



BERMUDA GOVERNMENT
MINISTRY OF COMMUNITY, CULTURE AND SPORTS
Department of Financial Assistance
Public Access to Information
Information Statement

Name of Public Authority: Department of Financial Assistance

Introduction:

The Department of Financial Assistance has a legal duty under the Public Access to Information Act 2010 to maintain and update annually an Information Statement. This will facilitate easy access to information by the public and increase the accountability and transparency of the Department, which will endeavor to proactively publish as much information as possible.

The purpose of this Information Statement is to outline the information held by the Department of Financial Assistance which will be readily available to the public under the PATI Act 2010. The Information Statement is divided into several different categories to help the public access the information that they are seeking:

Section A deals with the structure, organization and legislation of the Department of Financial Assistance.

Section B describes the functions, powers and duties of the Department of Financial Assistance and its obligations under the Public Access to Information Act 2010.

Section C covers the services and programmes carried out by the Department of Financial Assistance.

Section D outlines the records and documents held by the Department of Financial Assistance.

Section E lists any administrative manuals used by the Department of Financial Assistance.

Section F describes any other decision-making documents held by the Department of Financial Assistance.

Section G provides the name and contact details of the Information Officer for the Department of Financial Assistance.

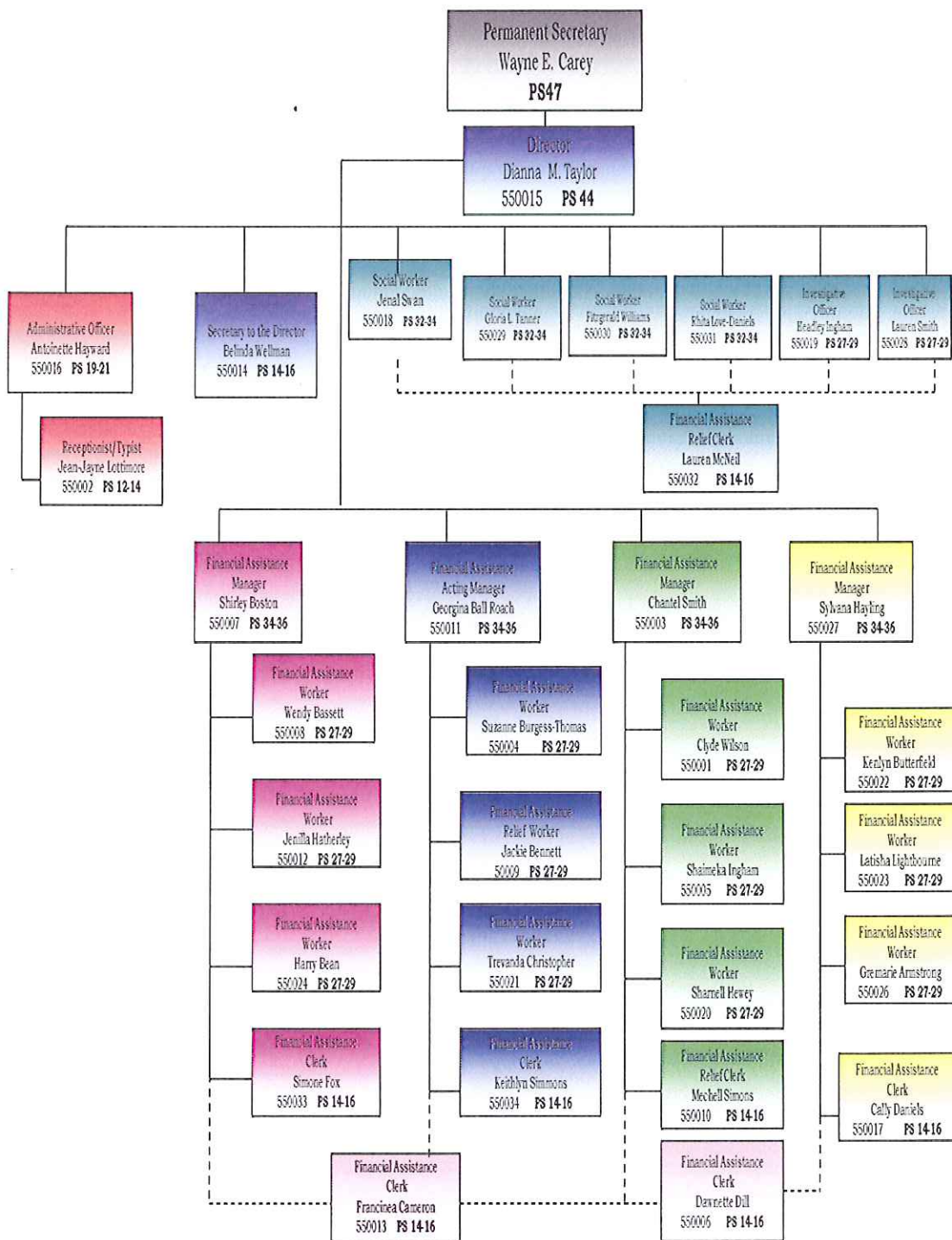
Section H contains any other relevant information held by the Department of Financial Assistance.

Section I explains where copies of the Information Statement may be obtained.

Section A: Structure, Organization and Legislation [s5(1)a]

The Department falls under the Ministry of Community, Culture and Sports. The organizational chart for the Ministry Headquarters as at March 2015 is as follows:

**Ministry of Community, Culture and Sports
Department of Financial Assistance
Organization Chart
As of March 2015**



The principal legislation that relates to the mandate of the Department of Financial Assistance is as follows:

1. Financial Assistance Act 2001
2. Financial Assistance Regulations 2004
3. Child Day Care Allowance Act 2008
4. Child Day Care Allowance Regulations 2008

Section B: 1) Functions, powers, duties of the Authority [s5(1)b]

The mission of the Department of Financial Assistance is to ensure that Bermudian individuals/families with insufficient resources have access to services in order to gain, maintain, or regain a minimum standard of living while encouraging personal and economic independence. The services will enable the individual to maintain dignity and self worth and encourage the development of personal skills and resources.

Policy decisions are made at the ministerial level, with appropriate input and consultation from the Department. Consultation with other government stakeholders and with external stakeholders is sought as appropriate. The Department of Financial Assistance provides timely policy advice to the Permanent Secretary and the Minister of Youth, Families and Sports on a wide range of policy matters regarding financial assistance.

The Ministry of Community, Culture and Sports Headquarters is responsible for ensuring that appointments are made to the various Boards and committees under its remit. In regards to the Department of Financial Assistance, the following Board has been gazetted for 2015:

FINANCIAL ASSISTANCE REVIEW BOARD
Financial Assistance Act 2001; Child Day Care Allowance Act 2008

Mrs. Cheryl Ann Mapp, Chairman
Mrs. Susanne Roberts-Holshouser, Deputy Chairman
Ms. Alma Dismont
Mr. Melvin Simmons
Dr. Louise White

Section B: 2) Obligations under PATI Act [s5(1)b]

- To provide an **information statement** for the public and promulgate it [s5],
- To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
 - General information, e.g. activities of the Authority
 - Log of all information requests and their outcome
 - Quarterly expenditure (upon request) [s6(5)]
 - Contracts valued at \$50,000 or more.
- To **respond to information requests** in a timely manner [s12-16]
- To **track information requests**, and provide this data to the Information Commissioner
- To **respond to requests** from the Information Commissioner [s9]
- To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]
- To conduct an **internal review**, if formally requested [part 5]
- To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
- To provide an **annual written report** to the Information Commissioner of the status of information requests [s58 (3)].
- To **do anything else as required** under the PATI Act and subsequent Regulations [s59, 60], including:
 - **Fees** for requests for information
 - Management and maintenance of **records**
 - **Procedures** for administering the Act
- To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
- To **designate one of its officers** to be the person to whom requests are directed [s62]

Section C: Services and Programmes [s5(1)c]

Services:

The Department of Financial Assistance assesses Bermudian individuals/families to determine their level of need in a timely and effective manner. The Department ensures that services are administered in a manner consistent with the Financial instructions and Financial Assistance legislation. The Department of Financial Assistance establishes appropriate and reasonable procedure for measuring the effectiveness

of delivery of services, and provides information pamphlets for dissemination to the general public.

Programmes:

The Department of Financial Assistance is responsible for the operation of two Programmes: The **Financial Assistance Programme** and the **Child Day Care Allowance Programme**. The *Financial Assistance Programme* ensures that all eligible individuals/families are assessed and if deemed eligible, are awarded a grant for the purpose of the provision of a basic/minimum standard of living; this Programme also provides funds for distribution of Grant money to a number of Charities and community organizations that provide services to its clients.

The *Child Day Care Allowance Programme* aids Bermudian parents/guardians by assisting them with financial assistance to offset the cost of child day care services for children between the ages of 0-4 (4 and has not yet commenced public or private pre-school education).

Section D: Records and documents held [s5(1)d]

Records are held by the Department of Financial Assistance in two (2) main classes and broken down as follows:

The Department - General Administration/Client Records

Hard Copy Files

- Accommodation
 - Complaints – Public/Staff
 - Organizations/Services
 - Policy
 - Staff
 - Administration
 - Finance
 - General
 - Legislation
 - Reports
-
- Finance
 - Forms
 - Furniture and Equipment
 - Grants
 - Payment Batches
 - Payroll Documentation
 - Query Memorandums
 - Journals

- Budget Virements
- General Journals
- Interdepartmental Journals

- Year End Submission Documentation
- Vendor Forms
- Form Templates
- Personnel Files
- Budget Books

Electronic Files

- Client files (FASS)
- AS400 (dormant)
- Payment Batches
- All Payroll documentation
- Query Memorandums
- Journals
 - Budget Virements
 - General Journals
 - Interdepartmental Journals
- Year End Submission Documentation
- Form Templates

Section E: Administration (all public access) manuals [s5(1)e]

Administrative manuals/guidelines used by the Department of Financial Assistance include the following:

- Financial Instructions
- Annual Approved Estimates of Revenue and Expenditure
- Speeches from the Throne
- Ministry/Departmental Business Plans
- Election Guidance Notes

Section F: Decision-making documents [s5(1)f]

Financial Assistance Act 2001
 Financial Assistance Regulations 2004
 Child Day Care Allowance Act 2008
 Child Day Care Allowance Regulations 2008

Section G: The Information officer [s5(1)g]

The Information Officer(s) for the Department of Financial Assistance are Headley Ingham, Investigative Officer and Rhita Love-Daniels, Social Worker. Both are located at Global House, 43 Church Street, 1st Floor, Hamilton, HM 12. Their contact information is as follows:

Direct Telephone: 441-297-7600

Email: heingham@gov.bm

Email: chsmith@gov.bm

Section H: Any Other Information [s5(1)h]

N/A

Section I: Information Statement: Copies and Updates [s5(2,3,4,5)]

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by [s5(1-5), PATI Act]:

Date Information Statement was updated: *March 2015*

Locations of Information Statement:

Copies of this Information Statement are available at the following sites:

- | | |
|---|-----|
| • Your principal office: (Global House, 43 Church Street, 1 st Floor, Hamilton, HM 12.) | Y/N |
| • The Bermuda National Library; | Y/N |
| • The Bermuda Archives; | Y/N |
| • Available electronically, | Y/N |
| • Website for public authority (www.gov.bm). | Y/N |
| • Have you published a notice in the Gazette indicating the places where the information statement is available for the public? | Y/N |
| • With the Information Commissioner. | Y/N |



Sign and Date: *30 March 2015*