

MANAGEMENT ACTORS

The management of Bolsa Família Program (PBF) conditionalities are:

- **Intersectoral:** involving those responsible for the management of PBF, as well as the social assistance, education and health sectors;
- **Shared:** by the federal, state and local governments.

The management of conditionalities requires a complex routine, mediated by systems and involving ties between different sectors (social assistance, education and health) and entities from the three levels of government (federal, state and municipal levels). Responsibilities and powers assigned to - and shared by - the entities working with conditionality management are essential to monitoring the health and school attendance of PBF beneficiaries.

WHO ARE THESE MANAGEMENT ENTITIES? AND WHAT RESPONSIBILITIES DO THEY HAVE IN MANAGING CONDITIONALITIES?

IN THE FEDERAL GOVERNMENT

MINISTRY OF SOCIAL DEVELOPMENT AND FIGHT AGAINST HUNGER (MDS).

The National Secretariat of Citizenship Income is responsible for coordinating the management of conditionalities within the MDS, in conjunction with the social assistance, education and health sectors.

Duties:

- » Set the timetable for collection and recording of school attendance and health information from beneficiary households, alongside the Ministry of Education (MEC) and the Ministry of Health (MS);
- » Generate the population groups whose school attendance will be monitored (a list of all PBF beneficiaries aged 6-17 whose attendance must be monitored) and whose health status will be monitored (a list of all children under 7 years of age and women between 14 and 44 years of age whose health agenda must be monitored) and send them to MEC and MS;
- » Consolidate the results with the number of children and adolescents whose school attendance was monitored, and the number of families who fulfilled their health agendas;
- » Identify children and adolescents with low school attendance rates, children with outdated vaccination cards and pregnant women lacking prenatal care, issuing warnings, halting or suspending benefits;
- » Provide a list of non-compliant families, through the Conditionalities System (Sicon), to municipalities, so that local PBF management and social assistance system can begin doing social work with those families.

The National Secretariat for Social Assistance establishes guidelines for social work done with families. It prioritizes assistance to PBF families in greater vulnerability and social risk. Those who find it difficult to keep children and adolescents in school and health care of children and pregnant women up-to-date.

Duties:

- » Set guidelines, support and guide municipalities in monitoring of families with children, adolescents and pregnant women who do not comply with conditionalities and enter monitoring-related information into Sicon.

MINISTRY OF EDUCATION (MEC)

The Ministry of Education is responsible for setting guidelines and coordinating monitoring of school enrolment and attendance of PBF children and adolescents, in partnership with state and municipal education networks.

Duties:

- » Set technical and operational guidelines for the School Attendance Monitoring System (Sistema Presença) for PBF beneficiaries and disseminate them to the states and municipalities;
- » Ensure the proper operation of Sistema Presença, making it available to states and municipalities;
- » Promote training of state and local managers in activities relating to monitoring of school attendance of PBF children and adolescents;
- » Analyze consolidated data from school attendance monitoring;
- » Make reports on school attendance monitoring available to states, municipalities and MDS.

MINISTRY OF HEALTH (MS)

The Ministry of Health is responsible for setting guidelines and coordinating the monitoring of nutritional and immunization status of children under 7 years of age, as well as the prenatal care of pregnant PBF women, in partnership with state and local health networks.

Duties:

- » Set guidelines on monitoring the health of families and disseminating them to states and municipalities;
- » Ensure the proper operation of the Bolsa Família Program Health Management System, making it available to states and municipalities;
- » Train state managers and technicians to support municipalities in family health monitoring;
- » Analyze the consolidated monitoring data entered by municipalities and send them to MDS;
- » Make such monitoring reports available to states, municipalities and MDS.

IN THE STATE GOVERNMENTS**PBF STATE COORDINATION**

The PBF State Coordination is responsible for coordinating the management of conditionalities at the state level, in conjunction with the social assistance, education and health sectors.

Duties:

- » Coordinate with health and education policy managers to collect and record conditionalities information;
- » Support municipalities in managing conditionalities;
- » Enable Sicon access to PBF state partners in education, health and social assistance;
- » Analyze information on non-compliance with conditionalities in the state and propose regional and intersectoral strategies to assist the families;
- » Train PBF and social assistance managers on how to use Sicon - especially how to enter data about social work with families in the system.

STATE SECRETARIAT FOR SOCIAL ASSISTANCE

The State Secretariat for Social Assistance guides municipalities in their social work with families and monitors PBF families in greater social risk and vulnerability – those who find it difficult to keep kids in school and provide up-to-date health care for children and pregnant women, providing them priority social assistance services.

Duties:

- » Monitor social work with families carried out in municipalities and enter the data into Sicon;
- » Support and guide the municipalities in their social work with non-compliant families..

PBF STATE COORDINATION OF SCHOOL ATTENDANCE

The PBF State Coordination of Education is tasked with supporting municipalities in the process of monitoring enrolment and attendance of PBF children and adolescents.

Duties:

- » Disseminate standards on school attendance monitoring to municipalities;
- » Support and train municipalities on how to use Sistema Presença;
- » Follow up on school attendance monitoring and data-entry activities, abiding by data submission deadlines;
- » Make the information needed to monitor attendance of students in the state network available to local education entities;
- » Support the implementation of education and social development actions at the municipal level.

PBF STATE COORDINATION OF HEALTH

The PBF State Coordination of Health is responsible for guiding and supporting municipalities in monitoring the nutrition and immunization of children less than 7 years old and prenatal care provided to pregnant PBF women.

Duties:

- » Disseminate family monitoring standards to municipal health systems;
- » Support and train municipalities on how to use the PBF Health Management System;
- » Follow up on the health monitoring of PBF beneficiary families, abiding by data submission deadlines;

- » Analyze the consolidated family monitoring data generated by municipalities, to create a diagnostic and support state policies on health, food, and nutrition security.

IN MUNICIPAL GOVERNMENTS

MUNICIPAL MANAGEMENT OF THE BOLSA FAMÍLIA PROGRAM

The PBF Municipal Management is responsible for coordinating the management of conditionalities at the municipal level, in conjunction with the social assistance, education and health sectors.

Duties:

- » Act in cooperation with the health and education representatives responsible for monitoring and recording conditionalities;
- » Act in cooperation with social assistance officials in doing social work with non-compliant families;
- » Analyze administrative appeals in case of successful appeals referring to non-compliance with conditionalities;
- » Analyze non-compliance information and refer beneficiary families to the areas responsible for carrying out social work with families;
- » Provide Sicon login and password credentials to social assistance, education and health teams responsible for PBF conditionalities;
- » Monitor entry of data about social work with families into Sicon;
- » Promote intersectoral coordination between the education, health and social assistance sectors.

MUNICIPAL SECRETARIAT FOR SOCIAL ASSISTANCE

The Municipal Secretariat for Social Assistance, through the Reference Centers for Social Assistance (CRAS), does social work with PBF families in greater social risk and vulnerability.

Duties:

- » Map the occurrence of vulnerability and risk situations, as well as any social opportunity present in the territories;
- » Obtain a list of non-compliant families and divide them into the territories covered by the Reference Centers for Social Assistance (CRAS) and Specialized Reference Centers for Social Assistance (CREAS);
- » Guide the CRAS, CREAS and social protection teams regarding social work with non-compliant families;
- » Guide the CRAS, CREAS and social protection teams in recording data about social work with families into Sicon;

PBF MUNICIPAL COORDINATION OF SCHOOL ATTENDANCE

The Municipal Coordination of School Attendance is responsible for collecting and recording information about school attendance of children and adolescents in PBF.

Duties:

- » Coordinate the process of monitoring and recording the attendance of children and adolescents aged between 6 and 17 years into the School Attendance Monitoring System (Sistema Presença);
- » Guide and raise families' awareness about the fulfilment of conditionalities;
- » Train education professionals to monitor school attendance of PBF children and adolescents;
- » Inform the municipal agency responsible for the Unified Registry about any school or address change by PBF beneficiaries.

PBF MUNICIPAL HEALTH COORDINATION

The PBF Municipal Health Coordination is responsible for collecting and recording health information about children and pregnant women in PBF.

Duties:

- » Coordinate the monitoring and entering of information about families in the Bolsa Família Program Health Management System;
- » Engage and encourage families to comply with health conditionalities;
- » Train health teams to monitor PBF children, pregnant, and nursing women;
- » Inform the municipal agency responsible for the Unified Registry about any identified changes in the registration data of PBF families.