

The social survey in the CPAS

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Legal basis - Law of 08/07/1976 organic CPAS

➤ *The social survey as a key element of CPAS social benefits*

With each new request for intervention in the context of social benefits, the CPAS is obliged to carry out a social survey. This survey describes the situation of the applicant, makes a diagnosis of the existence and the extent of the need for help and formulates a proposal of the most appropriate means to meet this need. The CPAS Council relies on this report to take a decision on the granting of aid.

➤ *The professional social worker*

The social survey must be conducted by a professional social worker with the required diploma

Minimum content of the social inquiry report

The identification data of the applicant

- Last name and first name ;
- National Register Number Nationality;
- Civil status ;
- Household composition;
- Place of actual residence in Belgium;
- Situation of stay.

Minimum content of the social inquiry report

Description of the request for help

- Social workers issue an acknowledgement of receipt of the application for each request for assistance. The social report succinctly describes this request for help.

Minimum content of the social inquiry report

State of play of resources

➤ Each social report contains an inventory of the actual livelihoods of the claimant. The social survey also mentions the resources of the life partner of the applicant, as well as those of the household members. Supporting documents such as payslips, statements of account, contracts, certificates are recorded in the social file and document the inventory of resources. It is on the basis of this information that the state of necessity of the aid seeker is defined.

Minimum content of the social inquiry report

Description of the living conditions and findings made during the home visit.

- The social worker visits the applicant's place of residence. This home visit makes it possible to confront the declarations of the applicant but also to have an image of his living conditions.
- This home visit is conducted at least once a year but can be organized whenever the CPAS considers it necessary.
- If the home visit could not take place, the social worker justifies the reasons in the social report.

The minimum content of the social inquiry report

Residual character.

- Because the entitlement to monthly social assistance is a residual right, the social inquiry checks whether the claimant and the persons with whom they cohabit have claimed their rights to other benefits under Belgian or foreign legislation.
- If these benefits were not recognized, the social survey briefly explains why,

Minimum content of the social inquiry report

Description of the disposition at work.

- When applying for social integration, the social report also describes the applicant's willingness to work, their professional qualifications, the efforts made to find work and any appointments made in the course of their job search.
- If reasons of health or equity prevent this disposition to work, it is mentioned in the social report.

Mimum content of the social inquiry report

A reasoned decision proposal

- The social worker makes a proposal for a decision on the basis of the findings that the social survey has demonstrated in an incontestable way.
- The proposed decision is motivated by arguments and supporting documents.
- The Council of Social Action (decision-making body) makes a decision based on the social report.

Formal criteria of the social report

A quality social report incorporates the following form criteria:

- **Structure** - The report is structured in paragraphs for more readability. The social worker writes their report in clear language.
- **Date** - Each social report is dated.
- **Identity of the author** - The social worker indicates his name on each social report he writes and signs it.
- **Appendices** - The supporting documents are attached to the social report.

The individualized social integration project

- Each social report drawn up following a request for the right to integration will be completed by an individualized social integration project (PIIs).
- A defined IIP, in consultation with the aid seeker, a journey to find a job, to follow training or for social integration.
- The IIP has clear goals and commitments and is evaluated regularly.
- If the user does not respect them, the integration income can be suspended for a defined period.

Additional information

Tracks for the social survey:

- Tips and sources of inspiration for the social survey.

Survey commissioned by SPP Is and carried out by BSM /
Tempera consulting firms in 2016,

- Available on the SPP Is website via the following links:

https://www.mi-is.be/sites/default/files/documents/pistes_pour_lenquete_sociale.pdf

https://www.mi-is.be/sites/default/files/documents/pistes_pour_lenquete_sociale_rapport.pdf