

Guidelines on After Care for children leaving child care institution for the state of Karnataka

Draft for circulation:

CHAPTR 1 – INTRODUCTION

1.1 Preamble

The guidelines have been drafted in accordance with the Section 46 of the Juvenile Justice (Care and Protection of Children) Act 2015, the Juvenile Justice (Care and Protection of Children) Rules 2016, and the Integrated Child Protection Scheme as revised 2014, and also in conformity with the United Nations Guidelines for the Alternative Care for Children and the United Nations Convention on Rights of Children and the guidelines formulated by the Ministry of Women and Child Development, Govt. of India.

The main objective of the Guidelines is to ensure smooth transition of all children leaving in child care institutions entering adulthood upon attaining 18 years and to provide a robust and effective mechanism of Aftercare services that leads to their successful mainstreaming in the society as an independent citizen of the state.

These guidelines have been formulated by Women and Child Development Department, Govt. of Karnataka, in consultation with the various stakeholders, ministries of Govt. of Karnataka, and NGOs providing aftercare services, experts, practitioners, academicians and the officials from the Departments across the state.

1.2 Short Title and commencement

These Guidelines may be called the Karnataka Model Guidelines for Aftercare, 2018

They shall come into force on the 1st day of, 20.....

1.3 The need for Aftercare

These Guidelines on Aftercare are meant for all young adults/Youth, who during their childhood have grown up in both institutional and non institutional care like foster care, children's homes, child-care institutions (CCI) or fit facilities and have left them upon attaining 18 years. This transition for a young

adults/youth from childcare supervised setting to be an independent living without supervision throws not only challenges but also offers opportunities to build resilience to deal with the situational challenges and emotional changes associated with their development task. This transition period is delicate, young person's require support and mentoring from an adult so that they can grab the opportunities, optimally utilize the resources for their own development. Under the continuum of care framework to be ensured as per legislation, it becomes important for providing support to this young person's through an Aftercare programme, so that young person/youth/young adults can realize their full potential and enable them to become an independent and mainstreamed in the society as a responsible contributing adults.

1.4.1 Guiding Principles for Aftercare

- a. All aftercare provisions and processes shall keep the **best interest of the young person** in mind.
- b. All aftercare provisions and processes shall **take into consideration factors** such as individuality, circumstances, background and other considerations such as gender, age, disabilities, sexual orientation, academic abilities, educational and vocational skills, talents, mental and other physical health conditions.
- c. All young person's shall always be **consulted and their opinions are taken into consideration** in all matter affecting them, and their views should govern Individual Care Plan for their Aftercare.
- d. Aftercare planning shall be **initiated as early as possible**, and steps towards preparation for life shall start during child's stay in the child care institution.
- e. All aftercare provisions and processes shall adhere to and implement the **highest possible standards of care** through adequate provisioning of **resources including financial/man power and trainings/capacity building for the personnel working with these children**.
- f. All aftercare provisions and processes shall respect and uphold the **dignity and worth of young persons** and ensure **rights based approach** and non-discriminatory practices.
- g. At all times, the environment in an aftercare programme should be **safe and nurturing, youth friendly** and ensure not controlling and periodical mentoring support, so that young person's would adapt to independent living in the community.

1.5 Definitions

- A. In these Guidelines, unless the context otherwise requires:
 - i. 'Act' means the Juvenile Justice (Care and Protection of Children) Act, 2015;
 - ii. Young adult: children who have completed 18 years may be referred to as young adults. A major person who has turned 18 years of age and who has been cared and protected in any formal or

informal form of care as a child (i.e. under the age of 18); such care being either children in need of care and protection as well as to children in conflict with law as defined under Juvenile Justice (Care and Protection of Children) Act, 2015

- iii. 'Aftercare' means provisions for support to young person's as a range and continuum of care services to enable them to achieve social and life skills through participation in the life of the local community and systematically lead them to self-reliance and mainstreaming in the community. Aftercare is an important final stage in the continuum of care, as it ensured smooth rehabilitation and reintegration of a child in need of care and protection/conflict with law as she/he steps into adulthood. This especially required if a child has gone through a long period of institutionalization, which is likely to result in lack of social adjustment. Aftercare is the provision of care for all children, including children with special needs, after they have reached the age 18 years and are discharged from children's homes/special homes. The objective of aftercare is to enable such young adults to adapt themselves to society and to encourage them to move away from institution based life to an independent living.
 - a. These services shall include but not just be limited to accommodation/housing; higher education and vocational training; scholarships; but also include enhancing physical, mental and emotional well-being with continuous supportive counselling; mentoring support, life skills education programmes, programmes for enhancing social networks, peer support; legal and financial literacy; opportunities for traineeship with government offices with provisions for stipend; job readiness and placement for employment; support for loans and subsidies, referrals, linkages and networks with various appropriate services; support to reintegrate with family and access to grievance redressal.
- iv. 'ACO' means an aftercare organization, is a government run or voluntary organization dedicated to providing programmes and services to youth.
- v. 'Alternative Care' means care which is formal or informal and is provided to children who do not have parents or biological families to care for them and hence who have availed institutional or non-institutional care and protection from State as provided under the Act.

Alternative care may take the form of:

- (i) Informal care: any private arrangement provided in a family environment, whereby the child is looked after on an ongoing or indefinite basis by relatives or friends (informal kinship care) or by others in their individual capacity, at the initiative of the child, his/her parents or other person without this arrangement

- having been ordered by an administrative or judicial authority or a duly accredited body;
- (ii) Formal care: all care provided in a family environment which has been ordered by a competent administrative body or judicial authority, and all care provided in a residential environment and group housing system, including private facilities, whether or not as a result of administrative or judicial measures
- vi. Best Interest of youth’ means the basis for any decision taken regarding the youth, to ensure fulfillment of his basic rights and needs, identity, social well-being and physical, emotional and intellectual development.
 - vii. ‘Board’ means the Juvenile Justice Board as defined under the Act
 - viii. ‘Child Care Institution’ (CCI) means children’s home, open shelter, observation home, special home, specialized adoption agency and fit facility or group foster care home, as defined under the Act
 - ix. ‘Child’ means a person who has not completed eighteen years of age as defined under the Act;
 - x. Care Leavers’ Association and Network of Associations is a forum of young persons’ formed with the aim of spreading awareness about their rights and needs, gather support for each other, and advocates for concerns relating to all young persons.
 - xi. ‘Committee’ means the Child Welfare Committee (CWC) constituted under the Act;
 - xii. ‘court’ means a civil court, which has jurisdiction in matters of adoption and may include the District Court, Family Court and City Civil Courts;
 - xiii. ‘District Child Protection Unit’ means a Child Protection Unit for a District, established by the State Government under the Act;
 - xiv. ‘Grievance Redressal Forum’ refers to NCPCR and SCPCRs, who may take due cognizance of issues related to Aftercare and address them accordingly.
 - xv. ‘Individual Aftercare Plan’ (IAP) means a comprehensive plan for the development of young person considering their age, gender, difficult circumstances, specific needs, and childhood case history including traumatic experiences, This Individual After care Plan should be prepared in consultation with the young person for their independent living as a responsible citizen. IAP shall address all essential components of care such as accommodation/housing; higher education and vocational training; scholarships; Physical, mental and emotional well being, including for the need for counselling and mentoring support; life skills training, social networks, peer support and mentorship; legal aid and financial literacy; opportunities for traineeship with Govt. offices with provisions for stipend; job readiness and placement for employment; convergence for educational and income generation loans, subsidies and preferential treatment in

various schemes for youth, referrals; linkages with appropriate service providers and access to grievance redressal.

- xvi. “Integrated Child Protection Scheme” means the scheme on child protection of the Central Government, being implemented through State Governments and non-governmental organisations;
- xvii. ‘Mainstreaming’ means the stage during which the young person is able to live in the society independently by taking responsibility for self.
- xviii. ‘Mentor’ means an individual, who is willing to commit and take voluntary responsibility of providing support, assistance and guidance to a Young Person to achieve their goal of mainstreaming and independence.
- xix. ‘Peer mentor’ means a person who himself/herself has been in care and who may or may not have received Aftercare programme and has achieved self-sufficiency and independence, and is willing to act voluntarily as a role model, to support, guide and counsel and facilitate a young person to lead an independent living.

B. All other terms and expressions used but not defined in these Guidelines shall have the same meaning as assigned to them and in the Act or the JJ Rules and ICPS.

1.6 Criteria for selection of organizations providing after care support:

The organization should have been registered under JJ ACT and recognized by CWC/JJB as fit person institution. Five years of experience of management of child care institution, and minimum of 3 years experience of providing vocation training for the youth, and running placement of children in jobs and apprenticeship. The organization should also have adequate resources for counseling and mentorship for the young adults.

1.7 Criteria for receiving Aftercare

All young persons (as given in the definition earlier) in need of care and support for making their independent lives, shall be provided with close and continued long term aftercare services and facilities in the manner laid down in these guidelines.

Children going to complete 18 years of age in the Children’s/Special Home/Foster care, without any family support can avail After Care programme, which would facilitate independent living for young persons. Mentoring support, services for meeting their basic needs like food, shelter, clothing etc, support to continue their education and vocational training, with time bound planned intervention along with follow up and tracking shall be done for all young persons, including those who have been restored back

to their families and those young person's allowed to live independently on their own with minimal external guidance.

1.8 **Duration of Aftercare**

Aftercare support shall be provided to young persons from 18 years onwards for a minimum of three years and extended to 23 years of age or until the young person is mainstreamed in the society, or whichever is earlier.

1.9 **Financial norms**

Financial support may be on a monthly basis amount to be provided to eligible young person as per the ICPS norms. This financial support should be appropriate for implementing the IAP and for meeting the basic needs including food, clothing, health care and shelter; age appropriate and need based education and vocational training; stipend; and any other requirements.

The state government may provide additional financial support to young persons in addition to ICPS support through convergence of various schemes available for youth in relevant ministries and departments. Some of the relevant ministries/departments are those pertaining to housing, higher education, skills development, sports, youth affairs, social justice etc.,

1.10 **Relaxation and interpretation to these Guidelines**

- 1) These guidelines are issued having regard to the provisions of existing law and for the interpretation, the relevant law is to be referred to
- 2) In case of ambiguity or any dispute, the power to clarify and interpret these guidelines shall vest with the Directorate of Child Protection, GOK

CHAPTER 2 – AFTERCARE FACILITIES AND SERVICES

2.1 Aftercare shall essentially comprise of the following four phases:

- **Preparation for Life** outside institution (shall start at the earliest or at 14years onwards when the child is institutionalized/fostercare)
- **Assessment of readiness to live** independently (between 17 to 18 years)
- **Placement in Aftercare:** Actual care and support during Aftercare (18+ onwards till mainstreamed)
- **Mainstreaming, Exit and follow up** post aftercare

2.2 Aftercare support and services shall not be limited solely by biological age of 18 to 21 years but

other important considerations like individual circumstances, mental age, special needs, disabilities and skill sets of the young Persons will also be considering while making decision about aftercare.

2.3 All young person's would be assessed using appropriate measures like 'Know your Personality Type with the Holland Code' and etc., and support the young person to make decisions about their future goals

2.4 Young persons' receiving aftercare shall be entitled to the following support depending upon their needs:

- i. Facilitate for obtaining Birth certificate, Adhar Card, income certificate (is it family income or individual youths income) Caste certificate (for orphans, it becomes difficult)
- ii. Children from CCI as separate category for receiving benefits
- iii. Support to reintegrate with the family (where ever possible);
- iv. Accommodation/Housing,
- v. Health, medical care, mental health and assistance
- vi. Educational benefits, scholarships and reservations for higher education; Vocational Training and Skills development
- vii. Counselling
- viii. Mentorship
- ix. Independent Living Skills
- x. Apprentice training
- xi. Job procurement support
- xii. Social Support

2.5 In addition to the above, assistance would be provided for the following:

- i. Computers, recreational material and other facilities at the place of stay.
- ii. Specialized professional counseling services, de-addiction services and group interventions, life skills training and other services so that they can be mainstreamed into the society.

2.6 The first priority of stakeholders shall be to extend support for all young persons' to get reintegrated with their biological family. For all young persons who are restored and rehabilitated back to their families, the DCPU along with the CWC/JJB may decide to extend the financial support to the young person for establishing independent living. All such funds shall be directly

transferred to the bank account of the young person. The DCPU shall ensure a follow up for at-least three years for all such young persons and track their progress and maintain records for the same.

- 2.7 For those young persons who cannot be restored back, but are assessed and allowed to live independently on their own, the aftercare support shall be the same as provided in clause 2.5 above.
- 2.8 **Accommodation/Housing:** For those young persons who cannot be restored back and are assessed as not being ready to live independently on their own, accommodation shall be provided through the best appropriate models for accommodation as elaborated in Annexure 1 to these guidelines.
- 2.8.1 Every aftercare facility shall be recognized by the JJ Board or the CWC after due inquiry regarding the suitability of the facility and the organization to work with young persons, in a manner as may be prescribed.
- 2.8.2 There shall be separate aftercare facilities for boys and girls but there shall be no segregation on the ground of religion, caste, language, physical disability, mental capability, etc.
- 2.8.3 Space should be allotted to run aftercare programs within community which facilitates the integration process. MLAs and other local authorities should be sensitized to provide spaces where aftercare Homes can be established. Existing schemes for housing such as Swaddhar accommodation for female young persons may be encouraged
- 2.9 **Educational benefits:** Young persons may avail further educational benefits and scholarships through reservations in the educational institutes. Based on their interest, they may be encouraged /assisted to pursue the National Institute of open school programme or non collegiate, any continued education or distance learning courses. Young persons may avail scholarships under National Children's Fund, and other schemes of the central and state governments, depending on meeting essential criterion etc.,
- 2.9.1 English as a universal language and has become the key tool of globalization. English is the medium of communication in and around the world. Spoken and written English classes should be encouraged for all young persons and they should be taught by a trained teacher on a regular basis.
- 2.9.2 Art and craft activities helps youth to relax, feel sense of accomplishments, to discover pride, to

improve their motor skills, to develop a meaningful and life-long hobby, to maintain an alert mind etc., All young person's must regularly get exposed to various art forms within the aftercare facilities such as music, dance, painting as the healing properties of the artistic activities.

2.9.3 In this fast moving era, computer skill is an integral part in all the fields of work. Computer education should be provided to all young people so that they get an opportunity to enrich themselves with the technical knowledge.

2.10 **Vocational Training:** Young persons may be facilitated to join a suitable vocation or enroll in the certified skill development courses offered by the universities/ professional agencies and technical institutes such as Industrial Training Institutes (ITIs), Poly technique colleges and various corporate sectors. This may include convergence with the youth affairs or labour department and other agencies for skill development programmes.

2.10.1 Skills development and arrangements for skill training and placement in commercial establishments through coordination with National Skill Development Programme, Indian Institute for Skill Training and other such Central or State Government programmes and corporate.

Efforts to provide skill development to young person's should be done through linkages with Jan Shikshan Sansthan and workshops should be organised. This convergence will be more effective than setting up of own vocational training centre in aftercare facilities¹.

2.11: Health, medical care and mental health: regular health checkups and benefits under national health mission, linkages with professional doctors/hospitals which the young person's can access on his/her own in case of the need. This shall also include mental health care, support and counseling services, which may be individual or group, on a regular basis identified at the district and state head quarters.

Mental health care and planning to assess the young person's reality should be mandatory and conducted by mental health experts and professionals like Psychiatric Social Worker, and Clinical Psychologist. Counselling facilities must be available to all young persons and

¹Jan Shikshan Sansthans (JSSs) are established to provide vocational training to non-literate, neo-literate, as well as school drop outs by identifying skills as would have a market in the region of their establishment. The Jan Shikshan Sansthan is an initiate of MHRD provides short certificate courses.

especially for those with behavioural, conduct and mental disorders. Referral lists for providing reformative services including educational services, skill development, alternative therapy such as counselling, behaviour modification therapy, and psychiatric support shall be prepared at the District and state level for the curative and rehabilitative purpose.

2.11.1 Employment related support shall include placement in suitable job opportunities which is based on the skills and vocation of the young person.

Every effort shall be made to find traineeship with Govt. Offices as per interest of the young person and with a provision of stipend during the internship, if possible.

Every effort shall be made to make provisions for arrangement of loans and subsidies for those young persons who are aspiring to set up entrepreneurial activities

All young person's shall be provided with preference for availing all welfare Schemes for youths, pertaining to housing, employment, higher education, health and loan/financial schemes existing at that point of time.

2.13 Independent Living Skills: Life skills training towards self reliance and independent living, including encouragement to sustain themselves with State or institutional support. This will include sessions on decision making, managing own house and finances, savings for future, problem solving, sex education, coping with stress, access to information on social, legal and health services available and information on dealing with the emergency situations, conflict resolution, awareness on rights and responsibilities, operate individual bank accounts independently, avail legal services that may be required through State Legal Services Authorities, including legal aid, support with identity and important documents like voter card, passport, Aadhar number or any other relevant documents which they will require for their future life, in case the same has not been issued and given to the child at an earlier stage.

2.14 Social Support is an integral part of mainstreaming for every young person. Efforts shall be made to encourage them to maintain social networks, membership in community based clubs, mentorships.

Special efforts will be made to encourage young persons to come together as a group and form networks and associations such as Care leavers Association Network (CLAN) in their districts and become peer mentors for their younger generations.

Support shall be extended to individual young persons and to members of CLAN in making complaints or grievance through the grievance redressal forums

CHAPTER 3 – PROCEDURES AND PROCESSES ON AFTERCARE

3.1 **PRE PLACEMENT SERVICES:** Identification and recommendation for After Care by Child Care Institution (CCI): The process for preparing children living in Alternative care to live independently shall start at the earliest but not later than 14 years of age. This includes the preparation of the child during their stay in the child care institution through career guidance and counselling, emotional support, mentoring support, life skills training programmes, and interactions with the young youth rehabilitated through after care programme etc., This should help them towards preparing for independent living outside the Institution or Non-Institutional set up

3.2 When any child in the Child Care Institution (CCI) completes 17 years of age, the CCI would assess whether he/she would be able to adjust to an independent life in the society once he/she leaves the Institution. An assessment report and rehabilitation plan shall be prepared for all children who turn 17 years of age, to assess the readiness to be able to live independently within a year's time from then and all assessments shall be an integral part of the ICP of the child and be prepared in close consultation with the child and submitted to CWC/JJB for proper evaluation. The process of transition from institutional care to after care should take into consideration the gender, maturity and particular circumstances of the child.

Young adults leaving institutional care should be encouraged to take part in the planning of their own aftercare plan. The CCI will prepare a list of such young adults every quarter and send a request to the DCPU for arranging support under the After Care component to the Protection Officer, Non-Institutional care (PO-NIC)/Probation Officer

3.3 Delivery of aftercare support and services shall start accruing at 18 years and continued till the young person is completely mainstreamed in the society, as per the definition of 'mainstreaming' given in this guideline. Every Individual Aftercare plan (IAP) shall factor closely the individual needs and circumstances that the young person may have been through in the past. These circumstances would include the length of stay in an institutional environment, the kind of treatment he/she may have received and assess the social, vocational and educational progress of the young person. The IAP should be flexible, and not rigid. It should be such that it can be modified as per the unique needs of the young person. There should be a periodic review of the

progress made by the young person to evaluate his/her preparedness to attain independence.

3.4 **Scrutiny of Documents by DCPU:** Protection Officer (Non Institutional Care)/Probation Officer will scrutinise the documents for eligibility of children, recommended by the CCI. The list of children would then be finalised and sent to the DCPO for approval. The DCPU will inform the CWC/JJB when the child is approved for After Care. Every IAP shall be placed in the young person's individual case file maintained by ACO/DCPO

3.5 Placement order by CWC/JJB: All placements in an aftercare programme shall be through the orders of the Child Welfare Committee / Juvenile Justice Board passed

- (a) on its own motion or
- (b) upon a Probation Officer's Report or
- (c) upon an application made by CCIs.

The CWC must interview the young person's to take his/her consent for the IAP. Based on the individual requirement, CWC/JJB will decide the type of model of aftercare most suitable for the young adult.

The CWC/JJB shall make an order in prescribed format given in J. J. Rules for placing the child reaching 18 years of age under the After Care programme. A copy of this order shall be sent to the DCPU, which shall facilitate the actual placement, release of funds and monitoring the well-being of the young adult.

3.5.1 Any organization wishing to provide residential services for aftercare must get itself recognized as per the Juvenile Justice (Care and Protection of Children) Act, 2015FORM 27² and FORM 28³ as an ACO and undertake the aftercare programme in any of the models mentioned in Annexe 1.

3.5.2 Every aftercare facility shall set up a Management Committee (consisting of DCPU staff, good Samaritans and civil society groups) in a manner as may be prescribed, to manage and monitor the progress of every young person.

3.6 Every young person shall have an Individual Aftercare Plan (IAP) which is reviewed in consultation with the young person every six months. Every IAP shall be made in the format placed in annexure 1 to this guideline

3.7 All young persons who start living on their own without any support from State or have been restored back to their families; shall also have an IAP and be tracked in terms of progress and

²Rule 21(2)

³Rule 21 (3) and 22 (4)

mainstreaming for at least two years, subject to the wishes of the Young Person. All such orders to be made in form 44 of the JJ Rules

- 3.8 For all cases where the young person lives independently or has been restored back to their families, but later, after some passage of time thereafter, realizes that they are in need of Aftercare support due to change in circumstances, shall have the option to contact the DCPO or the CWC or CCI to take up their case for consideration. In all such cases, the DCPO shall assess the case and extend such support as required, under the supervision of the Grievance redressal forum. No such cases will be dismissed merely on grounds of delay.

POST PLACEMENT SERVICES

i) **Release of Grant:** Once the CWC/JJB has approved the case, the DCPU will release the grant on a quarterly basis to the After Care organization for each child, and maintain records for the same.

ii) **Preparation of Care Plan for the Child by the After Care Organization:** The main focus of after care should be to help the young adults gain skills for increasing their employability and enable them to adapt to life in the society. The After Care organization should provide bridging services for transition of the child from institutional care to an independent/self-sufficient life.

3.10 Orientation for the Young person's: For all cases where the young person has been provided continued and closed support in any of the residential facility described in Annexe 1 of this guidelines, induction cum orientation shall be given to the young person by the social worker / Superintendent on the first day. While facilitating the induction, the Social Worker / Superintendent may also involve a young person who is already a resident of the aftercare Hostel. The following shall be components of the orientation and induction:

- i. Orientation of the rules and regulations to be followed in the home/institution.
- ii. Orientation to the roles and responsibilities and division of work in the facility.
- iii. Orientation to the facilities available at aftercare home.
- iv. Orientation to the residential and visiting staff at aftercare home.
- v. Orientation into the legalities of facility. [every resident will have to give her photo identity to the police station in case the after-care programme is being run from rented premises, etc.].
- vi. Orientation about the role of the Social Worker.
- vii. Orientation to the community resources around the aftercare home and preparing resource directory for each district/ or centers . e.g., police station, hospital, banks,

grocery store, mental health services, etc.

- viii. Orientation to the activities that the young person is required to participate, while residing in the aftercare home.
- ix. Explaining in detail the IAP that was prepared prior to the young person leaving the childcare setting.

3.11 FINANCIAL NORMS

- I. Financial assistance to young persons shall be provided as per ICPS norms applicable at that time and shall include comprehensive support on all components of aftercare programme.
- II. The State Government may provide additional financial support to further augment this amount, if need be in some cases – eg a medical emergency
- III. The Aftercare organisation shall be at liberty to raise additional resources for the Young Person depending on the assessment and exceptional needs of the young person as per the individual plan
- IV. The funds for managing the aftercare program are to be provided by the KSICPS for all 30 districts in the state of Karnataka

Flow chart:

Assessment report from the CCI

Individual aftercare Plan

Review of proposed Individual after care plan and finalizing same consulting young youth staying in CCI

Order from JJB/CWC for placement

Monetary support

Periodic review by the monitoring committee

Report generation quarterly basis

3.12: MONITORING AND REVIEW:

3.12.1 **Tracking progress of child:** After Care organisation will maintain individual case files for each young adult placed in after care. PO (NIC)/Probation Officer will make quarterly visits to the after care facilities and assess the social, vocational and educational progress of the young adult to determine whether necessary and appropriate services are being provided. The PO would also meet the young adult and discuss the progress with him/her. During the visit, the PO will also note the general well being and

health of the young adult and the general environment and upkeep of the place where he/she is living. All records of these visits will be maintained and updated after each review and assessment is completed. Quarterly review of the young adult in after care will also be conducted by the CWC/JJB. The organization should also form a monitoring committee comprising of volunteers, RWA/community representatives, social worker which can regularly assess the progress of the young adults.

3.12.2 Monitoring of After Care Organisation: The After Care organisation will be required to submit a statement of accounts to the DCPU every six months and an annual audited statement. They will also send a quarterly progress report for each child with the following information:

- Educational status (If child is studying).
- Health status (Specify in case of any health problems).
- Vocational Training (Specify the training and level).
- Employment status.
- Trainings attended (Life skills etc.).
- Counselling report.
- Report from the mentor.
- Mention the general progress of the young adult and his/her psycho-social development.

The Organisation will also inform the DCPU if they have established any linkages with the corporate sector, NGOs and any civil society organisations for placements of the young adult.

3.12.3 Records to be maintained by DCPU: The PO (NIC) of the DCPU will maintain –

(1) Master Register of young adults covered under the aftercare program. This register should provide a disaggregated picture of the whole process including:

- a) Date of placement,
- b) Gender
- c) Age of child at time of placement
- d) Parental status
- e) Date of completion of after care

(2) Individual file of every young adult placed in after care: This should have the following details and documents:

- a) Individual care plan envisaged at time of placement
- b) The placement order of the CWC/JJB

- c) Number of visits to the child and organisation,
- d) Report on young adult's educational achievements, vocational trainings and significant details of each visit of the PO
- e) Monitoring committee reports.
- f) Observations made at the time of each review of the placement in terms of extent and quality of compliance with care plans.
- g) Date and reason for completion of after care.

3.12.4: **Submission of Quarterly Reports:** all organizations providing aftercare will be submitting the quarterly report to the DCPU, and periodic review will be made by PO of NIC.

3.13 Submission of Annual report to the DCPC and the SCPC: The PO (NIC)/Probation Officer of the DCPU will prepare a consolidated annual report which be placed before the District Child Protection monitoring committee (DCPMC) and the State Child Protection Committee (SCPC) for review in order to ascertain the young adult's progress and the After Care organisation's efforts at meeting their physical and psychosocial needs.

3.14 There shall be proper mechanisms for linkages and synergy between govt, various departments, NGOs, agencies, corporate and other duty bearers to give the best to the young person.

3.15 Government may give the freedom, without any imposition, to the organizations which are already running aftercare facilities, to operate their aftercare homes with their own organizational philosophy and perspective within the spirit and word of law; and should not be prevailed upon to take young person given to them by the authorities, from Government or other organizations.

3.16 Helpline numbers should be made available for youth who are in aftercare, where they can contact to seek guidance or counseling, whenever required, and can find solutions for their concerns.

3.18 **Termination from Aftercare**

In the circumstances enumerated hereunder, the After Care organisation shall propose termination of after care services, of identified young adults, to the DCPU, and after verification of the details submitted, the DCPO shall recommend the case to CWC/JJB for final termination orders.

- If the young adult has found suitable employment and a place to live before attaining 21 years of age.
- The young person displaying lack of interest in the aftercare programme offered;

- Regularly breaking the rules and regulations
- Not co-operating with the other residents and / or constantly fighting with them;
- Being a negative influence on the other residents due to his / her bad habits, such as alcohol / drug addiction.
- In case girl/boy gets married
- If the young adult is absent for more than 15/30 days without information

3.19 Exit From Aftercare: In the circumstances enumerated hereunder, the aftercare organizations shall propose exit from aftercare services, of identified young persons, to the DCPU and after verification of the details submitted, the Committee shall recommend the case to SICPS for exit orders of the young person from Aftercare, subject to the assurance that the young person has been successfully mainstreamed and is able to live independently without any external support.

3.20 Even after exit, the young person may continue to be in contact with the mentor and peer mentors according to their own choice and free will, as the peer mentor has a vital role to play in enabling the young person to adjust to living in the community.

3.21 In case of girls, if it is found that there is no family support or fails to get a suitable employment, she may be referred to Swadhar Homes for shelter and continuation of vocational training.

3.22: The ACO/DCPU shall present the case for exit of the young person from aftercare support, in case it is found during monitoring visits by functionaries of the After Care organization or DCPU that the young person, despite receiving counseling/assistance is,

- i. Displaying lack of interest in vocational training/or continuing education etc.
- ii. Regularly breaking discipline
- iii. Becoming a negative influence on other residents due to his/her habits such as drinking, drug abuse etc.

The process of exit shall follow the checklist as given in Annexe 3.

CHAPTER 4: ROLES OF STAKEHOLDERS/ ROLES OF AUTHOTITIES AND AGENCIES⁴

4.1 DUTIES OF GOVERNMENT

- The Government shall ensure budgetary support under KSICPS for Aftercare programmes for every district.

⁴Foster care guidelines mentions ROLES...

- The State Governments shall additionally ensure that the DCPUs in every district have adequate budgetary support for conducting research, training and documentation on aftercare in their districts.
- Every Government shall formulate a robust aftercare program to establish, provide, manage and monitor aftercare support to young persons in all districts. The prime responsibility of aftercare shall be that of the State Government. The State Government shall establish and maintain aftercare Hostels and Group Homes.
- The State Governments shall maintain MIS to keep track of all children exiting Alternative Care and details of their life as young persons
- Create a central database system for monitoring purpose.
- Coordinate with other relevant ministries such as Ministry of youth affairs and/or Ministry of Sports, Ministry of higher education, Ministry of Industries, ministry of home affairs etc., to ensure convergence of existing schemes and making new special schemes for young persons living in aftercare.
- State Govt. may consider launch or design programmes for community participation, like the one proposed by Udayan Care - Bed, Breakfast and Care (BBC) scheme, wherein willing families in the communities can provide bed, breakfast and care to YP on offer of payment from the State government. The scheme will ensure that the concerned family is to register to utilize its resources and is capable to extend appropriate care and support services to the YP in a hassle free manner.

4.2 Duties of institutional or non-institutional childcare service providers such as CCI, foster carer or fit facility

- Every institutional or non-institutional **childcare service providers** shall prepare a list and develop an assessment report of children who turn 17 years of age in accordance with the provisions of Section 39 and Section 40 of the JJ Act, 2015 and shall be prepared in the format as prescribed in Form 14 of the JJ Rules, 2016 to understand the readiness of the child to live independently in one year's time period and the specific requirements for smooth transition from childcare to aftercare
- Prepare the Individual Aftercare Plan (IAP) for every young person depending on the assessment report and get it approved by CWC/JJB
- Submit the approved list along with the IAPs for all children turning 18 years to the DCPU well in advance but not later than three months ahead of the child turning 18 years of age.

- Every childcare institution must prepare and implement a **post-release follow-up** plan for the young person and shall conduct regular follow-up programs and maintain regular contact for all released children to ensure they do not get back to a difficult situation. Regular follow-up activities help to reduce chance of young person becoming unsupported at any point of time. Institutions should conduct half yearly meets to get a feedback from the young person's about their current situation and to ascertain the further interventions required for their successful mainstreaming⁵.

4.3 Role and responsibility of the CWC/JJB OF CWC/JJB

The CWC/JJB/court shall

- Make an order in prescribed format given in Form 37 under JJ Rules, 2016. A copy of this order shall be sent to the DCPO, which shall facilitate the actual placement, release of funds and monitoring the well-being of the Young Person.
- Examine and approve all documents submitted to it for its effectiveness by talking to the young person and take into consideration his/her opinion before finalizing the IAP.

4.4 Role and responsibility of DCPU

- The State Government should select the DCPU as the competent authority to recognize any registered Non-Governmental Organisation as fit facility aftercare organisation through CWC & JJB as case may be.
- DCPO would ensure that every transition from Childcare to Aftercare is smooth
- DCPO would maintain the following documentation:
 - (a) Master Register of Young adults in their districts including those who have been reintegrated back to his/her family or are living independently. This register shall provide a disaggregated picture of the whole process including:
 - i. Date of placement in aftercare
 - ii. Gender
 - iii. Age at time of placement
 - iv. Parental status
 - v. Date of completion of after care
 - (b) Maintain Individual file of every young person placed in aftercare: This shall have the following details and documents:
 - i. Individual Aftercare plan envisaged at time of placement

⁵http://www.wcd.nic.in/sites/default/files/SOP%20ON%20REHABILITATION%20OF%20CHILDREN%20IN%20CONFLICT%20WITH%20THE%20LAW_0_0.pdf

- ii. The placement order of the CWC/JJB
 - iii. Number of visits to the child and organisation, Young Person's educational level, vocational level and significant details of each visit.
 - iv. Observations made at the time of each review of the placement in terms of extent and quality of compliance with care plans.
 - v. Date of review of IAPs
 - vi. Status on completion of after care.
- Ensure that the assessment reports and IAPs have been reviewed and approval of funds have been taken by the DCPO before it makes the release/discharge order.
 - Ensure that the DCPO has sought proper funds and approvals before it issues the release/discharge orders. All such orders to be made as per form 44 of the JJ Rules. This is to prevent any period in-between when the Young Adult would have to wait because of administrative or other delays in procedures.
 - Allow the young adult to extend stay in Alternative Care settings if funds and arrangements for aftercare are not ready and effective
 - Organize quarterly workshops on legal literacy, life skills, latest technology, job fairs and placement opportunities and bring all Young Persons together to expose them to such issues.
 - DCPO would organize periodic review and monitoring visits to the after care organizations, review IAPs with the young adults and document same for submission to the DCPO. Form a monitoring committee comprising of volunteers comprising good Samaritans, aftercare service providers, Civil society participation, social worker which can regularly assess the progress the young adults and also bring Young Persons closer to the neighborhood and facilitate community re-integration.
 - Undertake awareness programmes to encourage members of the public to extend support to young persons for different domains of aftercare
 - Prepare a consolidated annual report which will be placed before the District Child Protection Committee (DCPC) and the State Child Protection Committee (SCPC) for review in order to ascertain the Young Person's progress.
 - Promote, support and recognise Young Persons associations and networks at the state level, district level
 - The DCPO shall co-ordinate with CCI/foster career or fit facility and the ACO for placement of the Young Adult at the earliest and not later than within 15 days of the release/discharge order.
 - The DCPO upon receiving the relevant documents from CWC/JJB shall immediately start the

process to plan the steps to be undertaken as soon as the child is released by CWC/JJB/ Court.

- For all young Adult who require constant and further support from the State, the DCPO shall provide support under the aftercare component from the JJ Funds/ICPS and ensure there is no delay in this regard and approvals are sought before the child turns 18 years of age. DCPO shall ensure that the approved funds are transferred directly to the bank account of the young persons in a timely manner and without any delay to avoid any inconvenience.
- Encourage young adults to avail facilities (subject to meeting essential criterion) such as scholarships under National Children's Funds, Swadhar accommodation for female young persons and other schemes of the central and state governments such as national health mission, reservation in higher education and jobs, MGNREGA, Awas Yojana PMAY, and National Social Assistance Schemes.
- Follow up and keep contact with all young adults who have been restored back to families as well as those living independently
- Fill out the check list and document them upon exit of young adults from aftercare
- Follow up with all young adults exiting aftercare for at least 2 years thereafter.

4.5 DUTIES OF AFTERCARE SERVICE PROVIDERS:

- Implement IAP of every young adult in close consultation with them.
- Organize quarterly workshops on legal literacy, life skills, latest technology, job fairs and placement opportunities and bring all young adults together to expose them to such issues.
- Form a monitoring committee comprising of volunteers, RWA/community representatives, social worker which can regularly assess the progress of the young adults and also bring young adults closer to the neighborhood and facilitate community re-integration.
- Submit a statement of accounts and narrative report related to the young adult to the DCPO every three months and an annual audited statement. They will also send a quarterly progress report for each child with the following information:
 - i. Educational status (If child is studying)
 - ii. Health status including mental health (Specify in case of any health problems)
 - iii. Vocational Training/ apprentice training (Specify the training and level)
 - iv. Employment status
 - v. Trainings attended (Life skills etc.)
 - vi. Counselling
 - vii. Mentorship
 - viii. Achievements

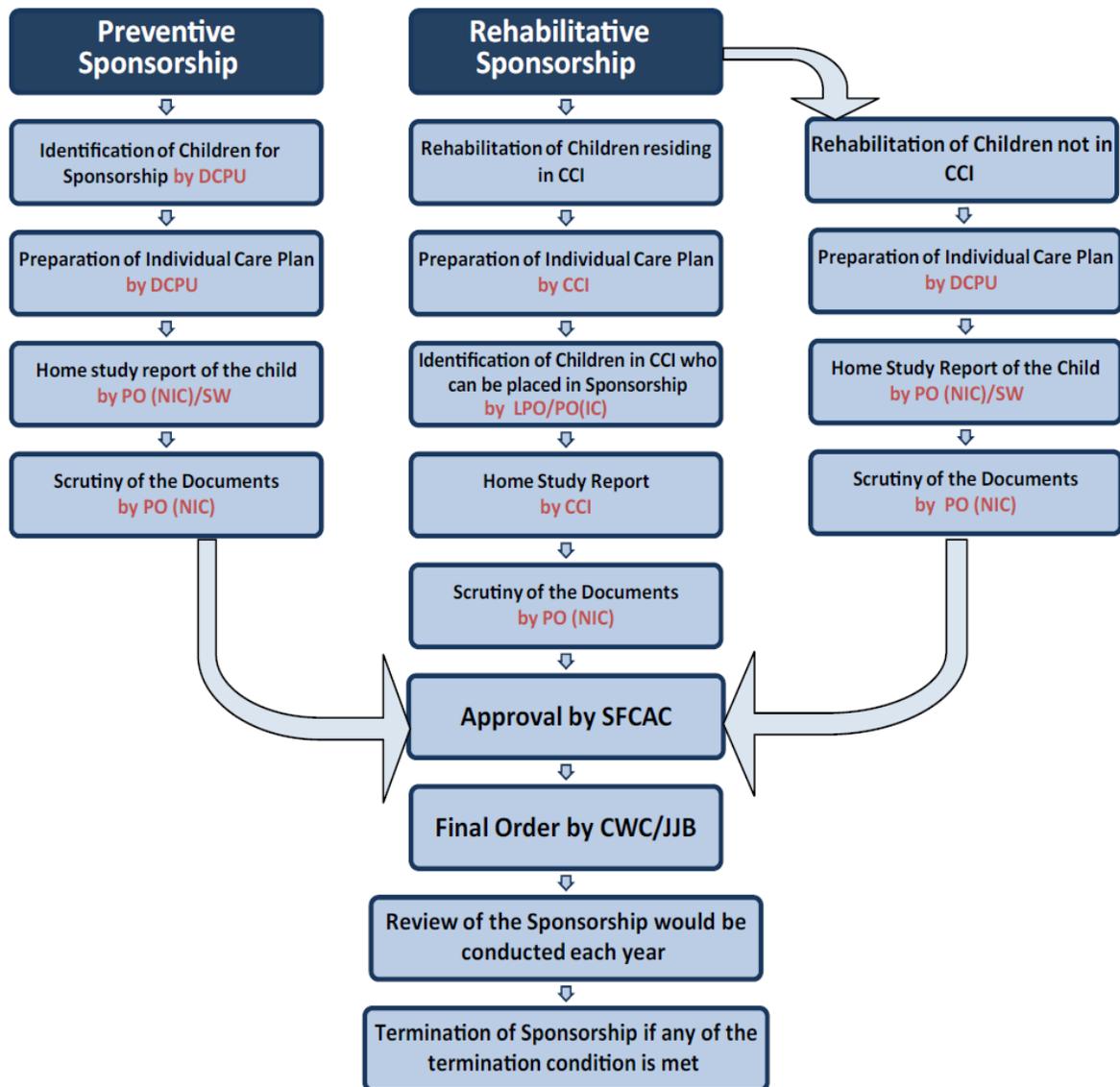
ix. Job procurement efforts

x. Mention the general progress of the young person and his/her psycho-social development.

- Inform the DCPU if they have established any linkages with the corporate sector, NGOs and any civil society organisations for placements of the young adults.
- Training of staff: Regular staff training and their assessment should be made mandatory.
- Mindfulness and other programs for the mental health of staff should be introduced in order to help them develop a positive environment within the aftercare home
- Network with like-minded NGOs, Govt. institutions like CWC, JJB, SJPU, DWCD, community organizations and other stakeholders to extend all possible support to young persons.

4.6 DUTIES OF SFCAC

- Implement and monitor the Aftercare programme in their districts
- Review and approve cases on aftercare for the financial support that is referred to them
- Document details of the financial expenses incurred on young persons in their district on annual basis



Annexure 1

MODELS OF AFTERCARE

MODELS FOR RESIDENTIAL AFTERCARE:

Aftercare, as abovementioned, shall be made operational by the State Government through the following aftercare programmes:

- (a) Independent Living
- (b) Group aftercare homes, and
- (c) Aftercare Hostels.

The best interest of young person shall be paramount while selecting the aftercare option, depending upon what is most appropriate and effective.

(A) INDEPENDENT LIVING

In cases where the young person or a group of young persons are assessed to be able to and are willing to stay independently and manage their living without any support from State, they shall be allowed to do so.

Support and follow up by the DCPO shall still be undertaken for a period of 2 years to avoid risks

(B) GROUP HOME

Aftercare Group homes may be set up by the State Gov or an NGO to allow the young persons to start the process of reintegration with society, while still providing guidance and support in a facilitative environment

Criteria for offering aftercare Group Homes as an option

The following criteria shall be considered when determining the suitability of the young person to enter a Group Home :

- in cases where a particular young person does not require constant supervision;
- Young person understands the schedule of the aftercare programme and the Group Home, and is in a position to adhere to it on his / her own.

Concept of Group Home

Group Home is a residential unit]in a building or anywhere else, on rent or otherwise, where children / youth stay together. Staying in a Group Home acquaints the child / youth with the challenges of living in a community and fending for herself / himself. It is to inculcate a sense of responsibility within those residing in the Group Home towards each other. It is necessary for the residents along with the Social Worker to lay down practices [informing the others if one is returning late on a particular night, seeking permission of the others for a friend's visit] to ensure the children / youth's safety and security, and that the views of each of the residents is respected and considered in matters relating to the Group Home.

Establishment and Maintenance of Group Homes

- (i) The young person staying in a Group Home shall share the monthly expenses of the Group Home, such as electricity, food, etc. In case of the child / youth not earning or having insufficient earning, the State Government or Non-Governmental Organisation shall pay a stipend [fixed by the State Government] to such young person so that he / she is also able to contribute towards the monthly expenses.
- (ii) The State Government or Non-Governmental Organisation running the Group Home shall pay the rent of the Group Home.
- (iii) The State Government or Non-Governmental Organisation running the Group Home shall bear the fees for education / vocational training of young person who has no means of earning or who has insufficient earnings.
- (iv) Residential accommodation for Group Homes may be identified by the State Government, Non-Governmental Organisations or the beneficiaries themselves.
- (v) The executing of documents for security of tenure shall be the responsibility of the State Government or the concerned Non-Governmental Organisation.
- (vi) Supervising and mentoring of those residing in the Group Home shall be the main task of the agency [State Government / Non-Governmental Organisation] that is implementing the aftercare programme. Such supervision and mentoring may be done by social workers, counsellors and peer mentors.
- (vii) During the entire process of young person's stay in the Group Home, the State Government/Non-Governmental Organisation implementing the programme shall extend their complete support and guidance to the young person in the Group Home to enable them to move towards their goals. This support will continue as the initial adjustment and settling down may require assistance.
- (viii) The State Government shall make the necessary budgetary allocations for setting up and running of Group Homes, and for funding Non-Governmental Organisations to run Group Homes .

Staff

The young person in a Group Home may require to turn to someone for emotional support and ventilation of their feelings. It is a known fact that persons moving out of the protected environments of an institution with limited social contact and exposure find it difficult to cope with their sudden freedom, independence and societal pressures. This could lead to them succumbing to negative peer pressure, getting into substance abuse, dropping out of the education system, losing jobs or committing crimes. Therefore, the roles of the Social Worker, the Counselor and the Peer Mentor [if available] are extremely crucial in providing the child / youth with directional guidance, support and decision making skills.

Every Group Home, whether managed by the State Government / Non-Governmental Organisation shall appoint the following staff to implement its after-care programme and help the young person to attain his / her goals of independent living :

- (a) Social Worker [Masters in Social Work];
- (b) Counselor [qualified mental health professional];
- (c) Peer Mentor [if available].

The above persons shall work as a team whose head shall be the Social Worker. This team may be appointed for one or more Group Homes. This team shall assist the young person to adjust to life in a Group Home and handle day to day problems, including those faced at the work place. The Social

Worker and Counselor shall make weekly visits on a stipulated day and time to the Group Home to meet with the young person staying there, and on other days shall be easily accessible to the young person.

(1) The following are the specific responsibilities of the **Social Worker** while supervising the functioning of a Group Home:

- (a) Checking on the education / vocational training and employment of the child / youth in the Group Home.
- (b) Getting regular updates from the young person about their progress.
- (c) Advising the young person, whenever advice is sought by them.
- (d) Lay down practices in consultation with the young person in a Group Home to ensure their safety and security, and to ensure that the views of each of the residents, in matters related to their stay in the Group Home, is respected and considered.
- (e) Conducting surprise checks on the Group Home to ensure that everything is in order.
- (f) Checking on the health status of the young person.
- (g) Referring the young person to the Counsellor, and maintaining regular contact with the Counsellor / Peer Mentor.
- (h) Responding to emergencies, if any.
- (i) Discussing disciplinary issues, if required.
- (j) Documentation, viz., particulars of the child / youth and their period of stay in the Group Home, making notes of the meetings held with the Counselor / Peer Mentor.
- (k) Helping the young person to obtain documents, such as, PAN Card, Voter's Identity Card.
- (l) Reporting to the Child Welfare Committee / Juvenile Justice Board, if so required by the placement order.
- (m) Preparing a list of resources available in the neighbourhood, such as hospitals, dispensaries, police station, post office, banks, grocery shop.
- (n) Periodic assessing and reviewing [a minimum of once in every three months] of the After-Care Plan that was prepared prior to the young person entry into the Group Home.
- (o) The Social Worker shall identify those cases where the young person is ready to leave the Group Home to lead an independent life, and refer them to the Counselor.
- (p) To network with other organisations and mobilize resources to help the young person for their life post-exit from the After-Care programme.
- (q) Encourage the young person to maintain contact with family / parents / guardian.

(2) The following are the specific responsibilities of the **Counselor** whilst dealing with young person staying in a Group Home:

- (a) To mentally and emotionally prepare the young person who is found ready to move to an independent life.
- (b) Support the young person through new difficult experiences.
- (c) Model healthy and productive lifestyle choices, appropriate behaviour and positive habits.
- (d) During the weekly visits to the Group Home, the Counselor shall hold group and individual sessions with the young person, and any relevant therapeutic sessions depending on the need.
- (e) Offer information regarding the young person choices so that he / she can make informed decisions.
- (f) Explore the young person's strengths and assist him / her to develop these further.
- (g) Explore and discuss with the young person possible interventions to meet their needs.

- (h) Be in regular communication with the social worker to assess and support the young persons' progress.
- (i) To report to the Social Worker, any cases of severe mental health issues amongst the young person residing in the Group Home as a measure to prevent any harm to the person of that and / young person residing in the Group Home.
- (j) Develop and maintain comprehensive documentation of sessions held with the young person.

(C) AFTERCARE HOSTELS

Aftercare Hostel is an alternative model that may be established and implemented by the State Government.

Criteria for Eligibility to Aftercare Hostels

The following criteria shall be considered when determining the suitability of a young person to enter an Aftercare Hostel :

- (a) a particular young person requires constant supervision and / or a structured set-up to adhere to his / her aftercare Plan;
- (b) a particular young person (i) has not yet, joined any educational / vocational training programme, or gotten a job / chosen a livelihood option, and till then requires to be engaged in some constructive activity; (ii) requires some preparation prior to joining an educational / vocational training programme or acquiring a job / livelihood option.
- (c) A young person expresses the need to remain in a supervised secure setting due to apprehension of external threat which he / she feels will cause a hindrance in achieving their goals.

When no Group Homes have been established in a particular district or there is no vacancy in Group Homes, a young person found suitable to join an aftercare programme may be placed in an aftercare Hostel.

Concept of Aftercare Hostel

An aftercare Hostel is a residential structure containing more than one room and in each one of these rooms two or more young person stay together. The residential structure has common spaces, such as kitchen, washrooms, which are to be used in common by all those residing there. As stay in an aftercare Hostel is for the ultimate purpose of acquainting the young person with the challenges of living in a community and fending for himself / herself, it is important to note that life in an aftercare Hostel should be akin to a community-setting, and not an institution-setting.

Establishment and Maintenance of an aftercare Hostel

An aftercare Hostel may be established by the State-Government or a Non-Governmental Organisation. The State Government shall fund Non-Governmental Organisations that have established and / or are managing aftercare Hostels. Non-Governmental Organisations may establish and / or manage aftercare Hostels without accepting any funds from the State Government.

The maintenance of an aftercare Hostel shall be the shared responsibility of the young person staying there and the agency [State Government / Non-Governmental Organisation] that is managing it. Establishment, maintenance, including payment for renting the premises, and repair of the structure shall be the sole responsibility of the agency managing the hostel. The individual rooms shall be kept clean by those residing in that room whereas the common spaces shall be cleaned by the staff of the agency managing the hostel. The salary and wages of the staff shall be payable by the agency managing the aftercare Hostel. The residents of the hostel will do their own cooking or make arrangement for the same.

A monthly charge will be fixed by the State Government which every young person shall pay for his / her stay in the aftercare Hostel, irrespective of whether it is managed by the State Government or Non-Governmental Organisation. As in the case of a Group Home, in case the young person is not earning or is earning a paltry amount, the State Government or Non-Governmental Organisation shall pay a stipend [fixed by the State Government] to such young person so that he / she is able to contribute to the monthly charge for stay in the aftercare Hostel and other expenses.

Every aftercare hostel shall maintain a Suggestion Box to enable the residents to voice their suggestions / grievances either in their name / anonymously. This Suggestion Box should be kept sealed and shall be opened once a month by a representative of the State Government or the management of the non-governmental organization that is implementing the aftercare programme, and shall hold meetings with the residents, in the presence of the Social Worker, to discuss the grievances.

Staff

Over and above the staff required to run a Group Home [Social Worker, Counsellor, Peer Mentor (if available)], the agency managing an aftercare Hostel shall employ a full-time residential Superintendent, and staff to do the house-keeping and maintain security. These persons shall work as a team whose head shall be the Social Worker.

- (1) The following are the specific responsibilities of the **Social Worker** while supervising the functioning of an aftercare Hostel:
 - (a) The Social Worker shall be easily accessible to the young person.
 - (b) Engaging the young person who have newly entered the aftercare Hostel in life-skill education, personality development, personal safety programme, etc., and to prepare them to join an educational / vocational training programme.
 - (c) The Social Worker will give a periodical update in writing to the Superintendent on the progress made by the young person. The Social Worker will inform the Superintendent regarding any cases of severe mental health issues amongst the residents as a measure to prevent any harm to the person of that and / or any young person residing in the aftercare Hostel. The Social Worker shall also inform the Superintendent of any untoward incident that has come to his / her notice for appropriate action.
 - (d) Checking on the education / vocational training and employment of the young person in the aftercare Hostel.
 - (e) Getting regular updates from the young person about their progress.
 - (f) Advising the young person, whenever advise is sought by them.
 - (g) Referring the young person to the Counselor, and maintaining regular contact with the Counselor / Peer Mentor.
 - (h) Responding to emergencies in cases referred by the Superintendent.
 - (i) Documentation, viz., particulars of the young person and their period of stay in the aftercare Hostel, making notes of the meetings held with the Counselor / Peer Mentor.
 - (j) Helping the young person to obtain documents, such as, PAN Card, Voter's Identity Card.

- (k) Reporting to the Child Welfare Committee / Juvenile Justice Board, if so required by the placement order.
 - (l) Periodic assessing and reviewing [a minimum of once in every three months] of the aftercare Plan that was prepared prior to the young person entry into the After-Care Hostel.
 - (m) The Social Worker shall identify those cases where the young person is ready to leave the aftercare Hostel to lead an independent life, and refer them to the Counselor.
 - (n) To network with other organisations and mobilize resources to help the young person for their life post-exit from the aftercare programme.
 - (o) Encourage the young person to maintain contact with parents / guardian.
- (2) The following are the specific responsibilities of the **Superintendent** while supervising the functioning of an aftercare Hostel:
- (a) The Superintendent of a State Government run aftercare Hostel will report to the District Women and Child Development Officer whereas, the Superintendent of a Non-Governmental Organisation run aftercare Hostel will report to the management of the After-Care Hostel.
 - (b) During the absence of the Superintendent, the Social Worker, and during the absence of both, any other person authorized by the Superintendent shall perform the duties of the Superintendent.
 - (c) The Superintendent will reside in the aftercare Hostel. The Superintendent shall be in charge of general monitoring / supervision and maintenance of the aftercare Hostel.
 - (d) The Superintendent shall be responsible for the property of the aftercare Hostel, and all money and stores received for the functioning and maintenance of the aftercare Hostel.
 - (e) The Superintendent will prepare a list of resources available in the neighbourhood such as hospital, medical dispensary, police station, post office, banks, grocery shop, etc.
 - (f) The Superintendent shall be responsible for coordinating the roles and responsibilities and the discipline amongst the subordinate staff [house-keeping and security] as well as the residents of the aftercare Hostel.
 - (g) The Superintendent shall be in charge of office correspondence and visitors to the aftercare Hostel.
 - (h) Checking on the health status of the young person.
 - (i) Responding to emergencies, if any and may also refer cases to the Social Worker when required.
 - (j) Lay down practices in consultation with the aftercare in the aftercare Hostel to ensure their safety and security, and to ensure that the views of each of the residents, in matters related to their stay in the aftercare Hostel, is respected and considered.
 - (k) Conducting surprise checks on the rooms in the aftercare Hostel to ensure that everything is in order.
 - (l) Safe-keeping of money / valuables that the young person has entrusted to the Superintendent. Making a list of such money / valuables and obtaining the signature of the child / youth on the same, and furnishing the young persons with a copy thereof.
- (3) The following are the specific responsibilities of the **Implementing Agency [State Government / Non-Governmental Organisation]** while running an aftercare Hostel:
- (a) Constructing or taking on rent, a structure for the aftercare Hostel and ensuring that it is equipped with all facilities like electricity, sanitation, water supply, security guards, etc.
 - (b) Maintaining and repairing of the structure / facilities provided and keeping the aftercare Hostel in an adequate livable condition.
 - (c) Providing for common facilities in the aftercare Hostel such as cooking facilities, bathing facilities, recreational facilities, etc. which can be used by all the residents residing in the aftercare Hostel.
 - (d) Employing a full time Superintendent and Social Worker.
 - (e) Appointing a Counselor.
 - (f) Appointing a Peer Mentor [if available].
 - (g) Appointing staff to do house-keeping and maintain security.

- (h) The State Government / Non-Governmental Organisation running the aftercare Hostel shall pay for the rent of the premises, electricity, water charges and gas cylinders.
 - (i) The State Government / Non-Governmental Organisation running the After-Care Hostel shall bear the fees for education / vocational training of young person who has no means of earning or who has insufficient earnings.
 - (j) Supervising and mentoring of those residing in the aftercare Hostel shall be the main task of the agency [State Government / Non-Governmental Organisation] that is implementing the after-care programme. Such supervision and mentoring may be done through the Superintendent, Social Workers, Counselors, and Peer Mentors.
 - (k) During the entire process of the young person's stay in the aftercare Hostel, the State Government / Non Governmental Organisation implementing the program shall extend their complete support and guidance to the child / youth in the aftercare Hostel to enable them to move towards their goals. This support will continue as the initial adjustment and settling down may require assistance.
 - (l) To arrange for programmes such as life-skill education, personality development, personal safety, etc. for the young person who have newly entered the After-Care Hostel.
 - (m) In cases where the young person is not earning, the State Government / Non-Governmental Organisation will pay a stipend to such young person so that she / he is able to contribute towards her / his stay in the aftercare Hostel and her / his daily expenses.
- (4) The following are the specific responsibilities of the **Counselor** whilst dealing with young person staying in an aftercare Hostel:
- (a) The Counselor will be a visiting Counselor and will visit the aftercare Hostel on a weekly basis or as per the requirement of the young person residing there
 - (b) To mentally and emotionally prepare the young person who is found ready to move to an independent life.
 - (c) Support the young person through new difficult experiences.
 - (d) Model healthy and productive lifestyle choices, appropriate behavior and positive habits.
 - (e) During the weekly visits to the aftercare Hostel, the Counselor shall hold group and individual sessions with the children / youth, and any relevant therapeutic sessions depending on the needs of the young person residing there.
 - (f) Provide the young person with information regarding their choices [vocation / job/ livelihood option] so that he / she can make informed decisions.
 - (g) Explore the young person's strengths and assist him / her to develop these further.
 - (h) Explore and discuss with the young person possible interventions to meet their needs.
 - (i) Be in regular communication with the Social Worker to assess and support the young person's progress.
 - (j) Develop and maintain comprehensive documentation of sessions held with the young person.
 - (k) To report to the Social Worker or Superintendent any information gathered from a young person that requires intervention.
 - (l) To report to the Social Worker or Superintendent, any cases of severe mental health issues amongst the young person residing in the aftercare Hostel as a measure to prevent any harm to the person of that and / or any other young person residing in the aftercare Hostel.
- (5) The following are the **specific responsibilities of the young person** residing in the After-Care Hostel:

- (a) Arranging for one's own food, ensure cleanliness of their respective rooms and arranging for one's own utilities, toiletries, clothing, bedding, etc.
 - (b) To coordinate with the Social Worker and make oneself available for individual / group meetings and other relevant sessions organized for the young person by the management.
 - (c) To ensure that while staying in the Aftercare Hostel, the monthly contribution as prescribed by the State Government is made to the agency managing the After-Care Hostel.
 - (d) To respect the rules and regulations of the Aftercare Hostel, and to respect the staff and other residents.
 - (e) To report any untoward incident to the Superintendent.
- (6) The above shall be adhered to by all the agencies, viz., the State Government or Non-Governmental Organisation, irrespective of whether it is funded by the State or not, running an aftercare programme.

Annexure 2

FORMAT OF INDIVIDUALAFTERCARE PLAN

Name of Case Worker/ Welfare Officer/Probation officer:.....

Date of preparing the IAP:.....

Case/Profile No. (CWC/ JJB/ Foster Care Case File Number):.....

FIR No (if any.....U/Sections (Type of offence), applicable in case of Children in Conflict with Law.....

Police Station.....

Address of the Board or the Committee:.....

Date of Admission (if youth was in a CCI/ foster care):.....

Name of the CCI/OH/FC:.....

Stay of the youth there (Fill as applicable):

(i) Duration of stay

(ii) Date of exit

Reason(s) for institutionalization:

- (i) Demise of parent(s)
- (ii) Incapacitation of parents
- (iii) Criminal behavior of parents
- (iv) Separation of Parents
- (v) Abandonment by parents due to disability/HIV/AIDS
- (vi) Poverty
- (vii) Abuse by parent(s)/guardian(s)/step parents(s)
- (viii) Lack of Educational support
- (ix) Trafficked/Child Labour/Begging/Drug peddling
- (x) Others (please specify)

Date of admission in After Care:.....

Details of After Care:.....

PART A

A. PERSONAL DETAILS (to be provided by youth on admission; also to be verified from the file from the previous placement):

1. Name of the Youth:.....

2. Contact details of the youth (Mobile & E-mail ID):.....

3. Age/Date of Birth:.....

4. Sex: Male/Female:.....
5. Father's name:.....
6. Contact details of father:.....
7. Mother's name:.....
8. Contact details of mother:.....
9. Nationality:.....
10. Religion:.....
11. Caste:.....
12. Language/s spoken:.....
13. Disability (if any):.....
14. Disability certificate

B. FAMILY DETAILS

S. No	Name & Relationship	Age	Sex	Education	Occupation	Income	Health Status	History of Mental Illness	Addictions
1.									
2.									
3.									
4									
5									

Relationship with family members:

1	Father & mother	Cordial/ Non- Cordial/ Not Known
2	Father & youth	Cordial/ Non- Cordial/ Not Known
3	Mother & youth	Cordial/ Non- Cordial/ Not Known
4	Youth & siblings	Cordial/ Non- Cordial/ Not Known
5	Youth & grandfather	Cordial/ Non- Cordial/ Not Known
6	Youth & grandmother	Cordial/ Non- Cordial/ Not Known
7	Youth & uncle (any relative)	Cordial/ Non- Cordial/ Not Known
8	Youth & aunt (any relative)	Cordial/ Non- Cordial/ Not Known

Can the youth be restored to the family?:.....

C. LEGAL DOCUMENTS AVAILABLE (photocopies to be provided by the youth on admission)-

1. Aadhar No.:
2. PAN No.-:
3. Voter ID No.:
4. Passport No. (If available):
5. Disability Certificate:

D. FINANCIAL DETAILS (photocopy of the passbook to be provided by the youth on admission)

1. Details of Savings Account of the youth, if any
2. Details of youth's earnings, if any(As per the youth and the records received from previous Placement).....

E. ADADEMIC DETAILS/ ACHIEVEMENTS (photocopies to be provided by the youth on admission)-

1. Mark sheet of the last class cleared-
2. Name of the last educational institution attended-
3. Class 10th mark sheet-
4. Class 12th mark sheet-

5. Graduation mark sheet-

6. Graduation degree-

7. Vocation training certificate(s)-

i.

ii.

iii.

8. Certificate in any hobby course-

i.

ii.

iii.

9. Details of awards/rewards/medals, if any-

i.

ii.

iii.

F. HEATH DETAILS OF THE YOUTH-

1. Health status-

i. Respiratory disorders - present / not known / absent

ii. Hearing impairment - present / not known / absent

iii. Eye diseases- present / not known / absent

iv. Dental disease- present / not known / absent

v. Cardiac diseases- present / not known / absent

vi. Skin disease-present / not known / absent

vii. Sexually transmitted diseases- present / not known / absent

viii. Neurological disorders- present / not known / absent

ix. Mental handicap- present / not known / absent

- x. Physical handicap- present / not known / absent
- xi. Urinary tract infections –present / not known / absent
- xii. Others (pl. specify) –
- xiii. History of hospitalization:.....
- xiv. Any immediate attention needed:.....

2. Whether the youth has any addiction (if yes, please give details).....

Treatment done so for:.....

G. Based on the Case History and interaction with the youth, give details on following areas of concern and interventions required, if any

S. No.	Category	Area(s) of support required	Proposed intervention
1	Youth's expectation from After Care		
2	Health & nutritional needs		
3	Emotional and psychological support needs		
4	Educational and Training needs		
5	Leisure, creativity and sports		
6	Inter-personal relationships		

7	Religious beliefs		
8	Self care& life skills training		
9	Independent living skills; legal literacy, financial management skills		
10	Employability skills, internships and employment		
11	Any significant experiences which may have impacted the development of the youth violence, parental neglect, bullying in school/ institution, etc. (Please specify)		
12.	Any other, specify		

PART B. PROGRESS REPORT OF THE YOUTH(to be prepared every fortnight for first three months and thereafter to be prepared once a month)

[Note: Use different sheet for Progress Report]

1. Name of the Probation Officer/Case Worker/Welfare Officer
2. Period of the report.....
3. Admission No.....
4. Profile No.....
5. Name of the youth.....
6. Date of Joining Aftercare:
7. Duration of After Care support completed.....
8. Place of interview Dates.....
9. General conduct and progress of the child during the period of the report.....
.....
.....
10. Progress made with regard to proposed interventions as mentioned below:

S. No.	Category	Area(s) of support required	Interventions made so far	Further Proposed intervention/s
1	Youth's expectation from After Care			
2	Health & nutritional needs			
3	Emotional and psychological support needs			
4	Educational and Training needs			

5	Leisure, creativity and sports			
6	Inter-personal relationships			
7	Religious beliefs			
8	Self care& life skills training			
9	Independent living skills; legal literacy, financial management skills			
10	Employability skills, internships and employment			
11	Any significant experiences which may have impacted the development of the youth: violence, parental neglect, bullying in school/institution, violence, etc. (Please specify)			
12.	Any other, specify			

Date of report.....

Signature of case worker/ welfare officer/ probation officer.....

C. PRE-RELEASE REPORT (to be prepared 15 days prior to release)

1. Details of education/ vocational course done:
2. Details of recommended accommodation post-release-
 - (i) Address-
 - (ii) Monthly rent-
 - (iii) Security deposit (if any)-
 - (iv) Name of the land lord-
3. Details of internships done while at the Aftercare:
4. Training undergone and skills acquired

.....

.....

.....
5. Details of job placement/ business/startup of the youth, at the time of leaving Aftercare:
 - (i) Name of the organisation-
 - (ii) Designation-
 - (iii) Salary offered/ earnings-
 - (iv) Date of joining-
 - (v) Job location-
6. Rehabilitation and restoration plan of the youth (to be prepared with reference to progress reports of the youth)

S. No.	Category	Rehabilitation & restoration plan of the youth
1	Youth's expectation from After Care	
2	Health & nutritional needs	
3	Emotional and psychological support needs	
4	Educational and Training needs	
5	Leisure, creativity and sports	
6	Inter-personal relationships	

7	Religious beliefs	
8	Self care& life skills training	
9	Independent living skills; legal literacy, financial management skills	
10	Employability skills, internships and employment	
11	Any significant experiences which may have impacted the development of the youth: violence, parental neglect, bullying in school/instituion, violence, etc. (Please specify)	
12.	Any other, specify	

Date of release/repatriation.....

6. Legal documents of the youth available-

- i. Aadhar Card-
- ii. PAN Card-
- iii. (iii)Voter ID-
- iv. Passport-
- v. Disability certificate-
- vi. BPL Card
- vii. Caste Certificate

8. Details of PO/WO/case worker for post-release follow-up.....

9. Details of one time support required (If required).....

10. Medical examination report before release.....

11. Any other information

Date of report.....

Signature of case worker/ welfare officer/ probation officer.....

D. POST-RELEASE/RESTORATION REPORT OF THE CHILD

1. First interaction report of the Probation Officer/Welfare Officer/Case Worker /social worker/non-governmental organisation identified for follow-up with the child post-release
2. Progress made with reference to Rehabilitation plan.....
3. Parent’s/ extended family’s/ foster familie’s behavior/attitude towards the youth (If any)
4. Marital Status-
 - i. Name of the spouse-
 - ii. Date of wedding-
5. Social milieu of the youth, particularly attitude of neighbors/ community
6. How is the child using the skills acquired
7. Report of second and third follow-up interaction with the child after two months and six months respectively.....
8. Identity Cards and Compensation

[Instruction: Please verify with the physical documents]

IDENTITY CARDS	Present status (Please tick whichever is applicable)		Action taken
	Yes	No	
Birth Certificate			
School certificate			
Caste certificate			

BPL Card			
Disability Certificate			
Immunization card			
Ration Card			
Adhaar Card			
Received compensation from Government			

Signature of the PO/ Welfare Officer

ANNEXURE 3

EXIT CHECKLIST

This process has to be facilitated by the Social Worker, if need be, in the presence of the Superintendent and / or Counselor, prior to the young person leaving the Group Home / Aftercare Hostel.

This is a process and therefore shall not be done in one sitting.

1. Review of Aftercare Plan
2. Young Person is settled in his/her job and managing livelihood well.
3. Young Person has a secured accommodation / shelter and will be able to look out for alternatives if need arises.
4. Young Person is assured and confident that she/he will, in case of need, continue to have access to Social Worker, Counsellor, Peer Mentors and grievance redressal systems
5. Young Person is responsible to take care of own finances and important documents and day to day living and has a support system, network of peers/friends and a social life as part of his mainstreaming

