



BIHAR STATE GUIDELINES FOR AFTER CARE

Government of Bihar
Social Welfare Department
State Child Protection Society, Bihar, Patna

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ABBREVIATIONS

ADCP	Assistant Director, Child Protection
BCLN	Bihar Care Leavers Network
CCI	Child Care Institution
CWC	Child Welfare Committee
DCPU	District Child Protection Unit
FF	Fit Facility
IAP	Individual After Care Plan
ICP	Individual Care Plan
JJB	Juvenile Justice Board
OH	Observation Home
OSC	One Stop Centre
SCPS	State Child Protection Society
UDID	Unique Disability Identity Card
UNCRC	United Nations Convention on the Rights of the Child

CHAPTER-1 INTRODUCTION

1.1 Preamble

These guidelines have been made in accordance with Section 46 of the Juvenile Justice (Care and Protection of Children) Act 2015, Rule 25 of Bihar Juvenile Justice (Care and Protection of Children) Rules 2017 and Part 4.3 of Mission Vatsalya 2022. The guidelines are also consistent with the United Nations Guidelines for the Alternative Care of Children and the provisions of United Nations Convention on the Rights of the Child (UNCRC) with the aim of ensuring the best interest of the child.

Recognizing that the transition to independent living of Care Leavers can be challenging, this guideline lays out a comprehensive framework of After Care services focused on education, vocational training, life-skills, housing, health care, emotional well-being, and social reintegration. The goal is to ensure that each Care Leaver is empowered to live with dignity and self-reliance, and is successfully mainstreamed into society.

1.2 Short Title:

These Guidelines are officially named the “Bihar State Guidelines for After Care”.

1.3 Commencement:

These Guidelines will take effect upon being approved and officially notified by the competent authority.

1.4 Objective of the Guidelines:

The objective of these guidelines is to ensure a smooth and successful transition for a child leaving a Child Care Institution to independent living at the age of 18.

The guidelines aim to equip them with the necessary skills, support, and the resource to thrive as an adult.

1.5 Definitions:

- i. ‘Act’ means the Juvenile Justice (Care and Protection of Children) Act, 2015 as amended in 2021.
- ii. ‘ADCP’ means Assistant Director, Child Protection who heads the District Child Protection Unit (DCPU).
- iii. ‘After Care’ means making provision of support, financial or otherwise, to persons, who have completed the age of 18 years and have left any Child Care Institution funded by government to join the mainstream of the society.
- iv. ‘After Care Service Provider’ means an institution (government, voluntary or non-government) or an individual that offers holistic or specialized services to Care Leavers, according to their Individual After Care Plan (IAP).
- v. ‘Alternative Care’ means care for orphans and other vulnerable children who are not under the care of their biological parents. It includes foster care, group foster care, kinship care, residential care, and other community-based arrangements to care for children in need of

special protection, particularly children without primary care givers.

- vi. 'Care Leaver' means any person who has lived in a Child Care Institution registered under the Act and has left or has been released from such institution on attaining the age of eighteen years.
- vii. 'District After Care Cell' means a committee constituted in each district under the chairpersonship of the Assistant Director, District Child Protection Unit comprising of the Child Protection Officer (Non-Institutional Care), Counsellor or Social Worker of the District Child Protection Unit, Superintendent and Probation Officer or Case Worker of the concerned Child Care Institution. The cell is responsible for planning, coordination, and implementation of After Care services in the district.
- viii. 'Individual After Care Plan' (IAP) means a comprehensive plan prepared for each child residing in a Child Care Institution (CCI) to facilitate their reintegration into society upon attaining the age of eighteen years. The IAP shall be based on the specific needs of the child and shall be a continuation of the Individual Care Plan. The plan shall come into effect upon the child's exit from the Child Care Institution and shall address the areas like: emotional and psychological well-being; education and training; health and nutrition; independent living skills; social support and interpersonal skills, availability of identity documents; employability skills and placement, accommodation etc.
- ix. 'Peer mentor' means a person who was previously in care and has achieved self-sufficiency and independence. S/he is willing to act as a role model, to support, guide, and counsel Care Leavers.
- x. 'Rules' means the Bihar Juvenile Justice (Care and Protection of Children) Rules, 2017, as amended from time to time.
- xi. All other terms and expressions used but not defined in these Guidelines shall have the same meaning as mentioned in the Juvenile Justice (Care and Protection of Children) Act, 2015, the Bihar Juvenile Justice (Care and Protection of Children) Rules, 2017 and Mission Vatsalya.

CHAPTER 2 SERVICES AND MODELS OF AFTER CARE

2.1 Criteria for receiving After Care support:

Children residing in Child Care Institutions (CCIs) who are going to complete 18 years and it is not possible to rehabilitate them in the family shall be considered eligible for the After Care support.

2.2 Duration of After Care support:

- Aftercare support shall be provided until the age of 21 years.
- The support may be extended up to 23 years of age in exceptional cases.
- Extension of services beyond 21 years shall be based on specific considerations such as:
 - a. Pursuit of higher education.
 - b. Requirement of advanced vocational training.
 - c. Unemployment for a period more than three months.

- d. Health Condition which requires long term care.
- e. People with Special needs.
- f. Any other Vulnerabilities.

2.3 Services and Support under After Care:

The services and support that must be provided to Care Leavers, regardless of the model adopted, are as follows:

i. Psychological Support for Care Leavers: Counselling support shall be provided on a regular basis to all Care Leavers by the District Child Protection Unit to assist them in adjusting to the work environment, new surroundings, and peers. Care Leavers requiring specialised interventions shall be provided access to expert services through trained professionals or in collaboration with the District Mental Health Program or the Health Department.

ii. Educational Support for Care Leavers: In cases where a Care Leaver expresses interest in pursuing education, respective DCPU shall provide necessary support to facilitate continued education until the individual either gains employment or reaches the age of 23 (whichever is earlier).

[Note – if the Care Leaver has enrolled in any professional course before the age of 23 years the support will be continued till the completion of the course].

Educational support may also be extended by the respective DCPU alongside vocational training, based on the preference and aptitude of the Care Leaver.

The respective District Child Protection Unit (DCPU) shall provide the necessary assistance to Care Leaver(s) for enrollment in the National Institute of Open Schooling (NIOS), regular colleges, or any other appropriate educational program, as deemed suitable.

iii. Physical Health and Medical Support for Care Leavers: The respective DCPUs shall facilitate all the Care Leavers in obtaining an Ayushman Bharat card or accessing other health schemes of Government to ensure access to free and continued healthcare services.

The respective District Child Protection Units (DCPUs) shall also ensure that all Care Leavers are made aware of the nearest government health facilities and hospitals empaneled under various health schemes. Care Leavers shall be supported in establishing linkages to enable them to independently access healthcare services as and when required.

iv. Social Support, Interpersonal Skills, and Mentoring: Special efforts shall be made by the State Child Protection Society (SCPS) to promote the formation of a state-level group of Care Leavers, to be named as deemed appropriate by its members. The District Aftercare Cell shall facilitate the establishment of peer support groups at the district level. These groups shall serve as platforms for mutual support, emotional expression, self-advocacy, and for raising concerns at relevant forums. The SCPS shall further strengthen the ‘Care Leavers’ groups by organizing quarterly and annual meetings, trainings, and engagement events to foster solidarity, enable experience sharing, and highlight achievements.

v. Identity and Legal Awareness: The DCPUs shall facilitate that every child leaving a Child Care Institution (CCI) upon attaining the age of 18 years shall be provided with a complete set of personal documents at the time of discharge.

The following verified and updated documents will be given to the child:

- I. Birth Certificate
- II. Individual Aftercare Plan (IAP)
- III. Aadhaar Card
- IV. PAN Card
- V. UDID / Disability Certificate (where applicable)

- VI. Ayushman Bharat Card or any other health card
- VII. Educational documents, including mark sheets and School Leaving Certificate
- VIII. Certificates of achievement, awards, and vocational training
- IX. Health and medical records
- X. Caste Certificate (where applicable)
- XI. Residential Certificate (Domicile Certificate)
- XII. Bank account details/documents

vi. Financial Independence, Employment, and Career: The DCPUs shall facilitate an interest mapping exercise within the Child Care Institutions for all children in the age group of 16 years and above to assess their aptitude and career preferences. Based on the outcomes of the exercise, children shall be enrolled in skill development courses during their stay in the Institution and appropriate placement support shall be provided upon attaining the age of 18 years. Care leavers who express an interest in entrepreneurship and self-employment shall also be supported by the respective District Child Protection Unit (DCPU).

vii. Safe and Affordable Housing for Care Leavers: Accommodation support may be extended to Care Leavers until they are confident and prepared to make independent housing arrangements. This support may be provided for a maximum period of three years, or until the Care Leaver attains 21 years of age, whichever is earlier. The following models may be adopted for providing accommodation support:

- i. Care Leavers who are assessed to be capable of and willing to live independently without institutional support shall be permitted to do so.
- ii. DCPU will map Working Women's Hostels and Shakti Sadans to provide temporary shelter to Care Leavers on priority basis.
- iii. In cases where institutional accommodation is provided, the Service Provider shall ensure the availability of essential facilities, including housekeeping, kitchen services, all meals, and other daily requirements of the Care Leavers during their stay.

viii. Stipend Support: The District Aftercare Cell shall assist Care Leavers in submitting applications for 'After Care Financial Assistance'. The assistance (Rs. 4,000/month) shall be sanctioned within one month of exit from the Child Care Institution.

2.4 Models of After Care: For providing After Care Services the following two options may be followed:

2.4.1 Model:1-Services through DCPU: In this model, After Care support services shall be provided directly by the District Aftercare Cell. The Cell shall be responsible for —

- i. providing or coordinating counselling services;
- ii. coordinating accommodation arrangements during the transition from the Child Care Institution;
- iii. liaising with Aftercare Service Providers for skill training and employment support;
- iv. conducting regular follow-ups with the Care Leavers;

2.4.2 Model:2- Services through After Care Service Provider: In this model, holistic After Care Services shall be provided by a Service Provider having a Memorandum of Understanding (MoU) with the State Child Protection Society (SCPS) or District Child Protection Unit. This provider will facilitate the transition of the Care Leavers from institutional care to independent living. The service provider shall be responsible for-

- i. Providing accommodation and counselling support;
- ii. facilitating continuation of education;
- iii. skill development;

- iv. coordinating placement;
The duration of support shall be determined based on the individual needs and progress of the Care Leaver. Under this arrangement, as essential services and support are being provided by the Service Provider, the Care Leaver shall not be entitled to receive a separate stipend during the period of stay.

2.5 Financial Norms:

- Funds will be provided to the Aftercare Service Provider as per the terms of their agreement.
- Peer Mentors may also be provided with honorarium as per the terms of agreement.
- The District Child Protection Unit shall provide the After Care financial assistance of Rs. 4000/- (stipend amount) directly to the Care Leavers to support them in meeting their basic needs in accordance with the Guidelines formulated for this purpose.
- Initiating individual or group-based livelihood activities, with the level of support determined based on approved proposals.
- Covering expenses in the event of a medical emergency that requires substantial financial assistance, if needed, even after the health support provided under para 2.3(iii).

CHAPTER 3

PROCEDURES AND PROCESSES RELATED TO AFTER CARE

3.1 Preparation of Children by Child Care Institutions (from 16 years onwards):

i. **Identification of Children for After Care:**

Children above 16 years of age, for whom repatriation or rehabilitation within the family is not possible will be identified for preparation toward independent living, based on their Individual Care Plan (ICP).

ii. **Completion of Education:**

Child Care Institutions (CCIs) shall ensure that all eligible children complete basic education and obtain the requisite certificates and are duly enrolled in the next higher grade.

iii. **Living Skills:**

Children shall be trained to manage essential daily activities, including cooking, cleaning, budgeting, money management, and upkeep of their living space.

iv. **Life Skills Training:**

Structured life skills training shall be provided. The training shall cover essential competencies, including self-awareness, resilience, communication, decision-making, emotional regulation, financial literacy, problem-solving, gender sensitivity, sexual and reproductive health, legal awareness, and knowledge of social protection schemes and services.

v. **Counselling Support:**

Regular counselling services will be provided to prepare children for independent living. Children who require specialized support shall be ensured access to such services during their stay in the Child Care Institution.

vi. **Interest Mapping and Skilling:**

An interest mapping exercise shall be conducted to assess career preferences (educational, and vocational) and children shall be enrolled accordingly.

vii. **Documentation:**

Before leaving the Child Care Institutions, each child shall be provided with a complete and updated set of documents (as mentioned in para 2.3(iv)) which s/he would require for independent living.

viii. **Peer Mentoring and Network Exposure:**

Care Leavers shall be encouraged to mentor children preparing to exit Child Care Institutions, with the aim of fostering peer networks and strengthening support systems.

Children residing in Child Care Institutions (CCIs) shall be encouraged to participate in virtual meetings of Care Leavers' groups, in order to gain exposure to the challenges and opportunities of Aftercare, and to foster social connectedness and bonding with Care Leavers.

ix. **Participation in Aftercare Planning:**

Children shall be encouraged to actively participate in planning their exit from Child Care Institutions and preparation for independent living. The Individual Aftercare Plan (IAP) shall be prepared at least three months prior to the child's exit, using the format provided in Annexure-1 of these Guidelines. The Plan shall be developed by the Child Care Institution in coordination with the District Aftercare Cell.

3.2 Approval Process for After Care:

i. **Scrutiny by District Aftercare Cell:**

The Child Protection Officer at the District Aftercare Cell shall verify all documents and eligibility criteria of children recommended by Child Care Institutions (CCIs) for Aftercare support. The Officer shall also assess the child's needs based on the Individual Aftercare Plan (IAP) and make appropriate recommendations for support.

ii. **Placement Order by CWC/JJB:**

All eligible children shall be placed in Aftercare before attaining the age of 18 years, through orders of the Child Welfare Committee (CWC), or Juvenile Justice Board (JJB), or Children's Court, based on the Individual Aftercare Plan (IAP), the consent of the Care Leaver, and the recommendation of the District Aftercare Cell.

3.3 Delivery of After Care Support Services (Commencing at 18 years of age):

The District Aftercare Cell shall coordinate the delivery of support services as outlined in the Individual Aftercare Plan (IAP), either directly or through an Aftercare Service Provider. The support shall include accommodation, continuation of education (where the Care Leaver expresses interest), job placement, counselling, financial assistance for basic needs, and facilitation of peer linkages.

3.4 Follow-Up Support: Follow-up support shall be provided to the Care Leaver, with their consent.

The frequency of follow-up may be:

- Monthly for the first three months—preferably through in-person visits if the Care Leaver is placed within the state—and thereafter on a quarterly basis.

- If a Care Leaver is placed in a district other than the one where the Child Care Institution (CCI) was located from which they exited, the respective District Aftercare Cell of the concerned district may also track the Care Leaver's progress. Monitoring shall be

conducted based on the parameters outlined in the Individual Aftercare Plan (IAP), and follow-up reports shall be submitted to the State Child Protection Society (SCPS). Additionally, the District Aftercare Cell shall submit a half-yearly progress report to the concerned Child Welfare Committee (CWC).

3.5 Termination of After Care Support Services:

Under the following circumstances, the District Aftercare Cell shall recommend the completion or termination of Aftercare services for identified young adults:

- a. If the Care Leaver is above 21 years of age and mainstreamed into society, the Aftercare service may be deemed complete.
- b. If, during follow-up, the Care Leaver is found to be involved in any of the activities listed below, Aftercare support may be terminated:
 - misuse of financial assistance provided.
 - engagement in illegal activities.
 - Any other concern that may be raised by the Assistant Director, Child Protection, based on a review of the Care Leaver's conduct or circumstances.

CHAPTER 4

ROLES OF STAKEHOLDERS/ ROLES OF AUTHORITIES

4.1 Responsibilities of the State Child Protection Society (SCPS) for Effective Implementation of the After Care Program are following-

- a. Program Development and Implementation
 - Design and implement a structured After Care Program uniformly across all districts.
- b. Interdepartmental Coordination and Scheme Convergence
 - Coordinate with relevant government departments—including Education, Sports, Industries, Labour Resources, Panchayati Raj and Livelihood Missions.
 - Ensure convergence of existing schemes and design new, tailored initiatives that address the specific needs of Care Leavers.
- c. Empanelment and Management of Service Providers
 - Empanel and maintain a directory of Aftercare Service Providers.
 - Monitor their performance, ensure effective engagement, and establish accountability mechanisms.
- d. Research, Documentation, and Policy Development
 - Promote and support research activities related to After Care.
 - Facilitate systematic data collection and documentation to inform policy, improve practices and enhance service delivery.
- e. Database Management
 - Develop and maintain a centralized State-Level Database for all Care Leavers, capturing relevant demographic and program-related data.
- f. Monitoring and Evaluation through MIS
 - Develop and implement a Management Information System (MIS) to enable monitoring, review, and performance evaluation of the After Care Program.
- g. Periodic Review and Corrective Measures
 - Conduct regular reviews of the After Care Program.

- Identify gaps and initiate corrective measures to ensure the protection, well-being, and successful integration of Care Leavers.
- h. Capacity Building
 - Organize regular training and capacity-building programs for all stakeholders, including government officials, service providers, and community workers, involved in After Care.
- i. Care Leavers Engagement and Empowerment
 - Facilitate the formation of a state-level Care Leavers Group.
 - Organize quarterly and annual meetings to foster solidarity, peer support, and create a platform for direct engagement with policymakers and service providers.

4.2 Responsibilities of the Women and Child Development Corporation (WCDC), Social Welfare Department, for the seamless integration of care leavers with the services and programmes implemented under it are as follows-

- a. Counselling and Psycho-Social Support-
 - Individual and group counselling shall be provided through OSC counsellors under Mission Shakti, focusing on emotional support, confidence building, trauma care (where required), and strengthening decision-making abilities.
- b. Safe Accommodation Support (If required):
 - Based on the need assessment, temporary or long-term accommodation may be arranged at Shakti Sadan or Sakhi Niwas/Working Women Hostel (For female care leavers)
- c. Education and Career Advancement Support:
 - The Hub for Empowerment of Women shall facilitate continued education and career progression by providing support for completion of formal schooling, open schooling systems, and distance education programmes, as required. It shall also facilitate linkage with vocational and certification courses aligned with market demand and provide career guidance support.
- d. Career Counselling, Skilling and Training Linkages:
 - Eligible Care leavers shall be provided structured career and skilling counselling through the District/State Hub for Empowerment of Women (DHEW/SHEW) to assess their interests, aptitude, and long-term livelihood aspirations.
 - Based on counselling outcomes, they shall be linked with skill development programmes under MNSY and Government-approved skill training partners. Support shall also be extended for obtaining essential identity documents such as Aadhaar, bank account, and PAN.
- e. Employment and Livelihood Linkages:
 - Upon completion of skilling and/or education, the Hub shall actively facilitate employment and livelihood integration through convergence-based mechanisms.
- f. Legal Aid, Safety and Protection Support-
 - To ensure rights-based rehabilitation, beneficiaries shall be provided legal and safety support through convergence with existing protection mechanisms. Awareness regarding legal rights, workplace safety, and grievance redressal mechanisms shall be facilitated through OSC.
- g. Health, Mental Well-being, and Social Security Support:
 - A holistic support approach shall be adopted to address the physical and mental well-being of beneficiaries. Mental health and psycho-social support shall be provided, wherever required, and beneficiaries shall be linked with relevant Government health and social security schemes.

4.3 The District Magistrate shall be responsible for the following:

- a. Development & Implementation:
 - Ensure the development and implementation of a need-based District After Care Plan for care leavers in the district.
- b. Monitoring & Supervision:
 - Monitor and supervise the overall implementation and progress of the After Care program in the district.
- c. Stakeholder Convergence & Linkages:
 - Facilitate convergence with all relevant stakeholders and establish linkages with existing schemes. The District Magistrate may also liaise with individuals or corporate sponsors for the effective delivery of After Care services.
- d. Education & Financial Access:
 - Facilitate access to scholarships for higher education and loans for education or small business start-ups for children leaving Child Care Institutions.
- e. Employment & Apprenticeships:
 - Facilitate campus placements and apprenticeships in collaboration with local businesses and industries.

4.4 Role of Assistant Director, Child Protection (ADCP)

Under the supervision of the District Magistrate, the ADCP shall be responsible for the following:

- a. Planning & Implementation
 - Prepare the District After Care Plan.
 - Implement the After Care Program in the district.
- b. Resource Mobilization
 - Mobilize resources to support education, vocational training, and entrepreneurship for Care Leavers.
- c. Oversight of Child Care Institutions (CCIs)
 - Ensure that all CCIs prepare Individual After Care Plans (IAPs) for identified children.
- d. Resource Mapping
 - Ensure mapping of facilities and services in the district, including:
 - Temporary accommodation (especially for girls)
 - Specialized counselling
 - Education and medical care
 - Nutrition
 - Vocational training and skill development
 - Placement opportunities
- e. Coordination & Collaboration
 - Coordinate with relevant line departments, organizations, volunteers, and professionals at the district level for effective program delivery.
- f. Mental Health & Counselling Support
 - Ensure access to counselling services for Care Leavers through:
 - In-house counsellors
 - Government or private agencies for additional support, when required
- g. Follow-ups & Monitoring
 - Conduct quarterly follow-ups with Care Leavers to track progress and well-being.
 - Monitor the functioning of After Care Service Providers in the district.
- h. Financial Disbursement
 - Ensure timely disbursement of funds to:
 - After Care Service Providers
 - Care Leavers (subject to fund availability)

- i. Data Management & Reporting
 - Ensure uploading of Care Leavers' information on the Mission Vatsalya portal.
 - Share regular progress updates with the State Child Protection Society (SCPS).
- j. Reporting
 - Submit the following reports:
 - Quarterly progress reports to SCPS
 - Half-yearly reports to the concerned Child Welfare Committee (CWC)

4.5 Role of Child Protection Officer (Non-Institutional Care)

Under the supervision of the Assistant Director, Child Protection, the Protection Officer (Non-Institutional Care) shall be responsible for the following:

- a. Individual Aftercare Planning
 - Ensure the preparation of the Individual Aftercare Plan (IAP) in close coordination with the Case Worker, Counsellor, and the Care Leaver.
- b. Implementation of Aftercare Plan
 - Implement the IAP once the child exits the Child Care Institution (CCI).
- c. Employment Facilitation
 - Maintain an updated employer database.
 - Facilitate at least two job placements per Care Leaver, including inter-district placements, if needed.
- d. Placement in Education, Training & Shelter
 - Ensure placement of Care Leavers in:
 - Higher education
 - Skill training
 - Job opportunities
 - Temporary shelters
 - Monitor progress through a social worker or counsellor.
- e. Entrepreneurship Support
 - Assist in developing a business plan with the Care Leaver.
 - Facilitate access to loans or subsidies for business start-ups with support from the ADCP.
- f. Financial Assistance
 - Facilitate submission of applications for After Care Financial Assistance (stipend).
- g. Welfare Scheme Access
 - Promote and facilitate access to relevant central and state welfare schemes and scholarships for Care Leavers.
- h. Care Leavers' Group Formation
 - Initiate the formation of a Care Leavers' Group at the district level.
 - Organize meetings and events to support and strengthen the group.
- i. Data Management
 - Ensure consolidation of data of Care Leavers in Annexure-II.
- j. Documentation

Maintain an individual file for each Care Leaver containing:

 - Individual Aftercare Plan (IAP)
 - CWC/JJB placement order
 - Placement details (education, training, employment, housing)
 - Application and sanction order for financial assistance
 - Follow-up/visit reports and review notes
 - Final closure summary
- k. Progress Monitoring
 - Track the progress of Care Leavers at least once every 3 months.

1. Portal Updates

- Ensure regular updating of Care Leavers' information on the Mission Vatsalya portal.

4.6 Child Welfare Committee (CWC) / Juvenile Justice Board (JJB)

The CWC/JJB shall perform the following functions:

a. Review of Individual After Care Plans

- Examine the Individual After Care Plan (IAP) submitted by the Child Care Institution or District After Care Cell.
- Consult with the Care Leaver to assess the suitability of the proposed placement.

b. Issuance of Placement Orders

- Issue placement orders under Form 37 of the *Bihar Juvenile Justice Rules, 2017*.
- Share a copy of the order with:
 - District Child Protection Unit
 - Child Care Institution (CCI)

4.7 Role of Child Care Institutions (CCIs)

The Child Care Institutions (CCIs) shall be responsible for the following:

a. Identification of Eligible Children

- Prepare and maintain a list of eligible children (aged 16 & above years) who may require After Care support.

b. Preparation for Independent Living

Support children in transitioning to independent life through:

- Access to formal education
- Structured life-skills training
- Vocational training
- Counselling and emotional support

c. Development of Individual After Care Plans (IAPs)

- The Case Worker/Probation officer shall prepare Individual After Care Plan with the help of Counsellor, in consultation with Care Leaver, under supervision of the Superintendent and in coordination with the Child Protection Officer (Non-Institutional Care).
- Submit the recommendations and plans to the appropriate authorities (e.g., District After Care Cell, CWC/JJB).

d. Legal Documentation

- Ensure that each child has access to all essential legal documents (such as Aadhaar, PAN, bank account, educational certificates, etc.) prior to exit from the institution.

Annexure -1

Format of Individual After Care Plan (IAP)

(Note- this form contains 4 parts of which only A, B and D is to be filled and part C is applicable for those Care Leavers who are placed in After Care Home)

Name of Case Worker/ Social Worker / Counsellor:

Date of preparing the IAP:

Case/Profile No. (CWC/ JJB/Children Court Case File Number):

FIR No (if any) applicable in case of Children in Conflict with Law:

Name of the Police Station.....

Name & address of the concerned Board or the Committee:

Date of Admission (if Care Leaver was in a CCI / Fit Facility):

Name of the CCI/Fit Facility:

Duration of Stay of the Care Leaver at CCI/Fit Facility (Fill as applicable):

(i) Date of Admission:

(ii) Duration of stay:

(ii) Date of exit:

Reason(s) for institutionalization:

(i) Demise of parent(s)

(ii) Incapacitation of parents

(iii) Conviction of parents (if parents are in jail)

(iv) Separation of Parents

(v) Surrendered by parents due to disability/HIV/AIDS/Other Critical Disease

(vi) Poverty

(vii) Abuse by parent(s)/guardian(s)/step parents(s)

(viii) Lack of Educational support

(ix) Trafficked/Child Labour/Begging/Drug peddling

(x) Abandonment by Parents

(xi) Others (please specify)

PART A

A. PERSONAL DETAILS OF CARE LEAVER:

1. Name:

2. Contact details; Mobile No: & E-mail ID:

3. Date of Birth:

4. Sex: Male/Female/Transgender:

5. Father's name/ Guardian's Name (if available):

- 6. Contact details of father/Guadian (If available):
- 7. Nationality:
- 8. Religion:
- 9. Caste:
- 10. Language/s spoken:
- 11. Hobbies.....
- 12. Disability (Yes/No):If yes, then,Type of Disability:.....
Certificate No:

B. FAMILY DETAILS (if available)

S. No	Name & Relationship	Age	Sex	Relationship with Care Leaver (Cordial/ Non-Cordial)	Education	Occupation	Income	Health Status	History of Mental Illness
1.									
2.									
3.									
4									
5									

Possibility of restoration in the family? (Yes/No):
If no, specify the reasons.....

C. LEGAL AND OTHER NECESSARY DOCUMENTS AVAILABLE

- 1. Birth Certificate
- 2. Aadhar No.:
- 3.. PAN No.-:
- 4. Voter ID No.:
- 5.Passport No. (If available):
- 6. Disability Certificate:
- 7.Details of Bank Accounts:

D. ACADEMIC DETAILS/ ACHIEVEMENTS (photocopies to be referred and attached)

- 1. Mark sheet of the last class cleared-
- 2. Name of the last educational institution attended-
- 3. Class 10th mark sheet-
- 4. Class 12th mark sheet-

5. Vocation training certificate(s)-

- i.
- ii.
- iii.

6. Certificate in any hobby course-

- i.
- ii.
- iii.

7. Details of awards/rewards/medals, if any-

- i.
- ii.
- iii.

E. HEALTH DETAILS OF THE CARE LEAVER-

1. Health status-

2. Medical History:

Details of any illness/disorder

2. Whether the Care Leaver have any addiction (if yes, please give details)

Treatment done so far:

F. Based on the Case History and interaction with the Care Leaver, give details on following areas of concern and interventions required, if any

S. No.	Category	Area(s) of support required	Proposed intervention
1	Expectation from After Care		
2	Health & nutritional needs		
3	Emotional and psychological support Needs		
4	Educational and Training needs		
5	Leisure, creativity and sports		
6	Inter-personal relationships		

7	Religious beliefs		
8	Self-care & life skills Training		
9	Independent living skills; legal literacy, financial management skills		
10	Employability skills, internships and Employment		
11	Any significant experiences which may have impacted the development of the Care Leaver violence, parental neglect, bullying in school/ institution, etc. (Please specify)		
12.	Any other, specify		

Date of placement in job/ in temporary shelter/ training:

Summary of After Care Services to be provided:

.....

.....

.....

.....

.....

PART B. PROGRESS REPORT OF THE CARE LEAVER

(To be prepared monthly for first three months and thereafter to be prepared in every quarter)

[Note: Use different sheet for Progress Report]

Date of follow-up:

1. Duration of After Care support completed.....
 2. General conduct and progress of the child during the period of the report.....
-
-

3. Progress made regarding proposed interventions as mentioned below:

S. No.	Category	Area(s) of support Required	Interventions made so far	Further Proposed intervention/s
1	Care Leaver's expectation from After Care			
2	Health & nutritional needs			
3	Emotional and psychological support needs			
4	Educational and Training needs			
5	Leisure, creativity, and sports			
6	Inter-personal relationships			
7	Religious beliefs			
8	Self-care & life skills training			
9	Independent living skills; legal literacy, financial management skills.			
10	Employability skills, internships and employment			
11	Any significant experiences which may have impacted the development of the Care Leaver: violence, parental neglect, bullying in school/institution, violence, etc.			
12.	Any other, specify			

Signature of case worker/ Social Worker/Counsellor

.....

PART C. PRE-RELEASE BEFORE EXITING FROM AFTER CARE HOME

(to be prepared 30 days prior to release from the Agency/ Institution/ Organization)

Date of preparing the Report:

1. Details of educational/ vocational course completed and skill acquired:
.....
.....
2. Details of recommended accommodation
 - (i) Address-
 - (ii) Monthly rent-
 - (iii) Security deposit (if any)-
 - (iv) Name of the landlord-
3. Details of job placement/ business/start-up
 - (i) Name of the organization-
 - (ii) Designation-
 - (iii) Salary offered/ earnings-
 - (iv) Date of joining-
 - (v) Job location-
 - (vi) Employers Name
4. Rehabilitation and restoration plan of the Care Leaver (to be prepared with reference to progress reports of the Care Leaver)

S. No.	Category	Rehabilitation & restoration plan of the Care Leaver
1	Care Leaver's expectation from After Care	
2	Health & nutritional needs	
3	Emotional and psychological support Needs	
4	Educational and Training needs	
5	Leisure, creativity and sports	
6	Inter-personal relationships	
7	Religious beliefs	
8	Self-care & life skills training	
9	Independent living skills; legal literacy, financial management skills	

10	Employability skills, internships and Employment	
11	Any significant experiences which may have impacted the development of the Care Leaver: violence, parental neglect, bullying in school/institution, violence, etc. (Please specify)	
12.	Any other, specify	

5. Date of release/repatriation.....

6. Legal documents of the Care Leaver available-

- i. Aadhar Card-
- ii. PAN Card-
- iii. Voter ID-
- iv. Passport-
- v. Disability certificate-
- vi. Caste Certificate
- vii. Ration Card
- viii. Income Certificate
- ix. Marriage Registration Certificate
- x. Orphan/Care Leaver Card

7. Details of Social Worker/ Counsellor/Case worker for post-release follow-up:

.....

8. Details of support required (If any):

9. Medical examination report before release:

10. Any other information:

.....

Signature of Competent Authority of the After Care Home.....

Date :.....

PART- D. FOLLOW UP OF CARE LEAVERS

1. Progress made with reference to Individual After Care Plan:

.....

2. Parent's/ extended family's behaviors/attitude towards the Care Leaver:

.....

3. Marital Status-

- i. Name of the spouse-
- ii. Date of wedding-

4. Social milieu of the Care Leaver, particularly attitude of neighbor's/community

.....
.....

5. How is the child using the skills acquired:

.....
.....

6. Employment status (Employer's Name and Address, Name of Establishment, Salary and Perks received, etc.....

.....

7. Educational Status (Grades Completed and Accomplishment):

.....

8. Remarks/Suggestion.....

.....

Signature of the Social Worker/Case Worker/Counsellor

Annexure-II
Consolidated Database of Care Leavers

Sl.	Domain	Particulars
1	District Name	
2	Name of the Child Care Institution (CCI)	
3	Name of the Child (as per official document/Aadhaar)	
4	Gender	
5	Date of Birth (as per official document)	
6	Blood Group	
7	Family Details (if available)	
8	Address (if available)	
9	Date of Admission in CCI	
10	Date of Exit from CCI	
11	Name of the Concerned CWC/JJB/Children's Court	
12	Health Status (Normal/Disabled/Sick)	
13	If disable/Sick, then specify the Category or details of sickness	
14	Disability Certificate Number	
15	UDID Number	
16	Disability Pension Account Details	
17	Treatment History	
18	Aadhaar Number	
19	Date of Birth Certificate Number	
20	PAN	
21	EPIC Number (Voter ID No)	
22	Passport Number (if available)	
23	Bank Account Details	
24	Details of Assets (if any, held by the Care Leaver)	
25	Educational Status	
26	Details of Vocational Training Received	
27	Employment Status	
28	Job Profile	
29	Employer Details (Name, Contact Number and Other Information)	
30	Present Address	
31	Details of Aftercare Support Already Received	
32	Details of Aftercare Services Currently Being Received	
33	Details of Financial Assistance Being Provided	
34	Any other Information (please specify)	

