



Republic of Ghana

# **Guidelines for the Management and Disbursements of the District Assemblies Common Fund for Persons with Disabilities 2024**



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## List of Abbreviations

DACF	District Assemblies Common Fund
DFMC	Disability Fund Management Committee
DSW	Department of Social Welfare
GFD	Ghana Federation of Disability Organizations
LEAP	Livelihood Empowerment Against Poverty
MMDAs	Metropolitan, Municipal and District Assemblies
MoGCSP	Ministry of Gender, Children and Social Protection
MLGRD	Ministry of Local Government, Decentralisation and Rural Development
NCPD	National Council on Persons with Disability
NHIS	National Health Insurance Scheme
OPD	Organisation of Persons with Disabilities
PWD	Persons with Disability

## Acknowledgments

The Ministry of Gender, Children and Social Protection, Ministry of Local Government, Decentralisation and Rural Development, the National Council on Persons with Disability, and the Ghana Federation of Disability Organisations (GFD) would like to acknowledge and thank all those who made the revision of the Guidelines for the Management and Disbursement of the District Assemblies Common Fund for Persons With Disabilities a reality.

We are most grateful to the Organisations for Persons with Disabilities (OPDs), Regional and District Coordinating Directors, members of the Disability Fund Management Committees, GFD regional and district chairpersons for their immense contributions and active participation during stakeholder engagements as well as the validation review meetings.

The tremendous support of Ghana Somubi Dwumadie (Ghana Participation Programme) through the funding support of UK Aid from the British People is most appreciated.

Final gratitude goes to all those who provided technical support from the onset, with critical valuable review inputs, and continued to work tirelessly to finalise this document for publication.

## Foreword

The Guidelines for the Disbursement and Management of the District Assemblies Common Fund for Persons with Disability was developed in 2010 by the National Council on Persons with Disability and the Ghana Federation of Disability Organisations (GFD), under the authority of the then Ministry for Employment and Social Welfare, in cooperation with the Office of the Common Fund Administrator and with the approval of the Ministry for Local Government and Rural Development.

The National Council on Persons with Disability was established by the Persons with Disability Act, 2006, (Act 715). The Council is tasked with the function and the responsibility of proposing and evolving policies that mainstream persons with disabilities in the national development process. Since the adoption of the Guidelines and the subsequent implementation from 2010, several administrative changes occurred culminating in institutional reorganisation and structural alignment. This meant a realignment of the social protection mandate under the Ministry of Gender, Children and Social Protection (MoGCSP), to implement core functions of harmonising social protection interventions that better target the poor and vulnerable families, particularly persons with disabilities, through the National Council on Persons with Disability. After more than 10 years of implementation, both the National Council on Persons with Disability and GFD, with support from partners, began the process of reviewing the Guidelines.

In recognition of an evidence-based review of the Guidelines for the Disbursement and Management of the District Assemblies Common Fund for Persons with Disability, the Ministry of Gender, Children and Social Protection collaborated with the Ministry of Local Government, Decentralization and Rural Development, Office of Head of Local Government Services, and the service users themselves through the National Council on Persons With Disability and GFD, with technical support from Ghana Somubi Dwumadie through UK Aid funding from the British People.

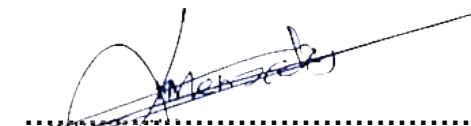
The process generated evidence from key stakeholders and end-users themselves with an informed understanding of the implementation challenges and successes since its adoption as a national policy in 2010. The evidence-based review also provided strategic recommendations to ensure an enabling environment for disability inclusion, which have been used to revise the 2010 Guidelines in line with the United Nations Conventions on the Rights of Persons with Disabilities, as well as global commitments on disability.

The revisions focus on realigning the fund allocation areas and have made the composition of Disability Fund Management Committee more user-involved, gender-inclusive, and ensured the inclusion of persons with mental health conditions, among others.

The Governing Board of the National Council on Persons with Disability approved the revised Guidelines for the Hon. Ministers' attention in line with the Persons with Disability Act, 2006, and consistent with the UNCPRD as well as global commitments on disability.

The Ministry of Gender, Children and Social Protection and the Ministry of Local Government, Decentralization and Rural Development continue to remain resolute in

our commitment, through the National Council on Persons with Disability and the Office of the Common Fund Administrator, to mobilize efforts for the full implementation of the provisions in the Guidelines to accelerate progress towards fulfilment of the rights promotion and protection of persons with disabilities in Ghana.



.....  
**Hon. Martin Adjei-Mensah Korsah (MP)**  
Minister for Local Government,  
Decentralisation & Rural Development



.....  
**Hon. Dakoa Newman (MP)**  
Minister for Gender, Children &  
Social Protection



## Introduction

The National Council on Persons with Disability was created by Act of Parliament; that is the Persons with Disability Act, 2006 (Act 715) as the State Agency mandated for disability matters and inclusion. Section 42 of the Persons with Disability Act, 2006 (Act 715) obliges the Council to propose and evolve policies and strategies to enable persons with disabilities enter and participate in the mainstream of the national development processes, by monitoring, evaluation, and reporting.

Section 125 of Local Governance Act 2016, (Act 936) ensures that a percentage of the total quarterly revenues of Ghana is released to the MMDAs for local level development. Out of this, a percentage is allocated for the socio-economic empowerment of persons with disabilities.

The Guidelines for the Disbursement and Management of the District Assemblies Common Fund for Persons with Disability (Guidelines, 2010) was adopted to regulate the management and disbursement of the common fund for persons with disabilities by the Disability Fund Management Committees. In accordance with Sections 42 (1) and (2) of the Act 715, the Guidelines (2010) obliges the MMDAs, through the Disability Fund Management Committees, to submit reports on the management and disbursement of the Fund.

The review of the Guidelines for the Disbursement and Management of the District Assemblies Common Fund for Persons with Disability (Guidelines, 2010) was informed by the inadequate regulatory provisions to accommodate emerging trends in disability inclusion. The Council in 2018 worked in collaboration with stakeholders, including 45 organizations of persons with disabilities and some selected district assemblies, to review the Guidelines for the Disbursement and Management of the District Assemblies Common Fund for Persons with Disability. Subsequently in 2021, an additional district level focus group discussions (FGDs) were conducted involving 95 individual stakeholders made up of mostly MMDA officials, persons with disability, members of the District Fund Management Committees, (DFMCs) including regional and district organisations of persons with disabilities (OPDs).

The revised Guidelines for the Disbursement and Management of the District Assemblies Common Fund for Persons with Disability is informed by numerous complaints received by the Council, the Draft Persons with Disabilities Re-enactment and the accompanying Legislative Instrument, concerns expressed by the Local Government and Rural Development Committee of Parliament and the Disability Fund Management Committees, Social Welfare and Community Development, entrepreneurs with disabilities, students with disabilities, parents of children with disabilities and Organisations of persons with disabilities.

The revised Guidelines for the Management and Disbursement of the Common Fund for Persons with Disability makes provisions for standard reporting format, the inclusion of Ghana Enterprises Agency on the Disability Fund Management Committees for training entrepreneurs with disabilities, takes cognizance of the unique situation of parents and caregivers of children with disabilities and the different categories of persons with disabilities including those with mental health conditions among others, as outlined under Schedules A & B. The learnings, best

practices and evidence from the stakeholder engagements have been used to further provide in the appendices, sets of standardized beneficiary application form, assessment criteria, format for beneficiary profiling/needs assessment and validation reporting template.

The revised Guidelines is guided by the object of the District Assemblies Common Fund for persons with disabilities including supporting the income generating activities of individual persons with disabilities as a means of economic empowerment; the provision of educational support for children, students, and trainees with disabilities; building the capacity of organisations of persons with disabilities in the districts to enable them advocate and assert their rights and undertake awareness raising and sensitisation on disability issues supporting persons with disabilities to have access to technical aids and other assistive devices and equipment.

The implementation of the revised Guidelines would be complemented by the Common Fund Unit and Disaggregated Data Unit of the Council and charts clear-cut monitoring and evaluation patterns. This revised Guidelines for the Management and Disbursement of the Common Fund for Persons with Disabilities recognizes that the concept that disability is an evolving concept.

## Section One

# Aims and Objective of the District Assemblies Common Fund for Persons with Disabilities

### 1.1 Aims of the District Assemblies Common Fund for Persons with Disabilities (the Fund)

The aims of the District Assemblies Common Fund for Persons with Disabilities are as follows:

- To minimize poverty among all persons with disabilities through sustainable decent work.
- For the enhancement of their social image through dignified labour.

### 1.2 Objectives of the District Assemblies Common Fund for Persons with Disabilities

The main objectives of the District Assemblies Common Fund for Persons with Disabilities include the following:

- a. Support the income-generating activities of persons with disabilities as a means of economic empowerment.
- b. Provide educational support for persons with disabilities, including schoolchildren, students, and vocational students as well as apprenticeship trainees with disabilities.
- c. Build the capacity of persons with disabilities in the districts to enable them to advocate and assert their rights and undertake awareness-raising and sensitization on disability issues.
- d. Support persons with disabilities have access to technical aids and other assistive devices and equipment.
- e. Support caregivers/parents of children with disabilities who require more than 15 hours of care giving per day for their children upon satisfying stated criteria in Schedule A.
- f. To build the capacity of organisations of persons with disabilities in the districts to enable them advocate and assert their rights and undertake awareness raising and sensitization on disability issues.

### 1.3 Information and Communication on the Fund

- a) There shall be periodic and frequent national sensitization about the Fund by National Council on Persons with Disability at least once a year.
- b) There shall be periodic and frequent sensitization about the disability fund by National Council on Persons with Disability and Disability Fund Management Committee (DFMC) at least two times in a year (biannually) at the district and community levels.

### 1.4 Information on purpose of Fund

- a) The beneficiary persons with disabilities of the DACF should be well sensitized about the actual purpose of the DACF allocated to persons with disabilities.
- b) Stakeholders to be sensitized include Metropolitan/Municipal/District Chief Executives, core management staff of assemblies, Assemblies members -

especially members of Finance and Admiration, and Social Services Sub-Committees, and other relevant stakeholders.

### **1.5 Communication on the DACF**

- a) The Office of the Administrator of DACF shall in each quarter furnish the National Council on Persons with Disability with allocations made to MMDAs and their corresponding percentage for persons with disabilities and also, publish in at least two national newspapers.
- b) The District Assemblies must notify the Disability Fund Management Committee (DFMC), in writing, of the transfer received within 30 days upon receipt of funds from central government and either attach the transcript or bank statement.
- c) The National Council on Persons with Disability shall circulate the information received to Ghana Federation of Disability Organisations (GFD) and other relevant stakeholders within 30 days upon receipt of such information.
- d) GFD shall also share the information so received with its regional and district branches within 30 days upon receipt.
- e) The National Council on Persons with Disability shall be responsible for annual consultation exercise to gather feedback on the Fund's management and disbursement.
- f) District GFD DFMC members shall, on a regular basis, send feedback on compliance with the Fund guidelines directly to GFD or through GFD member organizations for onward transmission to NCPD and the GFD National Secretariat.
- g) The Metropolitan, Municipal and District Assemblies shall present quarterly report on the disbursement of the fund to the National Council on Persons with Disability.
- h) GFD and other OPWDs can request for quarterly reports from the National Council on Persons with Disability.

## Section Two

### Disability Fund Management Committee

#### 2.1. Disability Fund Management Committee

Each MMDA shall form a special committee called Disability Fund Management Committee (DFMC), for the purposes of managing and disbursing the District Assemblies Common Fund for persons with disabilities.

#### 2.2 Composition of the Disability Fund Management Committee

The membership of the committee shall be made up of six core members in the following order:

- a) National Council on Persons with Disability District Officer
- b) The Chairperson of Social Services Sub-committee
- c) District Director for Department of Social Welfare and Community Development (However, where the District Director is a Community Development officer, the Unit Head of Social Welfare shall be on the DFMC because of their professional training in disability).
- d) Two (2) representatives from Ghana Federation of Disability Organisations at the district, of which one (1) must be a female.
- e) District Director of Ghana Enterprises Agency
- f) There shall be a quorum of 4 members to hold meetings.

#### 2.3 The Chairperson

The Chairperson of the Committee shall be elected by the six core members of the Committee at their first meeting.

#### 2.4 The Secretary

The National Council on Persons with Disability District Officer shall be the Secretary to the Disability Fund Management Committee.

However, in districts where the National Council on Persons with Disability District Officer is **not at post**, the District Director of the Department of Social Welfare and Community Development shall be the Secretary to the Disability Fund Management Committee.

Nonetheless, where the District Director is a Community Development Officer, the Unit Head of Social Welfare shall be the Secretary because of the professional training in disability.

#### 2.5 Representatives from GFD

All representatives shall serve on the DFMC for a term of two years and may be eligible for re-nomination or re-appointment for a second term.

#### 2.5 The Co-opted Members

Co-opted members shall not be permanent members of the Committee but shall serve on the Committee when the need arises. The need for co-opted members shall be certified by the consensus of the Committee and shall be in writing for documentation purposes. Co-opted members shall have no voting rights.

## 2.6 Meetings of the Committee

- a) The Committee shall meet for a period within a quarter for the purposes of managing and disbursing the quarterly allocated funds.
- b) The Chairperson shall convene meetings. However, two-thirds of the members of the Disability Fund Management Committee shall have the right to make a request for meeting with the Chairperson for the purpose of check-ins, tracking, monitoring and evaluation of the disbursements to beneficiaries, when necessary, if the former fails to request for a meeting.
- c) A meeting for the purposes stated in point ii) above can be delegated by a section of the Committee who shall report to the Committee.
- d) Matters before the Committee shall be decided by the majority votes of the members present.
- e) The person presiding over a Committee meeting shall have no casting vote.
- f) However, in the event of equal votes, the person presiding shall have a casting vote.

## 2.7 Allowances

- a) Not more than 5% of the amount allocated for persons with disabilities shall be reserved for administrative cost.
- b) The cost of such meetings as well as monitoring and evaluation of beneficiaries shall be financed from the percentage set aside for administrative cost.
- c) The Disability Fund Management Committee shall be paid such sitting allowance as the same sitting allowance for the Assemblies.

## 2.8 Responsibilities of the Disability Fund Management Committee

- a) The Committee shall, among others, consider and shortlist applications for the grant of the District Assemblies Common Fund for persons with disabilities.
- b) Conduct needs assessment of the shortlisted applicants.
- c) Vet and approve the applications for the grant of the District Assemblies Common Fund for persons with disabilities.
- d) Take invoices of items requested by the applicants for consideration.
- e) Invite the Procurement Officer as a co-opted member for procurement purposes when the need arises.
- f) Delegate two members of the Committee to procure the items with the Procurement Office.
- g) Receive funds from the District Coordinating Directors for disbursement.
- h) Present a quarterly report on the management and disbursement activities to the National Council on Persons with Disability
- i) Keep records of the following:
  - i. Quarterly money released to the MMDAs
  - ii. The Administrative cost of the management and disbursement of the Fund
  - iii. The Applications received.
  - iv. Main beneficiaries at a particular time.
  - v. Parents of children with disabilities and persons with severe disabilities, including children.

## Section Three

### Responsibilities of Key Stakeholders

#### 3.1. National Council on Persons with Disability

The National Council on Persons with Disability shall:

- a) Be responsible for the overall monitoring of the Fund's management and disbursement.
- b) Receive notice of quarterly releases to the Metropolitan, Municipal and District Assemblies, from the Office of the District Assemblies Common Fund and circulate same to relevant organisations in the disability sector.
- c) Receive complaints for redress using the processes outlined in the Grievance Redress Mechanism form
  - i. Unresolved cases should be reported to CHRAJ

#### 3.2. National Council on Persons with Disability District Officer

Responsibilities of the National Council on Persons with Disability District Officer are to:

- a) Sensitize all relevant stakeholders at the district level on the District Assemblies Common Fund for persons with disabilities.
- b) Present quarterly report on the management and disbursement of the Fund to the Executive Secretary of the National Council on Persons with Disability
- c) Monitor, supervise and evaluate the utilization of the Fund
- d) Compile a register of the following:
  - i. children with disabilities
  - ii. persons with multiple disabilities
  - iii. parents/ caregivers of children with disabilities
  - iv. organisations of persons with disabilities
  - v. organisations working for the interest of persons with disabilities
  - vi. beneficiaries of every disbursement made
- e) Be responsible for the overall monitoring of the Fund.
- f) Receive notices of quarterly release to MMDAs from the Office of the DACF and circulate same to relevant organizations in the disability sector.
- g) Receive complaints for redress.

#### 3.3. Ghana Federation of Disability Organisations

- a) Participate effectively in the entire disbursement process.
- b) Advocate compliance with the Guidelines and respect for the use of the Fund.
- c) Report breaches and violations of directives with respect to the Fund to the National Council on Persons with Disability.

#### 3.4. Ministry of Local Government, Decentralization and Rural Development & the Ministry of Gender, Children and Social Protection

- a) Ensure compliance with the guidelines and respect to the use of the Fund.
- b) Support National Council Persons with Disability to compile and keep records on disaggregated data of persons with disabilities including children with multiple disabilities and their caregivers and link them to NHIS and LEAP.

- c) Monitor and track schoolchildren and non-schoolchildren with disabilities at the district and community levels.

### **3.5. Department of Social Welfare and Community Development**

- a) Participate effectively in the entire disbursement process.
- b) Ensure compliance with the Guidelines and respect for the use of the Fund.
- c) Report breaches and violations of directives with respect to the Fund to the National Council on Persons with Disability.

### **3.6. Ghana Enterprises Agency**

- a) Participate effectively in the entire disbursement process.
- b) Ensure compliance with the Guidelines and respect for the use of the Fund.
- c) Report breaches and violations of directives with respect to the Fund to the National Council on Persons with Disability.



## Section Four

### Disbursement of the Common Fund to Persons with Disabilities

#### 4.1. Areas for Funding

The under-listed are the areas for funding under the District Assemblies Common Fund for persons with disabilities.

- a) Income support needs for mothers/ caregivers who are assessed to be giving more than 15 hours care to their wards with disabilities
- b) Financial Support (economic empowerment) for caregivers and mothers of children with disabilities who are not in a position to work
- c) Training in employable skills and apprenticeship
- d) Engage in income-generating activities (working tools and capital) for persons with disabilities
- e) Support for children, students, and vocational apprenticeship trainees with disabilities, with school fees and bursary but not beyond first degree or bachelors' level of education.
- f) Provision of technical aids, assistive devices and equipment
- g) Registration of persons with disabilities on the National Health Insurance Scheme
- h) Support recreational activities for persons with disabilities in the communities particularly in the rural areas
- i) Advocacy and awareness creation on the rights and responsibilities of persons with disabilities at the district level by organizations of persons with disabilities; particularly in their communities
- j) Strengthening of organizations of persons with disabilities with respect to their participation in the observation of national and international events

## Section Five

### Access to the District Assemblies Common Fund for Persons with Disabilities

#### 5.1. Access to District Assemblies Common Fund for Persons with Disabilities

The District Assemblies Common Fund for Persons with Disabilities shall be accessed by:

- a) Individuals who are persons with disabilities and are not working in the public/formal sector or not in any gainful employment activity.
- b) Mothers/ caregivers of persons with disabilities.
- c) Self-help groups and persons with mental health conditions
- d) Persons with disabilities who are not members of any organisation of persons with disabilities.
- e) Persons with disabilities who are members of organisations of persons with disabilities
- f) Persons with mental health conditions

#### 5.2. Who qualifies to access the District Assemblies Common Fund for Persons with Disabilities?

- a) Any person who is considered as a person with disability as described in Schedule B in this Guidelines
  - i. However, persons with disabilities in gainful employment including those in public and civil service shall not be entitled to utilization of the disability fund for higher/further education<sup>1</sup> beyond bachelor's degree.
  - ii. Those classified as gainfully employed seeking further education beyond bachelor's degree should however be supported to access funding from the Scholarship Secretariat or apply for students' loan for postgraduate education.
- b) Caregivers of persons with disabilities including children as per the definition of child in the Children's Act, 1998 (Act 560).

#### 5.3. How to access the Fund

- i. A Person with disability, groups of persons with disabilities and OPDs, shall apply for the Fund using an application form.
- ii. Applicants who are not literate or where their disability impedes their ability to fill or complete a form may seek assistance.
- iii. The application form is submitted to the DFMC Secretary.
- iv. The applications are referred to the Disability Fund Management Committee. The Committee shall meet and sort the applications in their next meeting using the Standardized Beneficiary Assessment criteria<sup>2</sup>
- v. Qualified applicants shall be interviewed by using the Standardized Beneficiary Needs Assessment form<sup>3</sup>

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<sup>1</sup> The Persons with Disability Act, 2006 (Act 715) makes provision for free education for persons with disabilities in respective of their unique accommodation needs and support at all levels.

<sup>2</sup> See Appendix 2

<sup>3</sup> See Appendix 3

- vi. After satisfactory validation of all qualified applicants, the applications shall be either approved or denied by the DFMC
- vii. The Disability Fund Management Committee shall write a report detailing the names, age and sex of applicant, type of disability, applicant's profession, amount requested, justification of the applicant's need, and submit a written request for processing.
- viii. Beneficiaries shall be invited to the Assemblies by the Committee within one month for collection of items and/or cash payments, particularly for caregivers who are unable to work.
- ix. A disbursement report shall be prepared by the Procurement Committee and submitted to the DFMC stating the names of beneficiaries, their age and sex, disability type, the urgency of the applicant's need, applicant's profession, amount requested, and the approved amount disbursed to applicant, within five (5) days after disbursement.

#### **5.4 Allocation under the thematic areas for disbursement**

The disbursement of the District Assemblies Common Fund for persons with disabilities shall be guided by the following:

- a) 50% shall be allocated for economic empowerment
- b) 10% shall be allocated for education<sup>4</sup> and training
- c) 15% shall be allocated for medicals and assistive device
- d) 10% shall be allocated to parents and/or caregivers of persons with disabilities who are not in a position to work due to the daily care of their children/wards with disabilities
- e) 10% shall be allocated to advocacy, organizational development and OPDs
- f) 5% for administrative cost of the DFMC

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<sup>4</sup> Act 715 makes provision for free education for persons with disabilities in respect of their unique accommodation needs and support at all levels

## Section Six

### Monitoring and Evaluation of the District Assemblies Common Fund for Persons with Disabilities

#### 6.1. National Level

- a) The National Council on Persons with Disability shall monitor and evaluate the management and disbursement of the District Assemblies Common Fund for Persons with Disabilities in compliance with Section 42 (2) of the Persons with Disability Act, 2006 (Act 715). The council shall submit the Report on the Findings of the Monitoring and Evaluation to the Minister of Local Government, Decentralization and Rural Development, Minister of Gender, Children and Social Protection and the Common Fund Administrator.
- b) The Parliamentary Select Committee on Local Government and Rural Development shall also monitor and evaluate the management and disbursement of the District Assemblies Common Fund for persons with disabilities.

#### 6.2. Local Level

At the local levels, the following institutions, and organisations of persons with disabilities may engage in monitoring and evaluation of the District Assemblies Common Fund for Persons with Disabilities:

- a) The National Council on Persons with Disability District Offices
- b) GFD District representatives
- c) Any organization of persons with disabilities
- d) District Director of the Department of Social Welfare and Community Development (In cases where the District Director is a Community Development Officer, the Unit Head of Social Welfare shall conduct the monitoring and evaluation because of the professional training in disability).

## Section Seven

### Bank Accounts for the District Assemblies Common Fund for Persons with Disabilities and Reporting Format

#### 7.1. Bank Accounts for the District Assemblies Common Fund for Persons with Disabilities

A separate Bank account shall be opened in each MMDA for the purpose of managing and disbursing the District Assemblies Common Fund for Persons with Disabilities.

- a) The quarterly allocations of the fund shall be lodged in this account.
- b) Signatories to this account should be the following:
  - National Council on Persons with Disability District Officers
  - Metropolitan, Municipality and District Assemblies Coordinating Directors
  - MMDA Finance Officer

#### 7.2. Reporting Information

Metropolitan, Municipality and District Assemblies shall submit periodical reports to the National Council on Persons with Disability in the following format:

##### Part I

Bank reconciliation statement for the month indicating the balance brought forward that is, the total debit amount and total credit amount.

##### Part II

1. The amount that the district receives quarterly.
2. The equivalent of the 5% allocated for administrative cost.
3. The actual amount disbursed, and the balance brought forward
4. The list of beneficiaries and their contact numbers.
5. The quantities of items disbursed.
6. Photocopies of the receipts of each item procured.
7. The list and contacts of the Disability Fund Management Committee members
8. The list and contacts of co-opted members
9. Information on the following
  - a. date of consideration of applications (sorting and shortlisting)
  - b. date of conducting needs assessment of the shortlisted applicants.
  - c. date of vetting the applicants
  - d. date of disbursement of the fund to the beneficiaries
  - e. The amount disbursed whether in Cheque or kind/items

## Section Eight

### Implementation and Review of the Guidelines for the Management and Disbursement of Common Fund for Persons with Disabilities

#### 8.1. Implementation of the Guidelines for the Management and Disbursement of the District Assemblies Common Fund for Persons with Disabilities

The Guidelines for the Management and Disbursement of the District Assemblies Common Fund for Persons with Disabilities shall be implemented immediately after the national launch.

#### 8.2. Review of the Guidelines for the Management and Disbursement of the District Assemblies Common Fund for Persons with Disabilities

The Guidelines for the Management and Disbursement of the District Assemblies Common Fund for Persons with Disabilities shall be revised at the end of the period to reflect the disability situation in the country.

The Guidelines for the Management and Disbursement of the District Assemblies Common Fund for Persons with Disabilities will be regularly reviewed by the National Council on Persons with Disability at any time following appropriate consultation with all stakeholders including the Ministry of Local Government, Decentralization and Rural Development, Office of the Common Fund Administrator, organizations for and of persons with disabilities and civil society organizations that work to promote the interests of persons with disabilities.

#### 8.3 Reference Documents

The following frameworks may be helpful in future reviews:

- The 1992 Constitution
- The Directives from the Office of the Common Fund Administrator
- The Persons with Disability Act, 2006 (Act 715)
- The Local Government Act
- Agenda 2030
- The United Nation Convention on the Rights of Persons with Disabilities

## Schedule A

### The Control Mechanism for Mothers and Caregivers of Children with Disabilities

1. Caregivers may be described as carers of children with disabilities and adults with disabilities who need continuous daily support, and as a result of the child's or adult's disability, are unable to perform and/or undertake any income generation activity or no longer work due to caring responsibilities.
2. Applicants – mothers and caregivers of babies and children with disabilities
  - i. A mother or caregiver of a child or children with disabilities can access the District Assemblies Common Fund for Persons with Disabilities if the child or children with disabilities is or are between 3 months and 18 years.
  - ii. A mother or caregiver of a child below the age of 3 months or babies with disabilities below 3 months can access the DACF if the baby or babies has or have obvious congenital or acquired disability affecting visual, hearing, motor abilities or any other impairment causing a disability.
  - iii. A child/children with psychosocial disabilities must be between 3 months and 21 years
  - iv. However, for impairments such as dwarfism, autism, cerebral palsy, down syndrome and visual impairment, a parent, or caregiver can access the fund when the child is not yet 3 months old
  - v. Children and/or young persons with psychosocial disabilities must be between 3 months and 21 years
3. In any of the situations stated above, the mother or caregiver shall include the following supporting documents in the application:
  - i. Birth Certificate of the baby or child with disability
  - ii. Medical Assessment certifying the diagnosis and detailing hours that the baby or child with disability requires as caregiving per day
  - iii. National Identification Card
  - iv. National Health Insurance
4. The Medical Assessment must be reviewed annually

## Schedule B

### Identified Categories of Persons with Disabilities

1. Persons with physical disabilities
2. Deaf persons
3. Persons who are non-verbal
4. Persons with communication disabilities including speech and language disabilities
5. Persons who are hard of hearing
6. Persons with visual disabilities
7. Persons with multiple disabilities such as deafblind
8. Persons with psychosocial disabilities
9. Persons with cerebral palsy
10. Persons with bipolar conditions
11. Persons with attention deficit disorders
12. Persons with schizophrenia
13. Persons with developmental and neurological disabilities
14. Persons with autism
15. Persons with Down syndrome
16. Persons with Turner Syndrome
17. Persons with spinal injury
18. Persons with autoimmune conditions
19. Persons with osteogenesis imperfecta
20. Persons with albinism
21. Persons with intellectual disabilities
22. Persons with epilepsy
23. Persons with leprosy
24. Little persons
25. Persons with hunchback.
26. Burns Survivors



## Appendices - Sets of Standardised Forms and Criteria

### Appendix I (a) - Standardized DACF Application Form (Individual)



Republic of Ghana

## National Council on Persons with Disability

### Standardized DACF Application Form (Individual)

Date of Application: .....  
Name of Applicant: .....  
Name of Region:.....  
Name of Town or Community.....  
Name of District: .....  
Age: ..... Sex: Male [ ] Female [ ] Please tick.  
Occupation (if any): .....  
Home Address: .....Contact: .....  
Type of disability: ..... (Please refer to Schedule B)

**PASSPORT  
PICTURE**

- |   |  |  |
|---|--|--|
| 1. Persons with physical disabilities   | 9. Persons with cerebral palsy                               | 18. Persons with autoimmune conditions     |
| 2. Deaf persons   | 10. Persons with bipolar conditions                          | 19. Persons with osteogenesis imperfecta   |
| 3. Persons who are non-verbal   | 11. Persons with attention deficit disorders                 | 20. Persons with albinism                  |
| 4. Persons with communication disabilities including speech and language disabilities | 12. Persons with schizophrenia                               | 21. Persons with intellectual disabilities |
| 5. Persons who are hard of hearing  | 13. Persons with developmental and neurological disabilities | 22. Persons with epilepsy                  |
| 6. Persons with visual disabilities   | 14. Persons with autism                                      | 23. Persons with leprosy                   |
| 7. Persons with multiple disabilities such as deafblind                               | 15. Persons with Down syndrome                               | 24. Little persons                         |
| 8. Persons with psychosocial disabilities   | 16. Persons with Turner Syndrome                             | 25. Persons with hunchback.                |
|   | 17. Persons with spinal injury                               | 26. Burns Survivors                        |

If not in Schedule B, please specify other.....

Are you a member of any OPDs (organization)? Yes [ ] No [ ]

If yes, name the organization:

.....

Have you been given the fund before? YES [ ] NO [ ]

If **YES**, when was the last time you received the fund/ support?

.....

**Application:**

I wish to apply for support from the DACF for persons with disabilities for myself or my child or my ward.

Purpose:

**Income Generation** [ ], Type of Economic Activity:

.....

Type of Support:

Capital [ ] or Start-up Tool [ ] Specify Item:

.....

**Education** [ ]

Basic [ ]

Secondary [ ]

Tertiary [ ]

For tertiary specify the type of qualification being pursued.....

Apprenticeship Please tick to specify the type of Apprenticeship:

Vocational [ ] or Technical [ ]

Type of Educational Support:

School fees [ ]

Bursary [ ]

Technical aid [ ]

**Health** [ ]

Surgery [ ]

Therapy [ ]

Medication [ ]

Assistive device [ ]

**Care Giving Support** [ ]

**Total amount requested:**

Gh¢:.....

Signature/ Thumbprint:

.....

Please attach all supporting documents.

I certify that all answers are true to the best of my knowledge.

**Endorsed by:**

Name of National Council on Persons with Disability District Officer:

Date:

Time:

Signature:

**For Office Use Only.**

Remarks: (Qualified or Not Qualified)

.....  
.....  
.....

Date .....

Time.....

**This Application form is Not for Sale.**

**Bulk Printing is Not Allowed.**

## Appendix I (b) - Standardized DACF Application Form (Disability Group/ Organization)



Republic of Ghana

### **National Council on Persons with Disability Standardized DACF Application form (Disability Group/ Organization)**

Date of application: .....

Name of OPD/SHG or Organisation:.....

Name of region: ..... Name of district:.....

Residential address: .....

Telephone contact..... Email:.....

How many people with disabilities are in your organization or Group?

.....

Have you been given the fund before? Yes [ ] No [ ]

If **YES**, when was the last time you received the fund / support?

.....

#### **Application:**

I wish to apply for support from the DACF for Disability Groups/ Organization.

Purpose:

- Organisational Development & Advocacy [ ]
- Skills Training [ ]

Total amount requested: Gh¢.....

Signature/ Thumbprint:.....

Please attach all supporting documents:

I Certify that all answers are true to the best of the knowledge of the group/organisation.

#### **Endorsed by:**

Name of National Council on Persons with Disability District Officer:

Date:

Time:

Signature:

**For Office Use Only.**

Remarks: (Qualified or Not Qualified)

.....  
.....  
.....

Date .....

Time.....

**This Application Form is Not for Sale.  
Bulk Printing Is Not Allowed.**

## Appendix II (a) - Beneficiary Assessment Criteria



**Republic of Ghana**

### **National Council on Persons with Disability Beneficiary Assessment Criteria**

Name of Beneficiary: .....

Date of Application:.....

Name of Region: .....

Name of District: .....

Name of Town or Community.....

Age: ..... Sex: Male  Female  please tick.

Level of Education: .....

Occupation (if any):.....

Home address:.....

Type of Residence: Renting  Rent-free  Perching  Squatting  Caretaker

Other (Specify) .....

Contact:.....

Category of Disability: .....

Type of support applied for:

Economic Empowerment  Health  Education  Assistive Device

Other (Specify) .....

I. Education: Formal  or Informal Education

For Formal, what level of Education (Tick where appropriate),

Basic  Secondary  University

- New enrolment
- Continuing pupil/student

For Informal, (Tick where appropriate),

Apprenticeship

- New enrolment
- Continuing apprenticeship student

II. Economic Empowerment.

Type of business (Tick where appropriate),

- New Business [ ]
- Business Expansion [ ]
- Type of Business Activity

.....

III. Health (Tick where appropriate),

- For medication [ ]
- Surgery [ ]
- Both Surgery and Medication [ ]
- For Therapy [ ]
- Other (specify) .....

IV. Assistive device

1. Type of assistive device applied for: (Tick where appropriate)

- Laptop [ ]
- Wheelchair [ ]
- Hearing Aid [ ]
- White Cain [ ]
- Dictator [ ]
- Braille Notes-taker [ ]
- Recorder [ ]
- Accessible mobile phone [ ]

Other specify .....

2. Are you already receiving any form of assistive support? Yes [ ] No [ ]

a. If yes, specify.....

b. Where was it prescribed? .....

**Endorsed by:**

Name of National Council on Persons with Disability District Officer:

Date:

Time:

Signature:

**For Office Use Only.**

Remarks:

.....

.....

.....

Date .....

Time.....

## Appendix II (b) - Beneficiary Assessment Criteria (for Caregivers)



**Republic of Ghana**

### **National Council on Persons with Disability Beneficiary Assessment Criteria for Caregivers**

Name of Caregiver: .....

Age of Caregiver:.....

Sex of Caregiver:.....

Level of Education: .....

Home address of Caregiver: .....

Contact: .....

Type of Residence: Renting [ ] Rent-free [ ] Perching [ ] Squatting [ ] Caretaker [ ]

Other (Specify) .....

Relationship of caregiver to the person receiving care:

Mother [ ] Father [ ] Other relative (Specify) ..... Friend [ ]

Other (Specify if not a relative):  
.....

Hours of caregiving  
.....

Number of Years of  
Caregiving.....

Age of Person receiving  
care.....

Sex of person receiving care: .....

Home address of person receiving care:.....

Contact: .....

Category of Disability:.....

Purpose of Application: Treatments of person receiving care [ ] Basic Needs [ ]

Utility Bills [ ] House Rent [ ] Other (Specify): .....

You may provide additional supporting information/documents if any.....  
.....

#### **Endorsed by:**

Name of National Council on Persons with Disability District Officer:

Date: Time:

Signature:



**For Office Use Only.**

Remarks:

.....  
.....  
.....  
.....  
.....

Date .....

Time.....

## Appendix III - Beneficiary Profiling (Needs Assessment)



**Republic of Ghana**

### **National Council on Persons with Disability Beneficiary Profiling (Needs Assessment)**

Name of Beneficiary: .....

Date of Application: .....

Name of Region: .....

Name of District: .....

Name of Town or Community.....

Age: ..... Sex: Male  Female  Please tick

Level of Education

.....

Current Occupation (if any):

.....

Home address: .....

Contact.....

Type of Residence: Renting  Rent-free  Perching  Squatting  Caretaker  Other (Specify)

.....

Category of Disability

.....

Type of Support

A. Economic Support, state the type of economic activity

.....

Assess the individual beneficiary with the following:

1. Will the nature of business activity serve the need of potential clients/customers? Yes  No
2. Looking at the built environment and the category of disability, would the individual be able to function effectively? Yes  No 
  - If no, suggest, discuss alternatives with beneficiary:
3. State the agreed alternative.....
4. Does the nature of business require electricity Yes  No 
  - If yes, is there electricity at the business location? Yes  No
  - If No, discuss alternative business ideas and record:  
.....
5. Asses the market needs, in line with the individual request for support
  - Target Market:  
Specify:.....

- Source of supply of goods Discuss accessibility  
.....

6. What type of support is required: Human Assistance/Aid [ ] Assistive Device [ ]

- If an assistive device, (tick as may be appropriate):  
Wheelchair [ ] Hearing aid [ ] White cane [ ] Other specify.....

B. If Educational Support, Assess the individual beneficiary with the following:

1. Number of years of schooling / apprenticeship  
.....

2. Type of Support

- School Fees [ ] Books/learning materials [ ] Assistive Device [ ] Human Aid [ ]  
] Pocket Money [ ] Accommodation [ ] Other specify  
.....

C. If Health Support

1. Type of health condition.....
2. Number of years of ailment
3. Type of support: Medical bills [ ] Medication [ ] Surgery [ ]  
Other specify .....

D. If application is for an Assistive Device

1. Type of device (tick as may be appropriate):

- Laptop [ ] Wheelchair [ ] Hearing Aid [ ] White Cane [ ] Dictator [ ]  
Braille Notes-taker [ ] Recorder [ ] Accessible mobile phone [ ]  
Other specify  
.....

2. Where was the assessment conducted:.....

- a. Source of recommendation.....
- b. Specify if self-assessed.....

**Endorsed by:**

Name of National Council on Persons with Disability District Officer:

Date:

Time:

Signature

**For Office Use Only**

Remarks:

.....  
.....  
.....  
.....  
.....

Date .....

Time.....



.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

13. A persistent complaint, what past actions have been taken to address the issue:

.....  
.....  
.....  
.....

14. Grievance Redress Level:

- a) DFMC [ ]
- b) District Office of the Council on Persons with Disability [ ]
- c) National Council on Persons with Disability [ ]

15. Jurant

Name: .....

Undertaking:.....

.....  
.....  
.....  
.....  
.....

Date: ..... Time: .....

Signature/ Thumbprint of Jurant:

In the presence of:

Name of Witness: .....

Telephone: .....

Signature/Thumbprint of Witness: .....

Date: .....

Complaint received by:

Name of National Council on Persons with Disability District Officer:

Date: ..... Time: .....

Signature/ Thumbprint:

For Office Use Only

Mode of receiving the grievance:

- Letter
- Phone call
- Email
- Verbal complaint (walk-in)
- Suggestion box

Other, please specify: .....

Remarks:

.....

.....

.....

.....

.....

Name: .....

Date .....

Time.....

## Appendix V – Report of Needs Assessment/ Validation



**Republic of Ghana**

**National Council on Persons with Disability  
Report of Needs Assessment/ Validation**

Region.....

MMDA.....

Assessment Date .....

Date of Report.....

Number of Applicants Present		Number of applicants considered for validation		Number of applicants validated /approved		Age range of validated /approved applicants (specify with quantity)	Sex of validated /approved applicants (specify with quantity)		Type of disability of validated /approved applicants (List and specify in Numbers)	Request of validated/ approved applicants (Specify with quantity)		Proposed date for disbursement of Items/ cash to approved applicants	
						Age 0 - 10 years =							
						Age 11 - 20 years =							
<b>Male</b>	<b>Female</b>	<b>Male</b>	<b>Female</b>	<b>Male</b>	<b>Female</b>	Age 21 – 30 years =	<b>Male</b>	<b>Female</b>		<b>Male</b>	<b>Female</b>	<b>Male</b>	<b>Female</b>
						Age 31 - 40 years =							
						Age 41 – 50 years =							
						Age 51 - 60 years =							
						Age 60plus =							



## Appendix VI – Checklist for Validated/ Approved Applications



Republic of Ghana

# National Council on Persons with Disability

## Checklist for Validated/ Approved Applications

No.	Name of validated /approved/applicant/ caregiver	Sex	Age	Contact address/ location	Applicant/ Caregiver's Telephone Number	Type of disability	Request made	Approval given
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								

No.	Name of validated /approved/applicant/ caregiver	Sex	Age	Contact address/ location	Applicant/ Caregiver's Telephone Number	Type of disability	Request made	Approval given
17.								
18.								
19.								
20.								

Reported by:

Name: .....

Rank: .....

Remarks/Comments.....

.....

.....

THE SEAL OF ENDORSEMENT OF THE NATIONAL  
COUNCIL ON PERSONS WITH DISABILITY



The State Agency For Coordinating  
Disability Matters And For Systemic Inclusion

