



National Council On Persons With Disability

**GUIDELINES FOR THE DISBURSEMENT AND MANAGEMENT OF THE
DISTRICT ASSEMBLY COMMON FUND FOR PERSONS WITH DISABILITY**



January 2010

GUIDELINES FOR THE DISBURSMENT AND MANAGEMENT OF THE DISTRICT
ASSEMBLY COMMON FUND ALLOCATION TO PERSONS WITH DISABILITY

National Council On Persons With Disability

LIST OF ABBREVIATIONS

DACF	DISTRICT ASSEMBLY COMMON FUND
DFMC	DISTRICT FUND MANAGEMENT COMMITTEE
DSW	DEPARTMENT OF SOCIAL WELFARE
GFD	GHANA FEDERATION OF THE DISABLED
MESW	MINISTRY OF EMPLOYMENT AND SOCIAL WELFARE
MLGRD	MINISTRY OF LOCAL GOVERNMENT AND RURAL DEVELOPMENT
MMDA	METROPOLITAN MUNICIPAL AND DISTRICT ASSEMBLIES
NCPD	NATIONAL COUNCIL ON PERSONS WITH DISABILITY
PWD	PERSONS WITH DISABILITY
OPWD	ORGANISATIONS OF PERSONS WITH DISABILITY

National Council On Persons With Disability

Preamble

Whereas the Constitution of the Republic of Ghana, 1992, provides for the establishment the District Assemblies Common Fund [DACF] and mandates Parliament to “annually make provision of not less than five per cent of the total revenues of Ghana to the District Assemblies for development; and the amount shall be paid into District assemblies Common Fund in quarterly installments” [The Constitution, Article 252:2]

Acknowledging that the District Assemblies Common Fund Act 1993 [Act 455] provides for the establishment of the Fund, the Administrator, the Administrator’s functions and other related purposes

Noting that under Section 2 of the DACF Act, Act 455, Parliament annually allocates a certain percentage [currently 7.5%] of the total revenue of Ghana to District Assemblies for the their local level development.

Recognizing that Persons with disability are allocated a percentage of the DACF, [currently 2%],

Appreciating that Article 41 of the Persons with Disability Act, 2006 (Act 715) provides for the establishment of the National Council on Persons with Disability (NCPD), whose object is to propose and evolve policies and strategies to enable persons with disability enter and participate in the mainstream of the national development process.

For effective utilization, the NCPD in collaboration with the GFD under the authority of the Minister for Employment and Social Welfare, in cooperation with the DACF and with the approval of the Minister for Local Government and Rural Development, provides these guidelines on the disbursement and management of the DACF to Persons With Disabilities

National Council On Persons With Disability

1. AIM OF THE DACF FOR PWDs

The aims of the DACF for PWDs are the following:

- minimization of poverty among all PWDs particularly those outside the formal sector of employment, and
- the enhancement of their social image through dignified labour.

2. OBJECTIVES OF THE FUND

- a. To support the income generating activities of individual persons with disabilities as a means of economic empowerment
- b. To provide educational support for children, students and trainees with disabilities.
- c. To build the capacity of OPWDs in the districts to enable them to advocate and assert their rights and undertake awareness raising and sensitization on disability issues.
- d. To support persons with disabilities have access to technical aids and other assistive devices and equipment

3. INFORMATION AND COMMUNICATION ON THE FUND (posting, arrival, quantum, etc.) from National to District level

A. Information on Purpose of fund

- The beneficiary PWDs of the DACF should be well sensitised about the actual purpose of the DACF allocated to PWDs.
- Stakeholders to be sensitised include: Metropolitan/Municipal/District Chief Executives, core management staff of assemblies, assembly members, especially members of the Finance & Administration and Social services sub-Committees; and other relevant stakeholders.
- The sensitization exercise should be done by District Disability Fund Management Committee (DFMC) and GFD.

B. Communication on DACF:

- The office of the Administrator of DACF shall in each quarter furnish the NCPD with allocations made to MMDAs and their corresponding percentage for PWDs.

GUIDELINES FOR THE DISBURSMENT AND MANAGEMENT OF THE DISTRICT
ASSEMBLY COMMON FUND ALLOCATION TO PERSONS WITH DISABILITY

National Council On Persons With Disability

- The Secretariat of the NCPD shall circulate the information received to GFD and other relevant stake holders.
- District GFD Committees shall send regular feed back on the fund directly to GFD or through GFD member organizations for onward transmission to the office of the Disability Council.
- The District Assembly shall present quarterly report on the disbursement of the Fund to NCPD and GFD

4. FUND MANAGEMENT COMMITTEE

Each MMDA shall form a special committee, Disability Fund Management Committee (DFMC), for the purpose of managing the DACF for PWDs.

Composition:

The membership of the committee will include:

- District representative, NCPD
- Chairperson, Social services sub-committee
- District Director, Department of Social Welfare
- District GFD representative
- Co-opted technical member(s) that the Committee deems fit

The chairperson of this committee shall come from within the committee

Responsibilities of the Committee

The committee will among others:-

- Vet and approve applications received from PWDs and OPWDs
- Monitor and supervise the utilization of the funds.
- Sensitise all relevant stakeholders at the District level
- Present quarterly report on the management of the Fund to District Assembly and district NCPD representative

Meetings of the Committee

- The Committee shall meet quarterly for the disbursement of allocations for each quarter.

GUIDELINES FOR THE DISBURSMENT AND MANAGEMENT OF THE DISTRICT
ASSEMBLY COMMON FUND ALLOCATION TO PERSONS WITH DISABILITY

National Council On Persons With Disability

- Other meetings shall be arranged for purposes of monitoring beneficiaries of the fund. This can however be assigned to such sub-committee as the DFMC shall decide. The said smaller committee shall report to the DFMC.

Allowances

- The DFMC shall be paid such sitting allowance as the Assembly will determine. This shall however not be more than the regular sitting allowance of the Assembly.
- The cost of such meeting as well as monitoring of beneficiaries should be financed from the percentage share of DACF for PWDs as management cost.
- Such management cost charged to the fund should not exceed 5% of the total fund.

5. AREAS FOR FUNDING

The under-listed are the areas for support under the DACF for PWDs.

- Advocacy/awareness raising on the rights and responsibilities of PWDs
- Strengthening of OPWDs (Organizational development)
- Training in employable skills/apprenticeship
- Income generation activities (input/working capital)
- Some educational support for children, students and trainees with disability
- Provision of technical aids, assistive devices, equipment and registration of NHIS.

6. ACCESS TO DACF:

Both groups and individuals shall have access to the fund. Individual PWDs who are not members of any OPWD can access funding from the DACF for any of the purposes stated above

7. MONITORING OF THE UTILIZATION OF FUND

National Level: NCPD, MLGRD, MESW, DACF Secretariat, GFD.

Local Level: NCPD, GFD Committee, District Assembly and Department of Social Welfare.

GUIDELINES FOR THE DISBURSMENT AND MANAGEMENT OF THE DISTRICT
ASSEMBLY COMMON FUND ALLOCATION TO PERSONS WITH DISABILITY

National Council On Persons With Disability

8. BANK ACCOUNTS FOR THE FUND

- a) A separate Bank account be opened in each MMDA for the purpose of managing the DACF for PWDs
- b) In this account will be lodge the quarterly allocation for persons with disabilities to secure it for their use.
- c) Signatories to this account should be the MMD Coordinating Directors and Finances Officers.
- d) There shall be no borrowing from the account. However, loans can only be arranged by NCPD and on the basis of approval resolution passed by the relevant MMDAs with minutes attached. This shall enable deductions at source for repayment.

9. ROLES/RESPONSIBILITIES OF KEY ACTORS (NATIONAL/DISTRICT)

A. National Council on Persons with Disability [NCPD]

- i. Be responsible for the overall monitoring of the fund
- ii. Receive notice of quarterly release to MMDAs from the office of DACF and circulate same to relevant organizations in the disability sector.
- iii. Receive complaints for redress

B. Department of Social Welfare [DSW]

- i. Monitor the disbursement and utilization of the fund through MMDAs Social Welfare Officers
- ii. Make appropriate recommendations to the council to improve the entire process

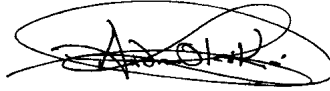
GUIDELINES FOR THE DISBURSMENT AND MANAGEMENT OF THE DISTRICT
ASSEMBLY COMMON FUND ALLOCATION TO PERSONS WITH DISABILITY

National Council On Persons With Disability

C. Ghana Federation of the Disabled [GFD]

- i. Ensure the formation of GFD Committees in every district for purposes of presenting a common front in their engagement with district authorities.
- ii. Build capacity of its branches/members to participate effectively in the entire disbursement process
- iii. Ensure compliance with the guidelines by GFD committees and beneficiary individuals with respect to the use of the fund
- iv. Report breaches and violations of directives with respect to the DACF to NCPWD
- v. Make proposals for possible review/revision of the guidelines

National Council On Persons With Disability



**MR. ANDREW OKAIKOI
CHAIRMAN**

Cc:

1. **MINISTER OF FINANCE**
2. **MINISTER OF LOCAL GOVERNMENT AND RURAL DEVELOPMENT**
3. **MINISTER OF EMPLOYMENT AND SOCIAL WELFARE**
4. **THE AUDITOR GENERAL**
5. **THE ADMINISTRATOR, DACF**
6. **ALL MEMBERS OF PARLIAMENT**
7. **ALL MMDAs**
8. **ALL PRESIDING MEMBERS**
9. **DIRECTOR GENERAL,**
10. **DEPT OF SOCIAL WELFARE**
11. **INSTITUTE OF LOCAL GOVERNMENT STUDIES**
12. **LOCAL GOVERNMENT SECRETARIATE**
13. **DISABILITY MOVEMENT IN GHANA**
14. **NCPD**
15. **GFD**



**GUIDELINES FOR THE DISBURSEMENT AND MANAGEMENT OF THE
DISTRICT ASSEMBLY COMMON FUND FOR PERSONS WITH DISABILITY**

**GUIDELINES FOR THE DISBURSEMENT AND MANAGEMENT OF THE DISTRICT
ASSEMBLY COMMON FUND ALLOCATION TO PERSONS WITH DISABILITY**

Supported by Ghana Research and Advocacy
Programme (G-RAP) through the Ghana Federation
Of the Disabled (GFD)

**GUIDELINES FOR THE DISBURSMENT AND MANAGEMENT OF THE DISTRICT
ASSEMBLY COMMON FUND ALLOCATION TO PERSONS WITH DISABILITY**
