

<p>Step 1: Completing the SCG Registration Forms</p> <ul style="list-style-type: none"> The Village Chairperson distributes <i>SCG Registration Forms</i> to all Ugandan citizens permanently resident in the community aged 65 years and above (60 in Karamoja). Applicants complete the form with support as necessary. 	<p>Step 2: Community Orientation & cSCG Eligibility Verification</p> <ul style="list-style-type: none"> The Village Council and a temporary Elders ad hoc Committee confirm eligibility of all applicants. Age is verified with reference to official identification. Applicants without official identification can present other support documents. 	<p>Step 3: Parish Eligibility Verification Meeting</p> <ul style="list-style-type: none"> All successful applicants or their representative's must present themselves with documentation to confirm eligibility. The Sub-County CDO verifies all successful applicants and any appeals. The Sub-County CDO countersigns all SCG registration forms and identifies any rejected individuals. <i>Alternate Recipient Authorisation Forms</i> and <i>Resident ID Card Request Forms</i> distributed. 	<p>Step 4: Enrolment</p> <p>a) Issuance of Resident's ID</p> <ul style="list-style-type: none"> All SAGE SCG beneficiaries (or their Authorised Alternative Recipient) must show a photographic ID for enrolment. Any beneficiary/recipient that lacks a photo ID will be issued with a Resident's ID card by the Sub-County Chief. <p>b) Registration and Training with MTN MobileMoney</p> <ul style="list-style-type: none"> All SAGE SCG beneficiaries (or their Authorised Alternate Recipient) must officially register as MTN MobileMoney customers. At this time, they will collect their SIM card and choose a PIN number. Beneficiaries and recipients are trained by MTN Agents on how to make withdrawals, manage their accounts and care for SIM cards.
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<p>Step 7: Monthly Sub-County Coordination Meetings</p> <ul style="list-style-type: none"> After each monthly SAGE payment, the Sub-County CDO and all Parish Chiefs in the sub-county meet to review programme progress, discuss problems or emerging issues. Management forms are submitted during this meeting. The Sub-County CDO communicates the status of monthly allowances to the parish chiefs. 	<p>Step 6: Monthly Reporting by Village Chairpersons</p> <ul style="list-style-type: none"> Village Chairpersons should ensure that Death Notification and Departure forms are prepared for submission to the Parish Chief. The Parish Chief will convene a meeting during the monthly payment period. The Parish Chief should use this time to provide feedback from District and Sub-County levels. 	<p>Step 5: Monthly Payment Delivery</p> <ul style="list-style-type: none"> Each month, UGX 24,000 is credited to the account of each beneficiary, plus an additional UGX 800 to pay for one withdrawal. To collect payment, recipients go to the nearest pay point with their ID and MTN SIM card. Beneficiaries sign the payroll to acknowledge receipt of payment. A pre-payment address by a Parish Chief/CDO provides information to the beneficiaries. Payments complaints are reported to the Parish chief who records them in the <i>Paypoint Monitoring Report</i>.
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Step 1:

Completing the SCG Registration Forms

--The Village Chairperson convenes a community meeting to announce SAGE and distribute *SCG Registration Forms* to all Ugandans aged 65 years and above or who will turn 65 in the current calendar year.

--*Applicants must also be a permanent resident of the village for at least 1 year.*

--Applicants should complete the form and present it during the Step 2 Village Council meeting.

SCG forms must be provided free of charge





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Step 1:

Completing the SCG Registration Forms

Role of the Village Chairpersons

- Distributes *SCG Registration Forms* to all eligible individuals.
 - Each person must be a **Ugandan citizen**
 - Each person must have lived in the community for at least **one year**
 - Each person must be **65 years or older (60 in Karamoja), or be turning 65 during the current calendar year**
- Publicly announces the date of the Step 2 Village Council meeting that will review all applications as per SAGE guidelines.
- Informs all applicants of the types of official identification recognised by SAGE to prove eligibility at the next Village Council meeting (e.g. voters card, birth certificate, baptism certificate etc). Applicants without official identification documents should come along with any other document to support their eligibility and proof of age.



Step 2:

Community Orientation & cSCG Eligibility Verification

- A Village Council meeting is convened and the age of applicants is verified using official identification documents.
- If a potential beneficiary lacks official Identification Documents, the Village Council, with support of an Elders ad hoc Committee, confirms eligibility.
- The Village Council also verifies that applicants are Ugandan have been permanent residents of the village for at least 1 year.
- Applicants without official Identification Documents can present other documents in support of their application.





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Community Orientation & cSCG Eligibility Verification

Role of the Village Chairpersons	Role of the Parish Chief
<ul style="list-style-type: none"> • Convenes the Village Council meeting on a date agreed with the Parish Chief and requests all SCG applicants to attend with their ID. • Takes minutes of the meeting and submits them to the Parish Chief. • Accompanies Parish Chief on any homestead visits to verify eligibility. 	<ul style="list-style-type: none"> • Facilitates the meeting as per the <i>Step 2 Village Council Meeting Guidelines</i>. • Explains the SAGE SCG and reads out a letter from the Minister. • Verifies eligibility of all applicants by referring to official documentation (e.g. voters' cards) and adds the serial number of ID provided to the appropriate column of Table A of the <i>Annex to Village Council Meeting Minutes</i>. • For those applicants without official identification, the Parish Chief documents the decision of the Village Council and Elders ad hoc committee, and completes Table B of the <i>Annex to Village Council Meeting Minutes</i>.
Role of Potential Beneficiaries	
<ul style="list-style-type: none"> • Attends meeting in person. If unable to attend due to illness/infirmity, send a representative with completed form and identification documents. • Presents completed SCG Registration Form for verification of eligibility. • Brings other supporting documents 	<ul style="list-style-type: none"> • Visits the homestead of any older person deemed eligible by the Village Council who was unable to attend the Council meeting in person to confirm their eligibility. • Explains the need of having a Resident ID card for those without official photo identification. Necessary forms will be given to successful applicants during the Parish Verification meeting. • Explains the provision of acquiring an Alternative Recipient. Forms will be given to alternative recipients of successful applicants during the Parish Verification meeting (Step 3). • Communicates date, location and the need to bring identification documents for the Parish Verification Meeting.
Role of Village Council/Elder ad hoc Committee	
<ul style="list-style-type: none"> • Verifies residency and nationality of applicants. • Verifies applicants who lack official documentation with reference to the Elders ad hoc Committee and any other available information presented. 	<ul style="list-style-type: none"> • Submits the following to the Sub-County CDO after the meeting: <ul style="list-style-type: none"> - All completed <i>SCG Registration Forms</i> – both eligible and rejected cases. - <i>The Village Council Meeting Minutes</i> - <i>Annex to Village Council Meeting Minutes</i>, including Tables A, B and C <p>THE PARISH CHIEF IS RESPONSIBLE FOR ENSURING THAT ONLY INDIVIDUALS WHO ARE, BEYOND ALL REASONABLE DOUBT, ELIGIBLE ARE INCLUDED ON TABLES A OR B OF THE ANNEX. APPLICANTS WHO HAVE BEEN REJECTED BY THE VILLAGE COUNCIL AND ARE NOT SATISFIED WITH THE DECISION SHOULD BE LISTED ON TABLE C AND SHOULD BE ADVISED TO ATTEND THE PARISH VERIFICATION MEETING WHERE THEY WILL BE GIVEN A CHANCE TO APPEAL.</p>
Role of Sub-County CDO and Chief	
<ul style="list-style-type: none"> • Provides Quality Assurance 	

Step 3:

Parish Verification Meeting

- Sub-County CDO conducts final verification of applicants submitted by the Parish Chief including any Appeals.
- All successful applicants in Step 2 (Village Council meeting) or their representatives must appear and present documentation used to confirm their eligibility.
- Sub-County CDO counter-signs all verified *SCG Registration Forms* and comments on the forms of any rejected applicants.
- For successful applicants who do not have official photo identification, Resident ID forms are issued.
- For all successful applicants Alternative Recipient forms are distributed as required.





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Step 3:

Parish Verification Meeting

Role of Beneficiaries	Role of the Sub-County CDO
<ul style="list-style-type: none"> Attends the meeting at the agreed time and place, bringing the same identification and other documentation that was used to confirm eligibility in Village Council meeting (Step 2). 	<ul style="list-style-type: none"> Conducts final review and verification of all successful applications for village and any appeals lodged on that day. Counter-signs and stamps each verified <i>SCG Registration Form</i>. Records the reason for any approval or rejection on the <i>SCG Registration Forms</i>, signs and stamps. Completes a Parish Verification Report for submission to the DCDO.
Role of the Village Chairpersons	Role of the Parish Chief
<ul style="list-style-type: none"> Attends the meeting to support the verification exercise. 	<ul style="list-style-type: none"> Submits the completed <i>SCG Registration Forms</i> and <i>Village Council Meeting Minutes</i> to the Sub-County CDO prior to the meeting. Attends the meeting to support the verification exercise. Distributes Resident ID Request Forms to successful applicants who do not have official photo identification. Distributes Alternative Recipient Forms as necessary.
Role of the Sub-County Chief	
<ul style="list-style-type: none"> Supervises the meeting. 	

Step 4:

Enrolment

a) Issuance of Resident's ID cards to beneficiaries/ recipients without photo ID during enrolment

- All SAGE SCG beneficiaries (or their Authorised Alternative Recipient) must show a photographic ID for enrolment.
- Any beneficiary/recipient that lacks a photo ID must obtain a Resident's ID card issued by the Sub-County Chief during enrolment.

b) Registration and training with MTN MobileMoney

- All SAGE SCG beneficiaries (or their Authorised Alternate Recipient) must officially register as MTN MobileMoney customers.
- At this time, they will collect their SIM card and choose a PIN number.
- Beneficiaries and recipients are trained how to make withdrawals, manage their accounts and care for SIM cards.





Step 4: Enrolment

Role of Beneficiaries or Authorised Alternate Recipients	Role of the Sub-County Chief/S-C CDO
<ul style="list-style-type: none"> • Travels to the enrolment point on the agreed date and time. • If they do not have an official photo ID, beneficiaries or alternative recipients must: <ul style="list-style-type: none"> --Purchase a photograph prior to the enrolment exercise. --Present completed and counter-signed <i>Resident ID Card Request Form</i> to the Sub-County Chief. • Presents photo ID (e.g. voters card or <i>Resident ID Card</i>) to confirm enrolment • Completes application as an MTN MobileMoney customer. • Chooses a PIN number. • Participates in SAGE payment training. 	<ul style="list-style-type: none"> • Issues, at no charge, Resident ID Cards to any beneficiaries or alternative recipients without an official photographic ID. • Conducts an opening address, to communicate the purpose and process of enrolment. • Oversees the enrolment event and support organisation <p>Role of the Village Chairperson</p> <ul style="list-style-type: none"> • Mobilises beneficiaries on the agreed date. • Attends the enrolment day • Supports the applicant to complete the <i>Resident ID Card Request Form</i> and counter-sign prior to enrolment.



Step 4:

Enrolment (cont.)

Role of Parish Chief	Role of the Sub-County (A)CDO
<ul style="list-style-type: none"> • Mobilises beneficiaries through Village Chairpersons. • Attends the enrolment day and support the organization of the event. • Supports the applicant to complete the <i>Resident ID Card Request Form</i> and counter-sign prior to enrolment. • Communicates with Village Chairpersons to ensure that any missing beneficiaries are contacted and instructed to attend training. 	<ul style="list-style-type: none"> • Reads out names of beneficiaries and verify documentation prior to authorising enrolment. • Checks enrolling beneficiaries off beneficiary list. • Communicates with Parish Chiefs to ensure that any missing beneficiaries are contacted and instructed to attend training. • Oversees the MTN training ensuring training is adequate and appropriate. • Submits the following to the District SAGE Unit: <ul style="list-style-type: none"> - All completed <i>Alternative Recipient Authorisation Forms</i>. - A written Enrolment report to District DCDO on completion providing details of any beneficiaries who missed enrolment as well as any other emerging issues.
	Role of MTN staff
	<ul style="list-style-type: none"> • Completes MobileMoney registration forms once enrolment has been authorised. • Distributes correct SIM Card to beneficiary. • Trains beneficiaries.



Step 5:

Monthly Payment Delivery

--Every month, UGX 24,000 (plus UGX 800 to cover the cost of one withdrawal) will be credited to the account of each registered beneficiary.

--Or, a beneficiary may choose to save all or part of their monthly entitlement and withdraw it at a later stage – perhaps to pay for a larger expense such as school fees.

--To collect payment, recipients go to the nearest pay point with their photo ID and MTN SIM card.

--Beneficiaries sign the MTN SAGE payroll to acknowledge receipt of payment.





Step 5: Monthly Payment Delivery

Role of Beneficiaries or Authorised Alternate Recipients	Role of Sub-County (A)CDO
<ul style="list-style-type: none"> • Travels to the paypoint at the correct date and time. • Brings SIM (and PIN) to the paypoint. • Brings their photo identification (voter’s card or Resident’s ID card) to the paypoint. • Signs the payroll to acknowledge payment. • Reports any complaints to the Parish Chief. 	<ul style="list-style-type: none"> • Visits their Sub-County’s paypoints at least once every month to observe payments services. • Conducts spot checks of the payroll and interview some beneficiaries on their experiences. • Submits a written progress report to District SAGE Unit covering any emerging issues.
Role of the Village Chairpersons	Role of MTN Agents
<ul style="list-style-type: none"> • Guides or organise beneficiaries during payments • Ensures beneficiaries understand their rights. 	<ul style="list-style-type: none"> • Ensures they have adequate float—in correct denominations—to make payments. • Ensures paypoint is open for business for at least 6 hours during the payment window. • Verifies ID of beneficiary/alternative recipient prior to payment. • Completes the payroll for each payment by signing the agents column. • Reports any equipment failures to MTN immediately.
Role of the Parish Chief	
<ul style="list-style-type: none"> • Receives complaints from any beneficiaries at the pay point and records them on the Paypoint Monitoring report. • Submits the Paypoint Monitoring Report to the Sub county CDO. • Verifies Identification Documents of Beneficiaries. 	



Step 6:

Monthly Reporting by Village Chairpersons

- Village Chairpersons should ensure that Death Notification and Departure forms are prepared for submission to the Parish Chief.
- The Parish Chief will convene a meeting during the monthly payment period.
- The Parish Chief should use this time to provide feedback from District and Sub-County levels.





Step 6:

Monthly Reporting by Village Chairpersons

Role of the Village Chairpersons	Role of Parish Chief
<ul style="list-style-type: none"> • Communicates regularly and as necessary with the Parish Chief. • Completes any <i>Death Notification Forms</i> and submit to the Parish Chief. • Completes any <i>SCG Beneficiary Departure Forms</i> and submit to Parish Chief. • Receives any information or decisions to SAGE beneficiaries. <p>THE ABOVE ROLES SHOULD BE SUPPORTED BY THE VILLAGE COUNCIL SECRETARY</p>	<ul style="list-style-type: none"> • Agrees a time during payments for the meeting to take place with the Village Chairpersons and Village Council Secretaries. • Checks correct completion and countersigns all forms submitted by the Village Chairpersons. • Provides feedback on the emerging issues from the district and sub-county. • Communicates the status of their monthly transport refund payment.



Step 7:

Monthly Sub-County Coordination Meetings

--After each monthly SAGE payment, the Sub-County CDO and all Parish Chiefs in the sub-county meet to review programme progress, discuss any problems or emerging issues and pass on any completed SAGE management forms.





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Step 7:

Monthly Sub-County Coordination Meetings

Role of the Parish Chiefs	Role of the Sub-County (A)CDO
<ul style="list-style-type: none"> • Communicates any information or decisions to SAGE beneficiaries, Village Chairpersons or PDC members after the meeting. • Ensures they attend on the allocated time and date for the meeting. 	<ul style="list-style-type: none"> • Chairs the meeting. • Checks correct completion and countersign forms submitted by the Parish Chiefs. • Ensures that they have an accurate understanding of any emerging issues ready for discussion at the District SAGE Coordination meeting. • Communicates any decisions or information received from the District SAGE Unit to Parish Chiefs for onward communication to beneficiaries. • Pays or communicates the status of allowances to Parish Chiefs.
<p>Role of Sub-County Chief</p>	
<ul style="list-style-type: none"> • Attends the meeting. 	