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Qualifying conditions for our schemes change from time to time. Always check with your local Social Welfare Office or with Information Services to see if qualifying conditions have changed (see page 12 for details).

The information in this booklet is correct at the time of going to print



## 1. What payments are available for guardians of orphans?

A person taking care of an orphan may get:

- **Guardian's Payment (Contributory)**, based on the PRSI contributions of the orphan's parents or step-parents.

or

- **Guardian's Payment (Non-Contributory)**, based on the orphan's means test.

### Note

**There is a separate guardian's pension available under the Occupational Injuries Benefit Scheme. This is for orphans whose parent, step-parent or another person who supported them died because of an accident at work or an occupational disease. For more information, log on to [www.welfare.ie](http://www.welfare.ie).**

## 2. Who is regarded as an orphan?

A child is an orphan when:

- both parents are dead

or

- one parent is dead or unknown or has abandoned and failed to provide for the child and the other parent is also unknown or has abandoned and failed to provide for the child.

A claim cannot be made for child(ren) living with a parent, adoptive parent or step-parent or for children in residential or foster care.

The child must also be under age 18, or under age 22 if in full-time education by day at a recognised school or college.

### 3. Who can apply for Guardian's Payment (Contributory) or (Non-Contributory)?

If you are the orphan's guardian you will normally get the payment.

A guardian is the person in whose care the orphan normally resides.

As a guardian, the orphan must normally live with you and you must be responsible for the care of the orphan.

A guardian may be appointed by the courts. If there is no legally appointed guardian, the person with whom the orphan lives and who is responsible for their care may get the payment as long as the person uses the payment for the benefit of the orphan.

Where an orphan is attending a full-time education course, is aged between 18 and 22 years of age and is not residing with or in the care of a guardian, the payment may be paid directly to the orphan.

### 4. What is the PRSI contribution condition for Guardian's Payment (Contributory)?

To qualify, there must be at least 26 weeks PRSI paid at any time by the orphan's parent or step-parent.

PRSI Classes A, B, C, D, E, H and S count.

### Social Insurance and residence outside Ireland

Where the Irish social insurance record of a parent or step parent is not sufficient to establish entitlement to Guardian's Payment (Contributory), it may be combined with reckonable social insurance in countries covered by EU Regulations or countries with which Ireland has a Bilateral Social Security Agreement. A minimum of one Irish social insurance contribution must have been paid before Irish and foreign insurance records can be combined to give entitlement to Guardian's Payment (Contributory). The payment would be payable at the full rate.

### The countries covered by either EC Regulations or under a Bilateral Agreement are:

- Australia
- Austria
- Belgium
- Bulgaria
- Canada
- Channel Islands
- Czech Republic
- Denmark
- Estonia
- Finland
- France
- Germany
- Greece
- Hungary
- Iceland
- Ireland
- Isle of Man
- Italy
- Latvia
- Liechtenstein
- Lithuania
- Luxembourg
- Malta
- New Zealand
- Norway
- Poland
- Portugal
- Republic of Cyprus (Cyprus South)
- Republic of Korea
- Romania
- Slovakia
- Slovenia
- Spain
- Sweden
- Switzerland
- the Netherlands
- the United Kingdom
- the United States of America

## 5. What is the means test for Guardian's Payment (Non-Contributory)?

For Guardian's Payment (Non-Contributory), the orphan's means are assessed.

### What counts as means?

The means include any income the orphan has or property or an asset that they own which could bring in money or provide them with an income.

A Social Welfare Inspector may call to the guardian's home and will ask for details about items that count as means. The Inspector may also ask to see documents such as accounts or bank statements. An increase or change in the orphan's means should be notified to this Department immediately.

### How are savings, investments and property assessed?

The actual income from investments and money in a savings account is not taken as the orphan's means. Instead, we add together the following investment items and use a formula to work out the orphan's means:

- cash value of investments and property,
- money in a savings account,
- cash-in-hand or in a current bank account.

Income:	Weekly means assessed:
First €20,000	Nil
€20,000 - €30,000	€1 per €1,000
€30,000 - €40,000	€2 per €1,000
Over €40,000	€4 per €1,000

### Example

An orphan has €29,000 savings

Amount of savings	€29,000
Minus first €20,000 (disregarded)	<u>€20,000</u>
Assessable means	€9,000
€9,000 assessed at €1 per €1,000	€9.00
Weekly means	€9.00

For details of the weekly amounts of Guardian's payment (Non Contributory) log on to **[www.welfare.ie](http://www.welfare.ie)**.

### What does not count as means?

The following are some of the items that do not count as means:

- the orphan's own home,
- any payment from this Department, and
- income from certain charitable organisations.

## 6. How do I get my payment?

Guardian's payment can be paid weekly:

- at your local post office by social services card,
- or**
- by direct payment into your account in a financial institution. This account must be a current, deposit or savings account.

## Going Abroad

### Guardian's Payment (Contributory)

If you intend to go abroad to live and are being paid by direct payment to your account in a financial institution, you should notify the Department 4 weeks before going abroad.

If you intend going abroad to live and you are being paid in the post office, you should continue to collect the payment until the Friday before you leave.

You should then send us on details of your new address and the account of the financial institution to which you wish payment to be made to:

#### **Department of Social and Family Affairs**

Social Welfare Services

College Road

Sligo

### Guardian's Payment (Non-Contributory)

You cannot get Guardian's Payment (Non-Contributory) outside the State. You should tell us of your intention to leave, so we can suspend payment while you are abroad.

## 7. How much is the payment?

For details of payment rates, log on to **[www.welfare.ie](http://www.welfare.ie)**.

The rate of Guardian's Payment (Non-Contributory) depends on the orphan's means. The greater the means, the lower the payment.



## 8. How long does payment last?

Guardian's Payment (Contributory) and (Non-Contributory) continues to be paid for each qualified orphan until they reach age 18 unless they qualify for a social welfare payment in their own right. Payment continues up to the end of the academic year in which the orphan reaches age 22, if they are in full-time education by day at a recognised school or college.

If an orphan leaves the household and returns to live with a parent or a parent comes to live with an orphan you must notify the Guardian's section immediately.

## 9. When and how do I apply?

If you are a guardian you should claim within three months of the child(ren) becoming orphaned or coming to live with you.

**Warning: If you fail to claim in time you may lose some of your payment.**

Return completed application form **GP 1** to:

### **Guardians Section**

Department of Social and Family Affairs

Social Welfare Services

College Road

Sligo

LoCall: 1890 500 000 (from the Republic of Ireland only) or  
+353 71 91 57100 (from Northern Ireland or overseas)

## Documents needed with your claim

- Your birth certificate, if born outside the Republic of Ireland
- Birth certificates for the child(ren), if born outside the Republic of Ireland
- Death certificate of deceased parent(s), if applicable, if the death occurred outside the Republic of Ireland

### Note

**We do not accept photocopies of certificates.**

We will also need **independent** written confirmation of parental abandonment and failure to provide for the child(ren).

## Personal Public Service Number (PPS Number)

You must give your PPS Number and the PPS Number(s) of the child(ren) for whom you intend to claim a payment. If you do not know these numbers, please contact your local Social Welfare Office. They will let you know your PPS number. If you do not have one they will let you know what you have to do to get one.

For more information, log on to [www.welfare.ie](http://www.welfare.ie).

## 10. What other social welfare payments can be paid with Guardian's Payment (Contributory) or (Non-Contributory)?

If you are a guardian you may get a payment from the Department of Social and Family Affairs in your own right and still get a Guardian's Payment for any qualified child living with you. However you cannot get an Increase for Qualified Child for any children for whom Guardian's Payment is being paid.

A child for whom a Guardian's Payment is being paid may also get the following payments if they satisfy the relevant qualifying conditions:

- Illness Benefit
- Maternity Benefit
- Health and Safety Benefit
- Adoptive Benefit
- Jobseeker's Benefit
- Injury Benefit
- Incapacity Supplement
- Death Benefit
- Widow's or Widower's (Contributory) or (Non-Contributory) Pension
- One-Parent Family Payment.

### **Note**

**Guardian's Payment and Fostercare Allowance are not payable together.**

## 11. Are there any extra benefits?

A person getting a Guardian's Payment may also be entitled to:

- Fuel Allowance
- Bereavement Grant
- Assistance under the Supplementary Welfare Allowance Scheme.

### Fuel Allowance

This allowance is paid from September to April and is subject to certain conditions. These conditions include that the person lives alone or with certain people and that the household satisfies a means-test. (Only one Fuel Allowance can be paid per household).

### Bereavement Grant

You may qualify for a Bereavement Grant based upon insurance contributions when someone dies.

### Assistance under the Supplementary Welfare Allowance Scheme

The local Health Service Executive may offer help under this Scheme with rent or mortgage interest supplement payments, funeral expenses, or exceptional needs payments.

For more information, log on to [www.welfare.ie](http://www.welfare.ie).

## 12. Where can I get more information?

For more information about **Guardian's Payment (Contributory)** and **Guardian's Payment (Non-Contributory)** contact the address on page 9.

For information booklets, application forms and more information on social welfare services:

- Log on to [www.welfare.ie](http://www.welfare.ie).
- Text to **51909** (see details on Page 14).
- LoCall Information Line at **1890 66 22 44** (from the Republic of Ireland only) or **+353 71 91 93313** (from Northern Ireland or overseas).
- Drop in to your local Social Welfare Office or Citizens Information Centre.

### Note

**The rates charged for using 1890 (LoCall) numbers may vary among different service providers.**

To request forms, text the form code followed by your name and address to 51909 (from the Republic of Ireland only). Standard text rates apply.

For example, if you wanted to request the Bereavement Grant form, text form bg Mary Murphy 1 New Street, Old Town, Co. Donegal.

<b>Social welfare payment or scheme</b>	<b>Form code</b>
<b>Back to School Clothing and Footwear Allowance</b>	<b>FORM BTSCFA</b>
<b>Bereavement Grant</b>	<b>FORM BG</b>
<b>Carer's Allowance</b>	<b>FORM CARA</b>
<b>Carer's Benefit</b>	<b>FORM CARB</b>
<b>Child Benefit (Form CB1)</b>	<b>FORM CHILD</b>
<b>Disability Allowance</b>	<b>FORM DA</b>
<b>Domiciliary Care Allowance</b>	<b>FORM DCA</b>
<b>Family Income Supplement</b>	<b>FORM FIS</b>
<b>Free Travel</b>	<b>FORM TRAVEL</b>
<b>Fuel Allowance</b>	<b>FORM FUEL</b>
<b>Household Benefits</b>	<b>FORM HHB</b>
<b>Invalidity Pension</b>	<b>FORM INV</b>
<b>Living Alone Increase</b>	<b>FORM LAA</b>
<b>Maternity Benefit</b>	<b>FORM MAT</b>
<b>One Parent Family Payment</b>	<b>FORM OPFP</b>
<b>Respite Care Grant</b>	<b>FORM RCG</b>
<b>State Pension (Non-Contributory)</b>	<b>FORM SPNC</b>
<b>State Pension (Transition/Contributory)</b>	<b>FORM SPC</b>
<b>Widow(er)'s Contributory Pension</b>	<b>FORM WCP</b>
<b>Widow(er)'s Non-Contributory Pension</b>	<b>FORM WNCP</b>

## Other useful booklets:

<b>National Fuel Scheme</b>	<b>SW 17</b>
<b>Rates of Payment Booklet</b>	<b>SW 19</b>
<b>Death Benefit</b>	<b>SW 32</b>
<b>Bereavement Grant</b>	<b>SW 47</b>
<b>Supplementary Welfare Allowance</b>	<b>SW 54</b>
<b>Personal Public Service Number</b>	<b>SW 100</b>

# Citizens Information

The Citizens Information Board is the statutory body which supports the provision of information, advice and advocacy on the broad range of social and civil services to the public. It provides the Citizens Information website and supports the voluntary network of Citizens Information Services and the Citizens Information Phone Service.

[www.citizensinformation.ie](http://www.citizensinformation.ie)

Lo-Call 1890 777 121 (Mon-Fri 9am-9pm)

Local Centres (see Golden Pages)

Citizen Information is available from over 250 locations nationwide. The contact details and opening hours of your nearest Citizens Information Centre are listed in the Golden Pages.