

## Annex 3.F Guidelines for HR Officers, Regional Personnel Officers and other administrative staff for Recognition of a disabled child for the purpose of payment of the dependant's allowance (SR 310.5.2) and approval of the special education grant (SR 355)

### 1. THE ALLOWANCES

**1.1 Double Child Allowance** - The dependant's allowance for a physically or mentally disabled child is twice the normal child allowance applicable to the various categories of staff (i.e. general service and all professional staff (including NPOs and APOs)). No school or age requirements apply for payment of the double dependant's allowance when a child has been recognized as disabled under Staff Rule 310.5.2. Bearing in mind that WHO considers children as dependants until the age of 21, the double allowance cannot be claimed for the first time after the child reaches 21 years of age.

**1.2 Special Education Grant** - In accordance with Staff Rule 355, a child who is recognized under Staff Rule 310.5.2 as physically or mentally disabled is entitled to a special education grant, up to the end of the scholastic year in which such child reaches the age of 28. The special education grant is payable from the date, as determined by the Organization, on which the special teaching or training is required. Under the special education grant, reimbursement of special education expenses incurred for teaching or training on a full-time or part-time basis is made at 100% of the admissible educational expenses (see Education Grant Amounts – Manual II.2 Annex A attached hereto).

**1.2.1 Exception** - When medical and/or psychological evidence is provided to support cases of learning disability and particularly dyslexia, the special education grant may *exceptionally* apply to children who are not considered as disabled under Staff Rule 310.5.2.

**1.2.3 Locally recruited staff** - The special education grant entitlement also applies to locally recruited staff even though they are not entitled to a normal education grant.

**1.2.4 Condition** - In accordance with Staff Rule 355.3, the staff member must exhaust all other sources of benefits that may be available for the education and training of the child including those available from State and local governments and from the Staff Health Insurance. The amount of admissible expenses shall be reduced by any benefits that may be available from other sources for the child's education and training.

### 2. THE PROCESS

#### 2.1 Prior Consultation, Advice & Documents required.

The staff member consults with HRO/RPO explaining the situation of the child and provides non-medical information. The HRO/RPO informs the staff member of the documentation required, i.e.:

- a) In all cases, a **birth certificate** (if not already provided) indicating child under age 21
- b) To claim the double dependency allowance, a **complete medical report** on the child's condition from the treating physician indicating when the disability appeared and its expected duration (to be submitted under confidential cover to the WHO Medical Service).

**2.2** The HRO/RPO establishes in consultation with the staff member whether a request for special education grant under Staff Rule 355 should also be made. The following are cases where the special education grant may apply:

- a) a child is required to attend a specialized educational institution;
- b) a child while attending a normal educational institution, requires special teaching or training *outside* the normal educational institution to assist him or her in overcoming the disability; and
- c) a child attends a normal educational institution which provides the necessary special arrangements for the child's education. Full details of the special teaching/training should be provided where the school attended is not a specialized institution.

**2.3** The HRO/RPO informs the staff member of the documentation required to request a special education grant, i.e.:

- a) **a complete medical and/or psychological report** (if not recently provided) on the child's condition from the treating physician indicating when the disability occurred, its expected duration and the special education or training required; and
- b) **request for advance of the education grant** (WHO 96.1) or a request for payment of the education grant (WHO 96.2) with supporting documentation, bills and receipts as well as explanation of courses provided.

The Organization reserves the right to request any supplementary documentation it considers necessary to review the case.

#### **2.4 The Official request**

The staff member makes a written request to the HRO/RPO (with copy to HMS) providing the following information and documentation:

##### **2.4.1 For the double dependency allowance**

- a) Child's name and date of birth;
- b) Specifies that the request is for the granting of double dependency allowance according to Staff Rules 310.5.2 and 340.2.
- c) A medical report to the WHO Medical Service only (the HRO/RPO should not see this report)

##### **2.4.2 For the special education grant advance (or payment, in case no advance was requested)**

- a) Description of special education required, special equipment (if relevant) and educational institution(s) which the child is or will be attending;
- b) Education grant request with supporting documentation as mentioned under 1 above.
- c) A medical/psychological report to the WHO Medical Service only.

For Special Education Grant Advance requests (or payment) where the child *does not attend a specialized institution*, the HRO/RPO reviews the request and provides details to HMS on courses/training submitted for advance payment or reimbursement. As necessary, the HMS consults with the Staff Counsellor.

If complete documentation has already been submitted for an Advance Education Grant payment (WHO 96.1), no further documentation is required at the end of the school year other than the completed Payment Request form (WHO 96.2) with supporting bills and receipts.

## 2.5 WHO Medical Service evaluation & recommendation on approval

After medical evaluation and, if necessary, consultation with the Staff Counsellor, the HMS writes to the HRO/RPO giving their medical decision on the request and specifying:

### 2.5.1 Approval of double dependency allowance

- a) Effective date of the double allowance;
- b) Duration of approval and date of next review.
- c) Copy to HRS/HPA for issuance of Personnel Action granting the double allowance.

### 2.5.2 Approval of special education grant advance (or payment, in case no advance was requested)

- a) Scholastic year (s) for which approval is given.
- b) If the child attends a normal educational institution, whilst requiring special teaching or training outside of the normal school curriculum or premises, the HMS indicates the courses/training which qualify for the special education grant.

*At any stage in the process, the HMS, the HRO/RPO or the staff member concerned may request the Staff Counsellor to provide guidance, assistance or obtain supplementary information on the educational institution or special courses/training undertaken by the child. All relevant documents should be made available to the Staff Counsellor to permit a full review.*

## 2.6 Staff member informed of decision & payment of allowances effected

The HRO/RPO informs the staff member in writing of approval or non-approval of request for the double dependency allowance (with copy to HPA) and where applicable the special education grant (with copy to SFS/SHI(BFO)) and includes the following information:

### 2.6.1 Double dependency allowance

- a) Effective date of allowance as decided by the Medical Service
- b) Duration of approval, indicating if/when a new medical assessment will be required.

### 2.6.2 Special education grant (reimbursement of admissible expenses up to 100%)

- a) Scholastic year(s) approved.
- b) Specialized Educational Institution or specific courses approved under the special education grant.
- c) When the child attends a normal educational institution and when only some courses are deemed to constitute special education, only those *approved* courses are reimbursed at 100%. This applies regardless of whether the staff member would otherwise be entitled to a regular education grant for the child.

- d) Where an entitlement exists to the normal education grant as well as an entitlement to the special education grant, the HRO indicates the *approved* courses/costs under the special education grant and other costs to be reimbursed under the normal education grant. The combined total of the two types of education grant payments shall not exceed the maximum admissible expenses for disabled children.

### 3. FUTURE REVIEW & FOLLOW-UP

The HRO/RPO maintains a follow-up for cases requiring review.

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DOC: HPA/Unit Apps/MSU GEN INFO & GUIDELINES/Handicapped Child Allowance & Special Education Grant