debt as per the Indigent Policy and to ensure that all indigent debt administratively written off is reported to Council on a quarterly basis.
- To withdraw any indigent approvals if additional or new information becomes available that confirms that the approved applicant did not qualify for indigency
- To keep the Executive Mayor informed on all matters related to the indigent policy and process

### **Compliance with the Indigent Policy**

The Indigent Screening Committee must ensure that approved applicants comply with the policy (based on documentation presented to the committee). The following information must be available for scrutiny by the committee for each application to be considered:

- Proof of total household income (gross income);
- Bank Statements for 3 months with declarations from all banks that the applicant and all other adult members of the household do not have any other bank accounts. No affidavits in lieu of bank statements will be accepted;
- Ownership status;
- Unemployed applicants must attach an affidavit from the Police Station;
- Valid copy of SA identity document;
- Pension certificate or card in case of a pensioner;
- Letter of Authority and Death Certificate where applicable;
- Will and Death Certificate where applicable;
- Municipal account;
- Duly completed application form and;

- Recommendations from the Social Worker and ED: Community Services

## **Governance**

- The meetings will take place in the Finance Boardroom, ground floor, Civic Centre, 25 Mitchell Street Meyerton
- The quorum will be 5 of the appointed members,
- All apologies must be submitted to the Chairperson in writing
- In the absence of the Chairperson, he or she may nominate one of the MMC's to be the Chairperson, failing which, the members present will nominate a Chairperson from amongst themselves.
- Members will be required to declare any conflict of interest that they may have with regard to applications received at the beginning of each meeting and will be required to recuse themselves when the application is considered
- The Corporate Services Department will provide a committee support function to the Indigent Screening Committee

## **Implementation date:**

The Terms of Reference will be effective as from 1 July 2023.