

HuYaMwi Handbook No. 12

The ID-Card

Use of the ID-Card

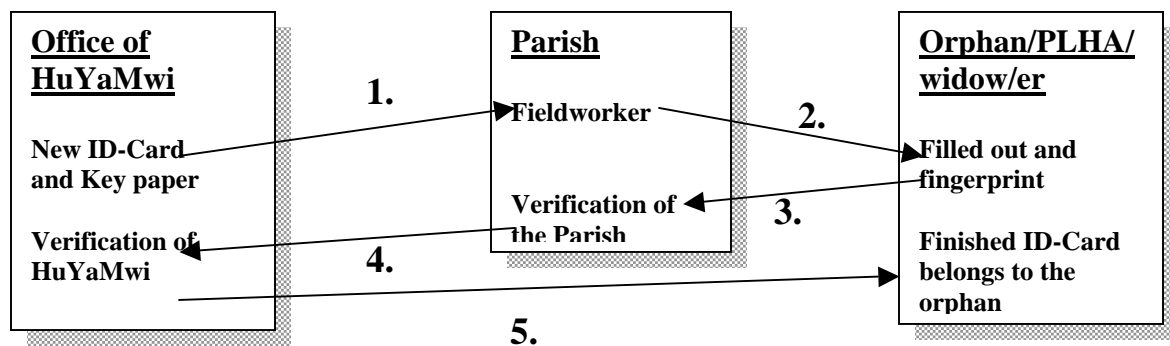
The ID-Card helps HuYaMwi to identify if a person is needy or not. Only needy people shall get the support of HuYaMwi

Who gets the ID-Card

- Every orphan who receives or could receive a scholarship from HuYaMwi
- Every orphan who gets a SIP from HuYaMwi
- Every orphan/PLHA/widow/er who has urgent or chronically problems and might need the support from HuYaMwi

How the needy person gets the ID-Card

- The ID-Cards are distributed by HuYaMwi (1.) to the parishes.
- The ID-Cards are filled out in field (2): eg. at the home of the orphan/PLHA/widow/er.
- The fingerprint must be done on the ID-Card and on the Key-paper.
- The ID-Card must be verified in the parish (pastor)(3.).
- The ID-Card and key-paper must be brought to Md. Mori (4.) for the final verification and registration in the HuYaMwi office.
- Then the ID-Card should be brought back to the orphan (5.)



How to make fingerprints

To make a fingerprint a staple pad is needed. Use the right thump of the person, press it on the stamp pad and turn it around. Then press it softly on the paper and turn it on each side of the thump, don't slide on the paper. But attention, before stamping on the new ID-Card and its key-paper, stamp first on an extra piece of paper and look, if the print is good. The lines of the thump must be seen very clearly. If the print is good, make it again on the ID-Card and on the key-paper.

How to distinguish fingerprints

You can distinguish fingerprints in many ways:

1. The general size of the fingerprint
(but not the general shape)
2. The shape of the lines
3. The width of the lines
4. The places of swirls
5. The size of swirls
6. The shape of swirls
7. Bridges between lines
8. Islands between lines
9. Scars, lines misfit in the regular system

Photographs

If time and money is available, photographs can be added. (additionally to the fingerprints)

How to fill the table inside

I. The table inside is to mark special issues of the orphan:

- A scholarship (filled out in the office of HuYaMwi)
- A SiP (filled out in the office of HuYaMwi or by a fieldworker)
- If a orphan can use the medical fund – health coupons (filled out by HuYaMwi: very important: the stamp)
- Acute or chronicle problems of an orphan (filled out by the fieldworker: very important: signature of the fieldworker) [this can be helpful for interviews for scholarships]

II. The status (0-6):

(0. = being registered, but not yet checked, or visited, status uncertain.) –should not be used for the ID-Card

1. = child is not longer an orphan, e.g. she/he has grown up, father/ mother married again etc.

2. = child is living under good condition.

3. = child or family needs some education and advice but not financial support

4. = child or family needs some small financial support, like uniforms, stationeries, some sugar etc.

5. = child or family needs a long term financial engagement, like a scholarship, start of an income generating project, repair or rebuilding of a house

6. = urgent case, immediate interaction is needed.

How to fill out “Congregation/Usharika”

- OP – Orphan
- PL – PLHA
- Wd – Widow
- Wr - Widower
-

Medical Support

- The Health Coupons are distributed by the HuYaMwi to the parishes (1.)
- If orphans/PLHAs/widows/ers need medical support, they need an ID-Card.
- Then they have to go to their parish to get a health-coupon.
 - The health coupon needs the ID-Card-Number, the name of the needy person, the signature and stamp of the parish-pastor.
 - To get support in the hospital (2.), the needy person has to give the Health Coupon to the hospital and sign it with his/her fingerprint at the hospital.
 - The cashier at the hospital has to prove if the fingerprint of the health coupon is the same like the fingerprint of the ID-Card. That means, if the needy person of the ID-Card is the same like the one getting support from the hospital.
 - The coupon then goes from the hospital to the HuYaMwi office (3.), where the fingerprint is proved again with the fingerprint of the key paper in the office.
 - If this is true, the hospital gets the money (4.).

