



Coalición Nacional contra el
Tráfico Ilícito de Migrantes
y la Trata de Personas
CONATT

**Strategy for comprehensive care and mobilization
of support resources for Victims-Survivors of
Human Trafficking and their dependents:
Integration, reintegration, repatriation,
voluntary return, and resettlement**

Content

.....	Contents
2	
I. Background 4	
II. Legal and regulatory support 5	
III. Objective of the strategy 6	
IV. Target population of the strategy 6	
V. Stages in the process of comprehensive care and access to social support	
resources 7	
a. Alert of possible victim of human trafficking7	
b. Identification and mobilization of primary care	
resources 7	
c. Reintegration stage Local9	
VI. Deadlines for assistance 11	
VII. Monitoring and evaluation of the local integration	
process 14	
VIII. Protection and assistance to victims-survivors of human trafficking and their dependents	
on Voluntary Return, Repatriation or Resettlement 14	
IX. Resettlement 15	
X. Responsibilities of the Institution in Charge of the Process (Secondary	
Care Processes) 16	
XII. Request for Mobilization of Financial Resources 23	
XI. Management and custody of administrative records 24	
BIBLIOGRAPHIC REFERENCE 25	
ANNEX 1: INFORMED CONSENT 26	
ANNEX 2: GUIDE FOR THE APPLICATION OF THE INSTRUMENT 31	
ANNEX 3: SOCIO-FAMILY ASSESSMENT FOR APPROVAL OF ASSISTANCE 42	
ANNEX 4: SOCIOECONOMIC REPORT 48	
ANNEX 5: GUIDE TO AMOUNTS FOR FINANCIAL ASSISTANCE 53	



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CONATT

Annex 6: Addendum to the Social Report58

Addendum to the Social Report58.....

Exhibit 861.....

Inter-agency referral ImmediateResponse Team61

ANNEX 965

ACT OFNOTIFICATION65

I. Background

In 2005, the *National Coalition against the Smuggling of Migrants and Trafficking in Persons* (CONATT) was created by Executive Decree due to the Costa Rican government's responsibility to comply with the *Protocol to Prevent, Suppress and Punish Trafficking in Persons, especially women and children*, which complements the *United Nations Convention against Transnational Organized Crime* (known as the Palermo Protocol), ratified by Costa Rica in 2002.

In 2007, through an amendment by Executive Decree No. 34199-G-MSP-J-MEP-S- MTSS-RREE, the Coalition was granted specific functions related to the care and prevention of human trafficking.

Through Law No. 9095, *Law Against Trafficking in Persons and Creation of the National Coalition Against the Smuggling of Migrants and Trafficking in Persons (CONATT)*, which came into force in 2013, CONATT was given a higher legal status and its institutional responsibilities were specified.

Progress continues to be made in terms of coordination, assistance and protection with the creation of the *Immediate Response Team* (ERI), through Executive Decree No. 35144-MG-MTSS, published in the Official Gazette La Gaceta of May 21, 2009, subsequently reinforced with Law No. 9095. The ERI is a specialized inter-institutional body for the activation of primary care measures for victims of human trafficking and their dependents. It executes immediate intervention actions that guarantee the care, protection and safety of the victims, as established in Article 19 and following of Law No. 9095.

Comprehensive care for victims-survivors of human trafficking must be guaranteed by actions that avoid revictimization and facilitate access to a platform of services that guide and promote physical, social and emotional recovery and other needs that are detected in order to guarantee all their human rights, including the right to integration, repatriation, resettlement, or reintegration into social and community life and their dependents.

This reintegration must be provided without any type of discrimination or conditioning through a series of continuous actions; short, medium and long term, coordinated inter-institutionally in a timely, effective, coherent and logical manner through the application of agreed protocols and procedures, in exercise of the commitment to the development of public policies, programs and services assumed by the State.

After the ratification of the Palermo Protocol there is a commitment acquired by the country, which becomes a legal mandate for the comprehensive assistance to the victim of the crime of trafficking in persons, as stated in articles 6, paragraph 3) and 7, paragraph 1) of said normative body:

"ARTICLE 6. Assistance and protection for victims of trafficking in persons (...)

Subparagraph 3. Each State Party shall consider implementing measures aimed at providing for the physical, psychological and social recovery of victims of trafficking in persons, including, where appropriate, in cooperation with non-governmental organizations, other relevant organizations, and other relevant organizations.

and other sectors of civil society, and in particular through the provision of:

- a) Adequate lodging;*
- b) Counseling and information, particularly with respect to their legal rights, in a language that victims of human trafficking can understand;*
- c) Medical, psychological and material assistance; and*
- d) Employment, education and training opportunities (...)"*.

"Article 7 Regime applicable to victims of trafficking in persons in the receiving state

In addition to taking the measures provided for in article 6 of this Protocol, each State Party shall consider adopting legislative or other appropriate measures that permit victims of trafficking in persons to remain in its territory, temporarily or permanently, where appropriate. [...]"

Likewise, the provisions of Article 24 of Law No. 9095 on the functions of the Immediate Response Team must be complied with, as well as the provisions of Chapter VIII of the same Law on victim care and protection.

Article 37 of Law No. 9095 establishes the rights that must be guaranteed to victims-survivors of human trafficking and their dependents. The processes to be able to respond to these rights are duly developed in the *Model of Comprehensive Care for Survivors-Victims of Trafficking in Persons*. This model was built in 2009 and updated in 2016 and includes the different stages of the care process.

II. Legal and regulatory support

The development of this strategy should take into account the national and international regulations on human trafficking, the Model of Comprehensive Care for Survivors who are Victims of the Crime of Human Trafficking, the ERI Action Protocol and other normative documents issued by CONATT regarding the crime of human trafficking and care for victims-survivors and their dependents.

Within this framework, this strategy for comprehensive care and mobilization of support resources for victim-survivors and their dependents has been developed. It has been built by articulating actions according to the different phases of the care process, in accordance with the guidelines of article 7, paragraph ñ) of Law No. 9095, as follows:

...short, medium and long term actions aimed at facilitating the process of care and protection of the victim of the crime of trafficking in persons and their dependents after technical assessment, including, where appropriate, voluntary repatriation to their country of origin or residence, or resettlement to a third country.

In the event that the victim decides to remain in our country, these measures include economic assistance, access to work and education, definition of immigration status and provision of documentation, prolonged medical and psychological assistance, when required, in order to ensure adequate social reintegration [...].

Article 50 of Law No. 9095 establishes the obligation to establish programs aimed at facilitating and supporting the family, community, social, educational, labor and economic reintegration of the victim and his or her dependents.

Article 52 of Law No. 9095 creates the National Fund against Trafficking in Persons and Smuggling of Migrants (FONATT). Said Fund will be financed with the collection of one US dollar (US\$1.00) in the exit tax established in Law No. 9095.

The purpose of the FONATT Fund is established in Article 53 of Law 9095, which states: "The constitution and monies of the Fund shall be solely and exclusively destined to financing administrative and operational expenses for the prevention, investigation, prosecution and detection of the crime of trafficking in persons; comprehensive care, protection and social reintegration of accredited victims of trafficking in persons, both national and foreign, as well as the comprehensive fight against the crime of smuggling of migrants. No more than twenty percent (20%) of the resources collected may be used for administrative expenses".

This strategy prioritizes inter-institutional coordination and state response in order to guarantee the enforceability of the provisions of the above-mentioned laws and regulations. Thus, the participation of private and non-governmental actors will only be valid in those cases and areas of work that the law allows and when it is demonstrated that the State is not capable of providing a response in a timely manner for the victim and her dependents and according to the urgency, the levels of risk identified and duly justified, according to the assessments made.

III. Objective of the strategy

To develop processes of comprehensive care, social assistance, individualized, integral, sensitive, accessible and sustained over time that contribute to the construction of life projects free of violence and facilitate the reintegration of victims-survivors of human trafficking and their dependents.

IV. Target population of the strategy

The following persons will be subject to this strategy:

- a. Victim-survivors of the crime of trafficking in persons who are accredited by the Immediate Response Team or in the process of determining the constituent elements of the concept of trafficking in persons established in Law 9095, by the Immediate Response Team.

- b. The dependents of the victim-survivor of the crime of trafficking in persons, in accordance with the provisions of Article 7), paragraph e) of Law No. 9095.

V. Stages in the process of comprehensive care and access to social support resources.

a. Alert of possible victim of human trafficking

In the event that any institution identifies indicators of the constituent elements of the concept of trafficking in persons established in Law No. 9095, it may use as a basis the guide of indicators for detection established in the Model of Comprehensive Care for Survivors/Victims of the Crime of Trafficking in Persons in its Annex No. 6.

If the institution identifies a possible victim of human trafficking, it must follow the established procedures regarding the presumed situation of human trafficking, generate the respective report and follow up as stipulated in the ERI's Action Protocol. To do so, the institution should always communicate any action taken to eri@migracion.go.cr.

Likewise, in the event of requiring the use of FONATT funds, the Management of Trafficking in Persons and Smuggling of Migrants (GTT) in its capacity as Technical Support of the Technical Secretariat of CONATT-ERI1, as the unit responsible for the execution of the resources of the CONATT-ERI Strengthening Project, is in charge of approving the use of such funds following the provisions of the national legislation and the procedures established in this Strategy.

From the moment this alert is generated and during the period of investigation and analysis of the situation by the ERI, the Management of Trafficking in Persons and Smuggling of Migrants in its capacity as Technical Support of the Technical Secretariat of CONATT-ERI may allocate FONATT funds for the care of alleged victims and their dependents.

b. Identification and mobilization of primary care resources

The identification process is the first approach between the institutions and the possible victim-survivor of human trafficking and their dependents. In this first stage, the institution puts at the service of the denouncing mechanisms, its specialized technical knowledge and through an interview² the indicators of the situation of human trafficking are determined, which is carried out by experts in the field and following the procedures established in the internal regulations.

In case of a possible situation of human trafficking, the interviewer must submit an Accreditation Report³ to the ERI in order to request the accreditation of the victim. In the event that the ERI requires more time to resolve the accreditation, the following steps must be taken

¹ Immediate Response Team

² Model of comprehensive care for survivors-victims of the crime of human trafficking: assessment interview guide for victims of human trafficking.

³ Model of comprehensive care for victims-survivors of the crime of human trafficking: Accreditation Report

and cannot proceed immediately and based on Article 53 of Law No. 9095, the Management of Trafficking in Persons and Smuggling of Migrants in its capacity as Technical Support of the Technical Secretariat of CONATT-ERI may make use of FONATT funds to provide primary care to the potential victim until the final resolution of the accreditation by the ERI.

During the process of detection and identification of the possible victim of human trafficking, the institution that identifies and/or refers the alert for comprehensive care will carry out an assessment of immediate and specific basic needs that the person requires in order to coordinate the granting of primary resources.

It is important that at all times the victim-survivor or her legal representative in the case of minors, in compliance with the best interests of the minor, participate in this preliminary mapping of needs and that the institution conducting the assessment provides credibility to them, understanding the person as a subject of rights.

Without being exhaustive, some of the immediate needs to be assessed are as follows

- Safe, adequately equipped and accessible accommodation in accordance with the person's functional limitation.
- Safe and dignified lodging in specialized centers, as required.
- Food, including special dietary needs due to health, functional or cultural limitations.
- Clothing (clothes, shoes) according to the chronological age of the person and weather conditions.
- Toiletries (sanitary napkins, toothpaste, toothbrush, bath soap, shampoo, disposable diapers, wipes, deodorant, comb, among others, duly identified).
- Coordination of transfer for emergency medical care.
- In case of sexual violence, gynecological or urological medical assessment, in addition, the case will be assessed to facilitate access to the use of antiretrovirals and 72-hour protocol, as appropriate.
- Access to phone cards for contact with family members once risk has been ruled out.
- Purchase of products and support services and any other goods or services required by the victim of the crime of trafficking in persons and their dependents that are duly justified.
- Any other deemed necessary and justifiable for the adequate care of the victim-survivor of human trafficking and her dependents.

In the case of Costa Rican victims of human trafficking abroad or residents and their dependents, the following should be considered among the immediate needs:

- Expenses for the payment of legal procedures, in qualified cases and always referring to their condition of victimization in human trafficking, as well as payment or coordination of the transfer and accompaniment to carry out judicial proceedings.
- Payment of air, sea or land transportation expenses and ancillary expenses such as taxes, stamps, per diems, or others that may be justified for repatriation or resettlement.
- Payment of travel insurance
- Other immediate assistance needs of victims and their dependents to facilitate timely consular assistance.
- Payment of translators and interpreters.

In the case of foreigners, Costa Ricans and residents abroad, it is possible to approve funds for the attention of other needs that the victim, institution and/or the Management of Human Trafficking and Smuggling of Migrants in its capacity as Technical Support of the Technical Secretariat of CONATT-ERI consider necessary and that have not been contemplated in this strategy in order to guarantee individualized attention processes in accordance with the particularities of each of the victims and their dependents.

c. Local reintegration stage

This stage comprises the inter-institutional actions that allow victims-survivors of human trafficking and their dependents to build a safe and violence-free life project and the restitution of the human rights violated in the exploitation process in accordance with Article 7, paragraphs n), ñ), u) and v) of Law No. 9095.

At no time should it be considered that the process of comprehensive care is linear and static, but rather that it can be re-directed according to the needs of the victim-survivors of the crime of human trafficking and their dependents or the context. Likewise, both the Social Work and Psychology areas and other areas involved in the different actions of this strategy should work together to generate processes in pursuit of an independent life project with and for the survivor and his or her dependents.

Some of the reasons why a change in the decisions made within the generation of the life project and the present strategy may be considered opportune are the following:

- 1- *The VdTP or its legal representative in the case of a minor, requests a change in the strategy implemented: the reasons for the request must be considered in order to evaluate the relevance of the requested change, the resources invested, etc.*
- 2- *For safety reasons of the victim-survivor or his/her dependents.*
- 3- *Because in the implementation phase it is detected that the planned action has lost meaning over time or does not meet the objectives set.*
- 4- *Others that are valued with due justification.*

Any change required must be duly justified in writing and sent to the e-mail address established for this purpose by the TWG in its capacity as Technical Support of the Technical Secretariat of CONATT-ERI, which is: eri@migracion.go.cr.

In no case may criteria based on prejudice, stereotypes, conditioning or any form of discriminatory treatment of the persons providing the follow-up be used.

The GTT, in its capacity as Technical Support of the Technical Secretariat of CONATT-ERI, will coordinate, if required, the execution of agreements or letters of understanding under the Administrative Contracting Law and its Regulations.

The contracting of services outside the scope of the State will be viable only when any of the following situations arise:

- The State does not provide the required service due to legal or programmatic limitations.
- The trafficked person or their dependents cannot gain access because they do not meet the access requirements.
- It is demonstrated that the State has failed to provide a timely response or, alternatively, that its response may place the trafficked person or his or her dependents at greater risk.
- In order to ensure the comprehensive welfare of the victim of human trafficking and their dependents, it is necessary to expedite some process, so due justifications must be provided for approval.

In all cases, the references issued and the response thereto must be duly evidenced in the file, in order to document the lack of due diligence on the part of the State, so that any action must be reported so that the information can be incorporated into the file, by sending a copy to eri@migracion.go.cr.

In the case of contracting with external entities, the provisions of the Regulations for the Acquisition of Goods and Services and in accordance with the Administrative Contracting Law and its Regulations will be followed.

Areas of attention subject to agreements and eventual hiring of external services.

- Social Security: The Social Work professional in charge of monitoring the strategy must manage as a priority the corresponding insurance modality, as well as the procedure to the Non-Contributory Pension System when it is warranted. While the insurance procedures are being resolved, payments for access to health services will be settled according to the provisions of Law No. 9095 and its regulations.
- Migratory regularization: the provisions of Article 37, paragraphs i) and j) of Law No. 9095 shall apply. In the event that the person wishes to initiate the naturalization process, the deadlines established by the Supreme Tribunal of Elections apply. The institution in charge of the process will be responsible for informing, advising, as well as facilitating the coordination required for the victim-survivor and their dependents, of the crime of human trafficking.

- Training processes: the GTT, in its capacity as Technical Support to the Technical Secretariat of CONATT-ERI, will coordinate with the Permanent Commission for the Prosecution of Justice to establish agreements with public, semi-public and private entities that offer services for employment and income generation that are not offered by the State and/or to which the victim-survivors cannot have access due to restrictions.
- Education: subsidy for the payment of exams, payment of diagnostic evaluations, payment of tuition, materials, purchase of books or other expenses included in this item, as well as the payment of transportation and per diem expenses necessary for the permanence of the victim-survivors and/or their dependents in the educational process.
- Entrepreneurship programs: creation of agreements with private entities that provide financing for productive ideas or small and medium productive projects that allow the economic autonomy of victim-survivors. For the above, the Management of Trafficking in Persons and Smuggling of Migrants, in its capacity as support of the Technical Secretariat of CONATT, will request the corresponding formal business plan that proves the viability of the initiative and that will be monitored by the institution responsible for the case.
- Legal assistance: payment for expenses for legal procedures required by the victim-survivor related to her situation of human trafficking, duly justified.
- Payment for translators, interpreters, accessible materials, support products and services, and specialized personnel who speak a language understood by the victim-survivors and their dependents according to their age, maturity level or disability status in case crisis intervention is required.

VI. Attendance deadlines

The integral strategy will end once the objectives established in the strategy have been met. This strategy covers up to a maximum of 3 years; in exceptional cases, an extension beyond this period may be considered.

Any modification, extension, suspension, elimination or inclusion of items not contemplated must be substantiated by the institution in charge through a report, which will be made known to the Immediate Response Team, which will ultimately authorize or deny in accordance with the guidelines established in this strategy. The above actions must always be notified to the person.

The institution in charge of the process may request the suspension or elimination of the mobilization of economic resources according to the socioeconomic assessments and monitoring processes carried out by the professional in Social Work. The beneficiary or his legal representative in the case of minors, will be notified of the suspension or elimination with at least one month of time.

During the first six months, the institution in charge of the process will assess the level of commitment and adherence of the victim of human trafficking to the program established by the institution in charge of activating and monitoring this strategy. During this

only items corresponding to food and housing will be covered during this period. If necessary, only kitchen, refrigerator, washing machine, beds and mattresses for the members of the family group, living room and dining room set will be covered. Alternatively, the Social Work professional, as the case may be, may consider the option of requesting approval for the payment of furnished rentals, in order to analyze the adherence of the beneficiary to the intervention processes established in the strategy.

Once the adherence and positive evolution in the intervention processes established in the strategy have been assessed, the option of renting a property may be analyzed, as well as the purchase of the respective furniture, as the case may be.

If clothing is required, the amount will be established between thirty thousand colones and one hundred thousand colones per person, depending on the valuation made.

To cover other items not covered during these six months, it must be justified by a special medical and/or educational or legal condition.

Once the level of commitment and adherence of the beneficiary(ies) to the program established by the institution in charge has been assessed, the Social Work professional may include other amounts established in Annex 5, as long as they are duly justified.

In the case of families that include more than four members accredited by the Immediate Response Team, the monthly subsidy for basic needs may not exceed the amount of five hundred thousand colones during the entire active period of the strategy. In case of requiring a higher amount to cover specific needs, training, medical, educational and others, it must be supported with the documents that accredit this need and with the technical criteria of the professional in Social Work.

In the event that the Social Worker of the institution in charge of the process finds that there is no commitment in the educational or training processes, he/she should recommend the suspension of that item.

The time frames that have been delimited in this strategy seek to be congruent with the needs of accompaniment and the profile of the victims-survivors of human trafficking and their dependents, who sometimes present the following characteristics, which must be taken into consideration in order to generate an adequate intervention plan:

- Diverse educational and socio-educational profile, most of them have dropped out of the educational system and, therefore, have low levels of schooling.
- They have a history of violence in their country of origin, come from poor families, have been victims-survivors of various forms of social exclusion and discriminatory treatment.
- They belong to family configurations in vulnerable conditions, so they do not have a support network.
- They have no work experience and if they have any, it has been in informal and low-paying jobs.
- They lack support networks in the host country.

- They present significant emotional effects as a result of trauma or life history.
- In some cases, they lack the development of skills and abilities, and may present functional limitation.
- Dependence to psychoactive substances.
- And others that are valued.

Because of the above, it is necessary to provide continuous and systematic services capable, in the first place, of avoiding the re-capture of criminal networks and street situations. Secondly, it should not be lost sight of the fact that the objective of this strategy, in harmony with the mandates of Law 9095, has been the reintegration of victims-survivors and their dependents of human trafficking. In this sense, reasonable time periods should be established to allow for the construction of life projects free of violence.

The following table shows a list of items that serve as a guide for the professional in charge of assessing assistance in both stages of care. ⁴ It should be clarified that this is not an exhaustive list.

<i>Items</i>
Safe and affordable housing
Food, household essentials
Wardrobe (clothes, shoes)
Emergency medical care
Toiletries
Stipend for emergencies, transportation and other basic unmet needs
Expenses for legal procedures inside and outside the country, related to their trafficking situation.
people.
Gynecological and urological medical care ,
antiretroviral medication and contraception.
emergency
Payment of translators and specialized personnel
Payment of air, sea or land transportation and ancillary expenses
Rent, deposit and payment of basic services
Basic household goods
Equipment for convalescent persons, and medical or specialized services
Payment of psycho-pedagogical support
Support products and services for people with disabilities
Language classes, lesco
Pregnancy and childbirth expenses
Expenses for death of the VTdP or his/her dependents
DNA Testing

4

See Annex 5 in this document. Guide to amounts for financial assistance.

<i>Items</i>
Payment for bone tests for minors
Medications, according to medical criteria
Migratory regularization / payment of document renewal fees
Training processes
Education and educational or technical articles
Economic autonomy: employment, entrepreneurship, etc.
Other items analyzed by the responsible institution

VII. Monitoring and evaluation of the local integration process

The institution in charge of the case and the process must submit follow-up reports every six months (see Annex 7), or whenever there are any changes in the process, which must be detailed:

- ✓ Actions taken and results based on the approved intervention plan
- ✓ Supporting documentation and information for the funds that have been allocated to each of the trafficked persons and their dependents or through the legal representatives in the case of underage beneficiaries.
- ✓ Obstacles, limitations, risks, strengths and progress identified in the care of victim-survivors and their dependents.
- ✓ Analysis of the psychosocial situation of the VdTP and its dependents at the time of the report and its follow-ups.
- ✓ Conclusions and recommendations
- ✓ In the event of death of the beneficiary of the mobilization of economic resources, the case will be presented to the ERI, in order to define the route to follow.
- ✓ When the institution in charge of the care process becomes aware that the VdTP person will be leaving the country, it should conduct or manage a risk assessment and report the results of the assessment to the VdTP.

VIII. Protection and assistance to victims-survivors of human trafficking and their dependents on Voluntary Return, Repatriation or Resettlement.

This strategy includes the voluntary return, repatriation and resettlement of the victim-survivor and his/her dependents. If the victim-survivor and his/her dependents, or his/her legal representative in the case of minors, freely and voluntarily opt for any of the above options, the institution in charge of the process designated by the ERI will inform the Management of Trafficking in Persons and Smuggling of Migrants in its capacity as technical support of the Technical Secretariat of CONATT-ERI, who will facilitate the following actions:

- Coordination with consulates, Ministries of Foreign Affairs, General Directorates of Migration and Alien Affairs, or other instances required in the country of origin.

- Promote with PANI, in the case of minors, all coordination with its counterpart.
- Coordination with ERI counterparts in the country of origin, with international human rights organizations, for the care and accompaniment of the victim-survivor and dependents in the country of origin.
- Designation of funds for the payment of expenses corresponding to immigration procedures, airline tickets, vaccinations, insurance, payment of visas, entry and exit taxes, travel expenses and money for subsistence in the country of origin, for the number of days to be determined according to the assessment of the institution in charge.
- Payment of per diem, immigration procedures, airline tickets, vaccinations, visa payments, entry and exit taxes for the staff members who accompany them,
- Other actions that, according to the particularities of the situation, are considered pertinent.

IX. Resettlement

In the event that the institution in charge of the process identifies a possible resettlement case, it must submit a report to the TWG as Technical Support to the Technical Secretariat of CONATT-ERI, indicating the technical criteria on which the request is based.

The above, for the coordination of inter-institutional and international actions that allow the location of the victim-survivor and her dependents of trafficking in persons in a third country, in the event that, for security, cultural, economic and social reasons, she cannot remain in Costa Rica or return to her country of origin. Therefore, at this stage, at least the following actions should be carried out by the competent authorities:

- Establish selection criteria, duration of procedures, integration tools.
- Select beneficiaries of the program considering the particularities and interests of the victim-survivors and their dependents.
- Establish international coordination with the receiving countries, as well as ensure that this country provides follow-up and compliance with guarantees.
- Document and submit the case request to the potential host country.
- Define the legal routes of transfer that guarantee international protection.

Pursuant to the above, financial funds may be allocated for VdTP persons, their dependents, as well as for the accompanying staff member if required and determined by the Immediate Response Team, in the following circumstances:

- Transportation and accompaniment of resettled victim-survivors and their dependents, including internal and international transportation costs, per diem, departure taxes, stamps, visas, vaccinations, insurance, passports, and other identified expenses.

- Pre-embarkation and socio-cultural orientation sessions prior to departure: expenses for food, transportation, materials, etc.
- Accompaniment, if necessary, and assistance in departure, transit and arrival in the country of destination by the competent authority: internal and international transportation expenses, per diem payments for personnel providing accompaniment.
- Necessary coordination for compliance with health requirements in the receiving country, such as vaccinations required for entry into that country.
- In case it is required, assess the approval of a single economic subsidy for subsistence in the country of origin, for the number of days to be determined according to the assessment of the institution in charge.
- Others that may be required, duly substantiated.

X. Responsibilities of the Institution in Charge of the Process (Secondary Care Processes)

According to the Protocol of Actions of the Immediate Response Team, accreditation is the: "Administrative procedure to determine whether a person is a victim of trafficking in persons according to the definition included in the Palermo Protocol and domestic regulations and that allows him/her to be certified as such, granting him/her the right of access to the set of protection, care and reintegration programs and services provided by the national and international regulatory framework adopted by the State".

Secondary care measures shall be understood as stipulated in Law No. 9095, Article 7, paragraph ñ, as follows:

"In the event that the victim decides to stay in our country, these measures include economic assistance, access to work and formal and vocational education, definition of immigration status and provision of documentation, medical and psychological assistance; the foregoing, in pursuit of adequate social reintegration. These measures will be determined by the specialized personnel of the agencies in charge of the accreditation and care of crime victims, which will be defined both in this law and in its regulations".

This process starts from the accreditation of the victim of trafficking in persons and their dependents, by the ERI who will collegially designate the assignment of the institution in charge of the process "who must assume responsibility for compliance with the protection and care measures defined in the regulations according to its legal competences". Or, if it was already being addressed by an institution, it will continue with the process already initiated and will continue its function as the Institution in Charge.

This institution will be designated according to the legal competencies of the regulations of Law No. 9095 and detailed in the fifth chapter of the Responsibilities of the Members, starting from articles N°21 and N° 22 and according to the needs and will of the person victim of the crime of trafficking in persons and his/her dependents.

It should be noted that the designated institution of the process is the one who must make the written coordination with the other instances according to specialized technical criteria in order to avoid poly-consultation and complicate the critical path of care for victim-survivors and their dependents. Each of these references should be sent to the Management of Trafficking in Persons and Smuggling of Migrants in its capacity as Technical Support of the Technical Secretariat of CONATT-ERI, for the incorporation of the administrative file and follow-up, by e-mail eri@migracion.go.cr.

The institution in charge of the process will be responsible for:

- Provide specialized care and comprehensive follow-up of the victim-survivor and her dependents, and inform the GTT in its capacity as Technical Support of the Technical Secretariat of CONATT-ERI on the follow-up and actions taken.
- In the event that the institution in charge considers requesting the mobilization of economic resources, the Social Work professional must carry out social assessments in order to investigate the socioeconomic conditions and social environment, including the analysis of the factors surrounding the person, as well as to define the social intervention plan, which must be submitted together with the social report. The social report must be issued to the TWG in its capacity as Technical Support of the Technical Secretariat of CONATT-ERI **within a period of two months, except for duly justified exceptions.**
- At all times, the preparation of the comprehensive care plan must be carried out jointly and with the consent of the victim-survivor and, in the case of minors, with the active participation of their legal representative, for which it is important to sign an informed consent⁵ that includes the duties and rights, as well as the actions to be carried out. The informed consent should be sent to eri@migracion.go.cr, to be included in the file.
- The institution in charge will promote together with the victim-survivor and her dependents, in the case of minors also with their legal representative, a life project free of violence, which seeks the emotional, educational, labor, protection, physical and mental health, social and other necessary factors that allow the person to fend for herself in the time established by this strategy, so it must incorporate in the report all references and counter-references made and the situational status of the person.
- The first report for the request for funds must be made within a maximum of two months once it is known by the institution in charge. Subsequently, **follow-up reports will be made every six months**, unless due to an urgent situation or changes in its social conditions, the modification must be sent immediately to the TWG in its capacity as Technical Support of the Technical Secretariat of CONATT-ERI, via an addendum⁶. In

5 See Annex 1.

6 See Annex 6.

The table of references and counter-references should be included in the follow-up reports.

7

- In the event that there is suspicion or knowledge of active use of psychoactive substances, prior to the request for mobilization of economic resources, arrangements must be made with the CCSS and the IAFA for their assessment and recommendation, from which the action plan to be followed will be determined.
- Request the GTT, in its capacity as Technical Support of the Technical Secretariat of CONATT-ERI, the approval of the economic subsidy by means of a social report⁸ at least **eight working days** before the deposit dates established by the trustee. The deposits will be made available by the banking entity as established by the trustee.
- Submit the follow-up reports within the established deadlines to the TWG in its capacity as Technical Support of the Technical Secretariat of CONATT-ERI in writing, duly signed and must show: progress, limitations and the analysis by the professional in charge, as well as all the necessary attestations to justify the economic amounts requested and the actions to be carried out.
- Attach to the report three pro forma invoices for specific purchases or expenses such as household goods, courses, training with the recommendation and justification of the quotation with which the purchase or service will proceed, indicating which option will be selected.
- Attach **copies** of the original invoices to the social reports, once the goods or services are acquired by the beneficiary.
- Carry out the necessary inter-institutional coordination for the mobilization of economic resources in the areas of health, education, social and any other type. These should be attached to the social report. Previous inter-institutional coordination and social referrals should be attached to justify the reason for not accessing state services.
- It must ensure that the resources disbursed are used for the proposed purposes and provide supporting documentation and information.
- Implement and maintain controls with respect to bank deposit dates and maturities.
- If due to a breach in the strategy, the beneficiary is temporarily or partially suspended and/or cancelled, and the beneficiary is responsible for minors or persons with disabilities accredited as dependents, the institution in charge of the process must inform the ERI so that an agreement can be reached to transfer the case to PANI or another agency in order to assess the possibility of exclusively covering the particular needs of the persons.

7 See Annex 7.

8 See Annex 4

minors or persons in condition of accredited disability, if necessary.

- Inform the beneficiaries or their legal representatives in the case of minors, about the deposits, and communicate any changes in the processes both to the beneficiary and to the TWG in its capacity as Technical Support of the Technical Secretariat of CONATT-ERI.
- In the case of minors, the transfer of the case for follow-up by another institution must be coordinated at least **six months** in advance, according to agreements and assessments made in the ERI. This will be done using the Inter-institutional Referral Immediate Response Team⁹.
- In the event of non-compliance with the provisions of the present strategy and known informed consent on the part of the victim-survivor that justifies the suspension of financial assistance, the institution in charge shall carry out the following procedure:
 - a. In the event that once the deposit has been made, the victim-survivor and her dependents are absent without prior notice, temporarily or permanently, and no longer report to the institution in charge of the process. The institution in charge shall immediately inform the Management of Trafficking in Persons and Smuggling of Migrants, as Technical Support of the Technical Secretariat of CONATT-ERI, via report.
 - b. The Social Work professional must first have documented the breach or breaches, as well as its communication to the victim or his legal representative in the case of minors, about them, in addition, it must be documented the steps taken to remedy such breaches and always report each and every one of the above steps to eri@migracion.go.cr mail, and must incorporate the documentation to the file, in addition to keeping the collegiate body informed as part of the monitoring and better resolution if necessary.
 - c. The Management of Trafficking in Persons and Smuggling of Migrants, as Technical Support of the Technical Secretariat of CONATT-ERI, shall immediately inform the trustee, in order to suspend the deposits of pending monies and carry out any other necessary actions, as the case may be.
 - d. Regarding the other objectives of the intervention (education, care, health, and others) that do not require financial assistance from FONATT, the institution in charge must indicate in writing and with justification whether or not, in the event of non-compliance, these other objectives not related to the mobilization of resources set forth in the strategy will be followed up on or not.

⁹ See Annex 8.

- e. The institution in charge shall inform about the right of the beneficiary to present a revocation/appeal of the administrative act on the temporary, partial or permanent cancellation/suspension of the present strategy.
- f. In the event that the beneficiary is faced with a new act of trafficking in persons and is accredited as such, the assistance strategy may be reactivated in the face of the new events presented, as part of the guarantee of the rights stipulated in Article N°37 of Law N° 9095.

XI. Criteria for the access and permanence of victims-survivors of trafficking in persons and their dependents, legal representatives in the case of minors, for the activation and maintenance of this

During the implementation of the strategy, the beneficiary may actively participate in the intervention plan, and may also request a change in it, providing as clearly as possible the reasons for this, so that they can be assessed by the Social Work professional, in order to evaluate the relevance or otherwise of the requested change, the resources invested, etc.

In addition, the beneficiary may:

- Request a temporary suspension.
- To renounce the strategy at any time, since joining is a voluntary act.
- Request the reopening of your case.

In any of the latter scenarios, the beneficiary must submit such a request in writing and signed, indicating to the institution in charge the reasons for which he/she wishes to suspend, waive or restart care.

In accordance with the objectives and approaches of this strategy, the following criteria are considered for the access and permanence of victims-survivors of human trafficking and their dependents to this strategy:

- Comply with follow-up appointments: the victim-survivor may not accumulate more than two consecutive unexcused absences from appointments, accompaniments or processes that are scheduled in her comprehensive care.
- To provide truthful information about their social situation, address data, means, ~~means~~ location and to accept home assessments and/or interviews with support networks or other steps deemed relevant for the fulfillment of the objectives.
- Agree to share information about their **social conditions** to public and private institutions and non-governmental organizations in accordance with the objectives of the care plan and in compliance with the provisions of Article 2, paragraph "d" of Law 9095, which states: ***"all information and administrative or jurisdictional activity related to the scope of protection of victims of the crime of trafficking in persons, their families, children, children's rights, and their families"***.

The use of such information must be reserved exclusively for the purposes of the investigation or the respective process. This obligation extends to all judicial and administrative instances, both public and private, as well as to all mass media and social networks".

- It must comply with the agreements outlined in the intervention plan established in the strategy, together with the professionals assigned by the institution in charge of the process. The agreements drawn up will be delivered to the beneficiary and a record of receipt will be kept in order to be included in the file.
- Invest the subsidy as approved by means of a socioeconomic report submitted by the Social Work professional and present the documents requested to demonstrate the correct use of the allocated funds as agreed. In case of using the funds in any investment or expense that was not approved in the economic assistance plan, it will be considered improper use of the funds and will be subject to exclusion from the strategy.
- Report as soon as possible any emergency or extraordinary situation that requires the use of funds in a different way than the one approved, so that a decision can be made in conjunction with the professional person.
- If you require any goods or services, you may not purchase or acquire them without having been previously contemplated in the approved pro forma invoices. If at the time of purchase or acquisition the good or service is not in stock, you must select it as close as possible to the previously approved characteristics or price range.
- Immediately report any change in family income or financial assistance from other public institutions, which will allow them to defray the expenses that gave rise to the subsidy granted.
- If the VdTP person and his/her dependents need to leave the country, they must immediately inform the institution in charge of their case, in order to carry out the respective risk assessment.

When the agency in charge of the process considers that there is non-compliance with the aforementioned criteria, the following procedures must be followed:

- *The Social Work professional should document the non-compliance by the victim-survivor of human trafficking and her dependents.*
- *The Social Work professional must document the communications to the beneficiary regarding the non-compliance, as well as the actions or steps taken to remedy them and the response from the victim-survivor.*
- *In case the non-compliance is maintained, the Social Work professional must generate the recommendation to the hierarchical superior, to guide the cancellation/suspension.*

The beneficiary's non-adherence to the processes and non-compliance with the intervention plan established in the present strategy, whether temporary, partial or permanent, is indicated.

- *Based on the above, the institution in charge of the process will issue the administrative act of temporary, partial or permanent cancellation/suspension of the strategy.*
- *The institution in charge of the process shall notify the beneficiary or his legal representative in writing of said act by the means, in the manner or at his domicile, established or accredited for notifications.*
- *All these processes **should be** copied to eri@migracion.go.cr, in order to be included in the file.*

From this moment on, the beneficiary or the legal representative in the case of minors, will be able to:

- *Request the revocation and/or appeal in writing within three working days following the notification, before the institution in charge of the process that emanates the administrative act for which you can provide the documentation you consider relevant for its justification.*
- *The institution in charge of the process must respond to the revocation and/or appeal within 8 calendar days. If the administrative act is maintained, it must be immediately transferred to the Immediate Response Team as the highest body.*
- *The ERI must decide within a period of no more than three days, once the appeal and the corresponding documentation have been sent by the institution in charge of the process.*
- *It is mandatory for the beneficiary to keep his place or means of notification data updated, otherwise, the procedures established by the Judicial Notification Law will be followed.*
- *In the event of a resolution that maintains or revokes a **temporary, partial or permanent suspension**, specifically of the mobilization of economic resources, the TWG, in its capacity as Technical Support of the Technical Secretariat of CONATT-ERI, shall communicate the final resolution to the trustee so that it may proceed accordingly, as well as take other steps as the case may be.*
- ***Once the institution issues the administrative act of temporary, partial or permanent suspension, this act must be communicated not only to the beneficiary, but also to the GTT in its capacity as technical support of the Technical Secretariat of CONATT-ERI, so that it may inform the trustee and proceed accordingly, until there is a final and firm resolution.***

The above criteria and procedures are integrated in an informed consent form that the victim-survivor of human trafficking or her legal representative in the case of minors, must sign in order to enter the strategy¹⁰.

XII. Request for Mobilization of Economic Resources.

According to agreement VII of May 25, 2017 the Administrative Board of the General Directorate of Migration and Aliens: The Technical Secretariat of CONATT-ERI is authorized to grant the necessary aid to victims accredited by the Immediate Response Team, who have the respective socioeconomic studies issued by the responsible institutions, the above, according to the terms stipulated in the Strategy.

In all cases, access to FONATT funds will require a report from the institution in charge of the follow-up or whoever presents the case in order to accredit with the elements and supporting documents for the approval and transfer of funds. Based on this report, the TWG, as technical support of CONATT-ERI's Technical Secretariat, will make the corresponding arrangements with the Trustee and will be responsible for approving the recommended subsidy according to the report prepared by the institution in charge.

In the event that the TWG, as technical support of the Technical Secretariat of CONATT-ERI, considers that there is no justification for the recommended amounts, or if there is any doubt, it may request an extension of the Report, meeting with the persons in charge of the report until it has the legal and evidentiary elements of the amounts of the recommended items.

The TWG as technical support of the Technical Secretariat of CONATT-ERI, when it considers it necessary, may submit the report made by the Institution in charge of the Process to the Immediate Response Team, in order to generate an agreement of the collegiate body of the ERI for the approval or denial of the request made and to initiate the steps taken in the agreement.

State institutions, according to their responsibilities and competencies, are primarily responsible for assisting victims-survivors and their dependents of trafficking in persons. As indicated in the section on general guidelines, the outsourcing of services may be used in those cases in which it is demonstrated that the State has not provided the service and/or an agile and timely response.

In the case of emergency situations, both in primary and secondary care measures, the TWG as technical support of the Technical Secretariat of CONATT-ERI may apply the provisions of the Regulations for the Acquisition of Goods and Services, in order to meet the needs of the victims-survivors and their dependents in a timely manner. The above must respond to the provisions of Articles 37 and 53 of Law No. 9095 and its Regulations, and the ERI must be informed of the situation addressed.

The report for the request for the mobilization of economic resources must include a copy of the identity document, three pro forma invoices when necessary, a document with the following information

¹⁰ See Annex 1

provided by the bank where the beneficiary, or his/her legal representative in the case of minors, has the bank account, with information on the IBAN account number, and any other document requested by the Trustee for the disbursement of the resources and that is supported by the current regulations.

In the event that the beneficiary, or his legal representative in the case of minors, is a foreigner and only has a passport at the time the subsidy is approved, in order to facilitate and expedite the process, it is recommended that the account be opened at the bank in charge of the trust. Once the person has the Migratory Identity Document for Foreigners (DIMEX), he/she must go to the Bank's platform and update the data, thus informing the institution in charge of the process so that it in turn informs the GTT in its capacity as technical support of the Technical Secretariat of CONATT-ERI (eri@migracion.go.cr), in order to be able to inform the trustee of the data update.

The institution in charge of and requesting the disbursement of economic funds must submit the report with the following attachments if required:

- Copy of the original invoices for the purchase of household goods,
- Proof of payment of rent and security deposit,
- Proof of payment of tuition, subjects and,
- Any other specific goods or services requested in the report.

When it is required and duly justified by the institution in charge of the process, the request for travel within or outside the country for Vtdp11 and its dependents, as well as the persons who must provide some type of accompaniment during the trip, the TWG as technical support of the Technical Secretariat of CONATT-ERI, shall send the forms for advance travel expenses and settlement to be completed by the persons who will make the trip, following the current guidelines established by the Comptroller General of the Republic, in the Regulations for travel and transportation expenses for public officials.

All this documentation and coordination shall be done through the mail eri@migracion.go.cr, the original documents of advance and settlement of per diems must be signed by the addressees, be sent or else, appear at the TWG as technical support of the Technical Secretariat of CONATT-ERI to sign the documents. Likewise, medical insurance must be paid when traveling abroad.

XI. Management and custody of administrative records

All actions must be documented and included in the administrative file kept by the Management of Human Trafficking and Smuggling of Migrants of the General Directorate of Migration and Aliens as technical support of the Technical Secretariat of the Conatt, as established in Article 19 of Law No. 9095.

¹¹ Victim of human trafficking

All information concerning the victim-survivor and his/her dependents of trafficking in persons who benefit from FONATT, must comply with the principle of confidentiality stipulated in Article 2, paragraph d) and Article 26 of Law No. 9095, *Law against Trafficking in Persons and creation of the National Coalition against the Smuggling of Migrants and Trafficking in Persons (CONATT)*, and in article 2, paragraph c) of Law No. 8720, *Law for the Protection of Victims and Witnesses and other parties involved in criminal proceedings*, as well as paragraph 325 bis of the Criminal Code and 295 of the Code of Criminal Procedure.

BIBLIOGRAPHIC REFERENCE

Code of Ethics of the College of Social Workers

Regional Strategy for the comprehensive care and accompaniment of victims of trafficking in Central America.

Law No. 9095, *Law against Trafficking in Persons and creation of the National Coalition against Trafficking in Persons and Smuggling of Migrants (CONATT)*.

Law 8720, *Law for the protection of victims, witnesses and other parties involved in criminal proceedings, amendments and additions to the Code of Criminal Procedure and the Criminal Code*.

Law 8968, *Protection of the Individual against the Processing of Personal Data and its Regulations or other related internal guidelines*.

Law 8687, *Law of Judicial Notifications*.

Model of comprehensive care for survivors of the crime of human trafficking. ERI action protocol

United Nations Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children.

Regulation of Law No. 9095, *Law against Trafficking in Persons and creation of the National Coalition against Trafficking in Persons and Smuggling of Migrants (CONATT)*.

ANNEX 1: INFORMED CONSENT

FOR THE APPLICATION OF SOCIAL ASSESSMENT FOR THE APPROVAL OF FINANCIAL ASSISTANCE AND ACTIVATION OF THE STRATEGY.

Due to your integration in the Strategy for comprehensive care and mobilization of support resources for victims of human trafficking and their dependents: integration, reintegration, voluntary return and resettlement, a socioeconomic assessment of your current situation is required, so it is important that you are aware of and approve this informed consent.

The contents of this informed consent will be explained to you in a clear, simple and understandable language, clarifying any doubts you may have. If after having read it or having access to this document, you decide to provide the information voluntarily, you will proceed to sign it.

The objective of their participation in the social assessment is to identify the current family, social, economic and/or other conditions; with the purpose of defining lines of action according to the assessed situation and to lessen emotional and social affectations.

It should be noted that all information provided is confidential. As stipulated in Article 13 of the Code of Ethics of the College of Social Workers: "The Social Worker must jealously guard professional secrecy, which is a right and a duty inherent to the profession. The secrecy lasts even after the social intervention has ceased". The private documents received by the professional in Social Work are covered by professional secrecy. Likewise, Article 2 of Law 8720 refers to the principle of confidentiality that governs the actions of the OAPVD when applicable, as well as Article 2, paragraph 2 of Law 8720.

d) of Law 9095 and Law 8968, Protection of Individuals with respect to the Processing of their Personal Data and its Regulations or other related internal guidelines.

This should be clear to you:

That the present strategy covers up to a maximum of 3 years. In exceptional cases, the extension of care beyond this period may be considered. Any modification, extension, elimination or inclusion of items not contemplated must be substantiated by the institution in charge through a report.

In the case of minor victims and survivors, the informed consent shall be signed by their parent or legal guardian, taking into consideration the active participation and opinion of the minor.

That it has the rights stipulated in Article No. 37 of the Law against Trafficking in Persons and Creation of the National Coalition Against the Smuggling of Migrants and Trafficking in Persons (CONATT), Law No. 9095. In addition to the provisions of Law No. 8720, Law for the Protection of Victims, Witnesses and other Subjects Involved in Criminal Proceedings, the victims of human trafficking and their accredited dependents.

The following is a clear summary of those rights to which you may apply:

- *May my life and my emotional state be protected.*
- *My needs for food, clothing, hygiene and safe housing are met.*
- *Free medical and psychological care, information and legal advice.*
- *My time to reflect and decide whether to participate in the criminal process be respected.*
- *To have a private, accessible and comfortable space to discuss my situation.*
- *My personal data and comments are protected.*
- *If I am a foreigner, I can have a free document that allows me to stay legally in Costa Rica.*
- *To return to my country or my home safely and without delay*
- *If I am a foreigner, I can choose to remain in Costa Rica, return to my country or be transferred to a third country in case I run any risk to my physical integrity or that of my dependents.*

The rights mentioned in this article are integral, inalienable and indivisible.

In the case of surviving victims and their dependents with disabilities, their needs derived from their disability condition will be attended.

During the implementation of the strategy, you may actively participate in the intervention plan, you may also request a change in it, providing as clearly as possible the reasons for it, so that they are assessed by the professional in Social Work, in order to evaluate the relevance or otherwise of the requested change, the resources invested, etc..

In addition to the above, you will be able to:

- Request a temporary suspension.
- To renounce the strategy at any time, since joining is a voluntary act.
- Request the reopening of your case.

In any of the latter scenarios above, you must submit such a request in writing and signed, indicating to the facility in charge the reasons why you wish to suspend, waive or restart care.

In accordance with the objectives and approaches of this strategy, the following criteria are considered for the access and permanence of victims-survivors of human trafficking and their dependents to this strategy:

- Comply with follow-up appointments: the victim-survivor may not accumulate more than two consecutive unexcused absences from appointments, accompaniments or processes that are scheduled in her comprehensive care.
- Provide truthful information about their social situation, address data, means, way of location and agree to home assessments and/or interviews to

support networks or other actions deemed pertinent for the fulfillment of the objectives.

- Agree to share information about their **social conditions**, to public and private institutions and non-governmental organizations in accordance with the objectives of the care plan and in compliance with the provisions of Article 2, paragraph "d" of Law 9095 which states: ***"all information and administrative or jurisdictional activity related to the scope of protection of victims of the crime of trafficking in persons, their dependents and witnesses of the crime will be confidential, so its use must be reserved exclusively for the purposes of the investigation or the respective process. This obligation extends to all judicial and administrative instances, both public and private, as well as to all mass media and social networks"***.
- It must comply with the agreements outlined in the intervention plan established in the strategy, together with the professionals assigned by the institution in charge of the process. The agreements drawn up will be delivered to the beneficiary and a record of receipt will be kept in order to be included in the file.
- Invest the subsidy as approved by means of a socio-economic report rendered by the Social Work professional and present the documents requested to demonstrate the correct use of the allocated funds as agreed. In case the funds are used in any investment or expense that was not approved in the economic assistance plan, it will be considered misuse of the funds and will be subject to exclusion from the strategy.
- Report as soon as possible any emergency or extraordinary situation that requires the use of funds in a different way than the one approved, so that a decision can be made in conjunction with the professional person.
- If you require any goods or services, you may not purchase or acquire them without having been previously contemplated in the approved pro forma invoices. If at the time of purchase or acquisition the good or service is not in stock, you must select it as close as possible to the previously approved characteristics or price range.
- Immediately report any change in family income or financial assistance from other public institutions, which will allow them to defray the expenses that gave rise to the subsidy granted.
- In case the VdTP person and his/her dependents need to leave the country, they must immediately inform the institution in charge of their case, in order to carry out the respective risk assessment.

You should be aware that when the agency in charge of the process considers that there is non-compliance with any of the aforementioned criteria, the following procedures must be followed:

- *The Social Work professional should document the non-compliance by the victim-survivor of human trafficking and her dependents.*
- *The Social Work professional must document the communications to the beneficiary regarding the non-compliance, as well as the actions or steps taken to remedy them and the response from the victim-survivor.*
- *In the event that non-compliance is maintained, the Social Work professional must make a recommendation to the hierarchical superior to guide the temporary, partial or permanent cancellation/suspension of the strategy, indicating the beneficiary's non-adherence to the processes and non-compliance with the intervention plan established in this strategy.*
- *Based on the above, the institution in charge of the process will issue the administrative act of temporary, partial or permanent cancellation/suspension of the strategy.*
- *The institution in charge of the process shall notify the beneficiary or his legal representative in writing of said act by the means, in the manner or at his domicile, established or accredited for notifications.*
- *All these processes must be copied to eri@migracion.go.cr, in order to be included in the file.*

From this moment on you will be able to:

- *Request the revocation and/or appeal in writing within three working days following the notification, before the institution in charge of the process that emanates the administrative act for which you can provide the documentation you consider relevant for its justification.*
- *The institution in charge of the process must respond to the revocation and/or appeal within 8 calendar days. If the administrative act is maintained, it must be immediately transferred to the Immediate Response Team as the highest body.*
- *The ERI must decide within a period of no more than three days, once the appeal and the corresponding documentation have been sent by the institution in charge of the process.*
- *It is mandatory for the beneficiary to keep his place or means of notification data updated, otherwise, the procedures established by the Judicial Notification Law will be followed.*
- *In the event that a resolution is issued to maintain or revoke a **temporary, partial or permanent suspension**, specifically of the mobilization of economic resources, the GTT, in its capacity as Technical Support of the Technical Secretariat of CONATT-ERI, shall communicate the final resolution to the trustee so that it may proceed accordingly, as well as take other steps as the case may be.*

- **Once the institution issues the administrative act of temporary, partial or permanent suspension, this act must be communicated not only to the beneficiary, but also to the GTT in its capacity as technical support of the Technical Secretariat of CONATT-ERI, so that it may inform the trustee and proceed accordingly, until there is a final and firm resolution.**

I _____
identification document number _____ I understand the
I accept () or do not accept () the social assessment and inclusion within the Strategy for
comprehensive care and mobilization of support resources for Surviving Victims of Trafficking in
Persons and their dependents: Integration, reintegration, repatriation, voluntary return and
resettlement, being the _____ hours, of the day _____ of
the month of _____
_____ of the year _____.

Signature of the beneficiary
(legal representative)*.

Signature of the official

Name of minor*

In case the beneficiary is a minor.

ANNEX 2: GUIDE FOR THE APPLICATION OF THE INSTRUMENT "SOCIAL APPRAISAL FOR THE APPROVAL OF ASSISTANCE, BY MEANS OF A FONATT - TRUST FUND JADGME/BCR"

This document details the sections to be considered in the instrument for the analysis of the cases of persons referred by the Immediate Response Team.

Initially, it should be indicated whether the social appraisal report corresponds to an activation, modification, renewal or extraordinary procedure.

- **Activation:** Corresponds to the process carried out for the first time to request the approval of the assistance to the person who requires the support of the trust.
- **Renewal:** This is indicated when the process corresponds to a request to extend for a further period the support or assistance that the person is already receiving.
- **Modification:** this option should be selected when there is a change in the social situation of the person receiving support, either because his or her economic income and purchasing power increased or decreased, and therefore a procedure is required to request a modification in the amount or value of the assistance received.
- **Extraordinary:** This procedure must be carried out when there is an expense or a need of the person that is considered **urgent** to cover, so an extraordinary request must be made to add the amount or the required need.

The document must then state the reason for the application of the instrument, or the objective for which it was requested, or whether it was a situation of detected need.

Likewise, the informed consent form authorizing the execution of the social assessment and the exploration of collateral sources must be read and signed at the time of the intervention, which must be sent to eri@migracion.go.cr to be included in the file. (see annex 1).

1. **Identification Data:** Personal data should be recorded as requested in the instrument.

Exact address: The name of the province, canton and district should be noted, as well as the neighborhood and the respective hamlet (if any) of the place where the person and/or family group to which the assessment instrument is being applied currently resides. Record in as much detail as possible the exact address of the dwelling, noting landmarks and permanent landmarks such as avenues, streets, community hall, commercial premises, churches, health centers or others. This information is essential to locate the house and therefore should not refer to temporary or difficult to locate signs. Similarly, write down telephone numbers for contact. (please provide more than one telephone number).

2. **Economic Situation of the Family Group:**

The aim is to identify the socioeconomic status and other characteristics of the person interviewed, for which information is required on the people who receive income from various activities, to classify each member, so the following details should be explored:

Family of the person under study: It is the grouping of family members determined by similar consanguinity and/or affinity, made up of a single adult person or a group of persons, with or without kinship ties, who live together and share the family budget. The full name of each of the members of the family group must be entered.

Kinship: It should be indicated which member is the main provider of the family, this is the person who is recognized as such by him/herself and by the rest of his/her family members (perception and self-perception criteria). Likewise, based on the definition of family included in these instructions, the members of each family should be linked to their respective provider, placing them chronologically.

- The notion of family may differ in its composition and definition due to cultural factors and is therefore not limited to the traditional nuclear family. In this sense, the principle of dependency is applied when it is recognized that "family relationships are sometimes broader than blood ties and that in many societies the members of an extended family, such as parents, brothers and sisters, adult children, grandparents, uncles and aunts, nieces and nephews, etc., are economically and emotionally linked to the main breadwinner or head of the family group" (UNHCR, 2001, p.5).

Age: The age of each member should be indicated in order to identify the dependency and needs of minors, as well as the generational position of each member of the group.

Schooling: The educational cycle in which the person has passed at least one year of schooling should be recorded, regardless of whether the person has completed the complete cycle or not. In the case of having completed the cycle, it should be indicated complete (e.g. primary complete: P. C.), otherwise, it should be indicated incomplete (e.g. primary incomplete: P. I.). Indicate the name of the institution where he/she is studying. If the person is a foreigner, ask if he/she has the qualifications and if they are validated by the Costa Rican Government. And if you do not have them, if you have the possibility of getting them without putting your physical integrity at risk. Generate a plan of action in this area. Likewise, it is important to check the migratory status of the person who is studying, in case it is necessary to carry out the procedures before the DGME, through the GTT as technical support of the Technical Secretariat of CONATT-ERI.

Income: The gross monthly income of each family member should be explored. In addition, note any subsidies, scholarships, income from property rental, food pensions or voluntary contributions from third parties (parents or other persons who do not reside in the home, live abroad or from social welfare institutions and organizations), provided that they are received continuously, for periods longer than three months. Specify whether this income or subsidy benefits the person being assessed.

Place of Work or Study: The full name of the employer, as a salaried employee, or educational center, where he/she performs his/her work and/or studies, must be recorded.

The following categorization will be used to classify each member:

Employment status of family members		
<i>Economically active population</i>	Includes people occupied (permanent, occasional, seasonal) and unemployed. Include name, employer and number of phone.	<p>Permanent: A permanent worker is one who enjoys regularity in their work activity, either as an employee or as a salaried worker. You must to ensure that the employer reports to the CCSS or in an activity that is must be voluntarily insured or self-insured.</p>
		<p>Occasional: Occasional workers are characterized by the fact that their hours are is irregular, although on some days he works on working days The work is not permanent. Other times he works fewer hours than established and the activity performed is, generally informal or low-skilled and the income received is usually less than the current minimum wage. Domestic employees who work by the hour but who are are not occasional employees, they are not regular employees despite being underemployed, the same as the salespersons and any other occupation that the person performs permanently and regularly.</p>
		<p>Seasonal: Seasonal workers are those who work during the year. only and exclusively in activities that are mainly related to with the harvesting or extraction of a specific fruit or product. agriculture (coffee, sugar cane, melons, fishing, among others), or specific projects, leaving the rest of the time.</p>
<i>Economically inactive population</i>	Includes women who play work of the home, students, pensioners and others	<p>Women who perform housework are those who perform such work full time in their own home and do not receive any economic remuneration for it.</p>
		<p>Student: A person who is engaged in regular public or private education at the academic or technical level.</p>

Employment status of family members		
		<p>Pensioner: A person who receives a pension from one of the regimes administered by state entities, such as: the Costa Rican Social Security Fund (Disability, Old Age and Death (IVM), Non-Contributory Regime (RNC), Deep Cerebral Palsy (PCP, formerly known as Infantile Cerebral Palsy PCI)), Ministry of Finance, National Teachers' Union or others within the country. Eventually this person could receive additional income from a remunerated activity. In these cases, the pensioner status is privileged and the income from the activity is added to the amount of the pension under "Other income".</p>

Total gross income of the family nucleus: It refers to the sum of income contributed by the members of the family nucleus (average of the last 3 months), as well as other income received and that allows detailing the profile of the family condition.

Net household income: refers specifically to the amount remaining after accounting for expenses (taxes, credits and other deductions that justify the application within the strategy).

3. Person with a disability:

It is important to take into account that in case of a disability situation it must be certified by the Conapdis, in accordance with the Decree that so provides and not by any other instance. In the event that the beneficiary is certified as a person with a disability and does not have support networks, a reference should be transferred to the National Council for Persons with Disabilities so that this body, within the scope of its competencies, may determine whether the person meets the requirements for admission to the social programs designed for this purpose, or, if the first option is not achieved, whether the person is private. Consider within the allocated amount the item for the payment of these services.

4. Information on Family Group Outgoings:

Regarding expenses, all expenses incurred by the family should be contemplated, including a history of their economic capacity, as well as savings deposits in banks, finance companies or other companies.

- a. Estimation of monthly family expenses: **Regarding** the information on economic activity, the professional should ask the family for documentation that allows him/her to reasonably estimate the family expenses, such as (receipts for the payment of utilities, receipts for money in payment of housing rent and others). The information requested about each of the expenses generated by the dynamics of the cohabitation group should be noted in the table, along with any other item that generates changes in the family coffers. Such as:

- **Possession of credit cards:** in this section the family should be asked if any member has credit cards with any bank, whether public or private, and mention the type and current amount of the debt. (These amounts will not be covered in the strategy).
 - **Formal and informal credits:** In white goods stores or for the purchase of goods, credits in clinics or health establishments, etc. (These amounts will not be covered in the strategy).
 - **Payment arrangements:** Form of payment agreed with a commercial house or formal and informal financial entity to repay the debt (these amounts will not be covered in the strategy).
 - **Savings:** detail what type of savings the family has, in which bank and the amount of savings. Term certificates, checking and savings accounts, pension funds and any other type of savings plan should be included.
 - Expenses for specific health conditions or disability situation.
- b. If there is a condition in which the person being evaluated does not have a place to live, and therefore no household goods, or has a home, but not all or part of the household goods, a list of the items necessary to maintain adequate social and personal development must be made, taking into account not only the level of extreme poverty but also that it is adjusted to the particular needs of the person being evaluated.

At this point, when identifying the items of need, the beneficiary will be told that he/she must search for three options for possible purchase, so he/she must request in three places (warehouses) a proforma invoice, which must be attached to the final report, being that of these three options it will be at the discretion of the professional in Social Work to identify the one that fits the needs and reality of the person evaluated, and that fits the provisions of Annex 5. It is important to indicate that the person must make the purchases in the warehouse of the approved invoice.

In the event that appliances or white goods are in poor condition, include them in the household goods or items to be purchased.

Other expenses: If the beneficiary and his/her dependents do not have any belongings of any kind, assess an amount for the purchase of household items (sheets, curtains, garbage cans, pots, dishes, cloths, among others), clothing and toys, or communication facilities such as telephone or computer if studying. It is important that the professional performs a comprehensive analysis of other items that he/she considers important to acquire, even if they are not stipulated in a list, however, they must be duly justified for approval and the invoices for these expenses must be attached to the follow-up report. (See Annex 5).

The Social Work professional should consider within the strategy, entrepreneurship options for those who have studies or skills to develop their own business or source of income (for example: purchase of items for those who study or could work in beauty, catering, exercise of professions in a liberal manner, productive ideas or feasible SME type companies).

5. Exploration of support networks

This section should explore the network of social relationships and resources that can provide support to the person being assessed or family group, at the family, institutional or community level.

Any type of attention, appointment or follow-up and/or assistance established by any governmental or non-governmental institution must be taken into account.

Family support, either from parents, siblings or extended family with financial resources, or exclusively as emotional support.

Places of residence in the last five years: Information should be recorded to determine the permanence and stability of ties between the members of the family and the community, in order to identify or rule out any community resources.

6. Social and family conditions

Explore in this section any situation to which the beneficiary and his/her dependents have been exposed throughout his/her life history, addictions, school dropout, extreme poverty, street situation, types of families in which he/she has lived, role of the offended party in such family groups, situations of domestic violence.

Family history, authority figures, roles of the other family members, emotional affects and reasons for these should also be probed.

7. Home social assessment

Housing conditions: refers to the tenure of the dwelling and the condition in which it is inhabited, according to the following detail:

- a. Own housing: indicate whether it is fully paid or in arrears or up to date.
- b. Rented housing: indicate whether payments are current or in arrears.
- c. Own home on borrowed lot: indicate name and ID number of lot owner.
- d. Borrowed housing: indicate name and ID number of the owner.
- e. Precarious: land unlawfully invaded or appropriated.
- f. Shared housing with non-dependent persons: indicate the owner of the dwelling.

The person's relationship to the household and their relationship to it, e.g., parents, siblings, friends, employer, among others.

- g. Other: specify in remarks

Detailed description of the housing unit inhabited by the family nucleus: A description of the housing unit used by the family as a dwelling is required, detailing the following variables:

- a. Distribution of housing: A "room" is considered to be each of the spaces limited by walls or permanent partitions into which a dwelling is distributed and which are generally connected by corridors. The walls that divide the rooms will be from floor to ceiling or ceiling, and will have a minimum height of approximately two meters.

Non-permanent partitions made with furniture or curtains should not be considered as divisions. Bathrooms, corridors, cellars outside the dwelling, corridors and garages are not to be considered.

- b. Number of families living there: This information is basic to show the possibility of overcrowding and underlying problems. Therefore, the number of families sharing the same roof or property should be recorded. Indicate relationship and the number of people living in the dwelling.

- c. Structural condition of the dwelling: Covers the set of predominant materials of the exterior walls, floors and ceilings of the dwelling (those that cover or constitute the largest area or surface), as well as their condition. The data should be recorded by non-participatory observation, directly by the Social Work professional and not through an interview, who should enter the dwelling to determine its internal distribution, quality of the structure, materials, among others.

For each element (exterior walls, floors and ceilings), the predominant type of material and its condition should be determined according to the following characteristics:

Conditions of the elements		
Good	Regular	Malo
When no deterioration (cracks, holes, subsidence) is observed, nor are there structural failures. The dwelling complies with all protection requirements, excluding painting of walls and roof.	When some structural deterioration or defect is observed (damaged boards, missing blocks, small cracks, etc.), but does not constitute an imminent danger to the inhabitants of the dwelling. The condition of the materials still allows for environmental protection and only partial repairs are required.	When the materials show a lot of deterioration or structural damage that requires partial or total repair of the affected areas (sunken or rotten bases, cracks, holes, etc.), which becomes an imminent danger for its inhabitants or does not provide adequate protection against the elements. inclement weather.

- d. Sanitary conditions and access to basic services: This refers to the availability of toilets and excreta disposal, water supply and others considered by the professional interviewing according to the on-site observation and indicating it clearly.
- i. Bathroom availability: use of a permanent room intended for bathing, regardless of whether people bathe with a spray or shower, bucket or hose. This room does not necessarily have to be dedicated exclusively to bathing, as it may be shared with the toilet. A room built with plastic sheeting, curtains or improvised zinc constructions without a roof will not be considered a bathroom.
 - ii. Availability of sanitary service: refers to the availability or not of a toilet and whether it is for the exclusive use of the residents of the dwelling in which the scoring instrument is being applied, or whether the toilet or sanitary service is shared with other dwellings.
 - iii. Excreta disposal: refers to the sewage disposal system to which the sanitary service of the dwelling is connected and may be any of the following types: public sanitary sewer (evacuation through a pipe connected to the sewage system located on the public road), septic tank, latrine or cesspool (pit toilet), or another type that includes cases not specified above, such as systems that discharge to a watercourse (rivers, ditches, lagoons or the sea, must be specified in observations; or the family may not have any of the above, which must be detailed.
 - iv. Water supply: indicate whether the family is supplied with water, regardless of whether it is potable or not, which could be provided by any of the following entities: A and A, ESPH, Municipalities, Rural Aqueducts, Community Boards, public sources, wells, rivers, streams.
 - v. Electricity supply: Identify whether the dwelling has electricity service, either metered or unmetered, which should be indicated.
- e. Habitability conditions: *Once the* professional has made a detailed description of the dwelling inhabited by the family nucleus, he/she will be able to analyze the global conditions in which the family lives and define if they meet the requirements for the integral development of its members, both for individual and family shelter and physical protection, as well as a strengthening environment to act in society. In this section, variables such as ventilation, sanitation, physical risks, overcrowding, among others, can be considered.

Detailed description of the macroenvironment and microenvironment in which the family lives.

It refers to the physical, environmental, social, economic and other conditions that the professional considers relevant, in which the family develops, both externally and within the family nucleus. The identification of each of the indicated conditions will enable the professional to

to determine whether the family's place of residence constitutes an element of strengthening and integration among its members based on the relationships established in their habitat.

For this purpose, the professional interviewer must subtract the respective information according to the following variables, its analysis and appropriate assessment. Once the assessment has been made, manage inter-institutional coordination for comprehensive care. In case of not being able to manage with the public sector, and it is duly justified, assess the payment of these services privately (for example: addiction treatment).

MACROENVIRONM ENT	<p>Sector of influence: Describe the sociological conditions surrounding the dwelling in which the household lives, whether by district, neighborhood, hamlet, housing complex, precarious, or other. Detail whether it is a marginal, residential or rural area.</p>
	<p>Social Risk:</p> <p>a. Assault or abuse defined as any act that harms another person physically, psychologically, sexually, negligently, financially, and other forms of violence.</p> <p>b. Addictions (alcohol or drugs): refers to residents in the neighborhood with addictions to harmful substances (licit and/or illicit), such as consumption of alcoholic beverages or narcotics, and harming others.</p>
	<p>Services and access: Describe the services closest to the dwelling inhabited by the family under study. By way of example, the following are highlighted: Health clinics and hospitals, educational centers (school, college and universities), public transportation, supermarkets, grocery stores, grocers, clothing stores, appliance stores, churches, associations, meeting centers, garbage collection, street lighting, streets, among others.</p>
MICROENVIRONM ENT	<p>Overcrowding: The National Institute of Statistics and Census (INEC) has developed two alternative criteria for determining overcrowding in a dwelling:</p> <ul style="list-style-type: none"> • More than two persons per room. • More than three persons per sleeping quarters (dormitory).

	<p>Relational problems: This refers to possible situations of a personal nature faced by one or more members of the families living in the dwelling that threaten their physical and psychological integrity, as well as that of other members of the household. Thus, at the end of the interview, any situation perceived, witnessed or reported by the interviewee can be noted.</p> <p>It should be reiterated that these types of situations are difficult to detect, given that they are immersed within the family dynamics and are often hidden. However, if any indicator related to the aforementioned aspects is observed or detected, it is important to record it by family, in order to carry out a subsequent investigation of the case.</p>
	<p>Social risk: Refers to possible situations of a personal nature faced by one or more members of the families living in the dwelling that threaten their physical and psychological integrity. The following are highlighted:</p> <ol style="list-style-type: none"> Sexual abuse understood as the use of physical force, coercion or psychological intimidation to make a person perform a sexual act or sexualized interactions. It includes sexual acts, fondling, sexualized emotional relationships, forced use of pornographic materials or sexual objects, and forced relationships with animals. Alcohol or drug addiction refers to the fact that there are residents in the dwelling with addiction or substance abuse problems, such as the consumption or handling of alcoholic beverages or narcotics. Abandonment corresponds to those situations where children, older adults or people with disabilities, whose basic needs or those derived from a functional or health limitation, as well as emotional needs are not satisfactorily met by their family members or persons providing support. Other (specify): Refers to some type of behavior of any of the residents of the dwelling perceived by the professional or explicitly mentioned by the interviewee and that could not be classified in the above-mentioned categories.
	<p>Management of authority and limits: Evident irresponsibility of parents towards child care, sequels of aggressions or addictions, evident disorder in household things, indicators of fear in children instead of respect towards superiors, indicators of neglect in hygiene and study habits, interaction between members of the family nucleus, and others that the interviewer deems necessary to note.</p>

Ownership of real estate inside or outside of the country: Details are provided on the ownership of property in Costa Rica or abroad by all members of the family nucleus (inter-institutional data verification with the support of criminology).

Possession of movable property subject to registration in the National Registry: details the ownership of property such as vehicles, motorcycles, machinery and any other property belonging to any of the members of the family nucleus applying for BFV. (request support from criminology to corroborate information).

Household goods: The existence of any of the following goods inside the dwelling is noted in the corresponding space: Television, refrigerator, washing machine, kitchen appliances, fixed or cellular telephone, video player (DVD), sound equipment, and any other similar. In case the family does not own any goods, it should be noted in section 4. and the list requested in this section should be prepared (see annex 5).

8. **Conclusions:** This section should contain the main elements (protective and risk) that he or she considers the most relevant of the study and that defined their qualification or disqualification to grant support through the Fonatt Trust for which they are being assessed.

**ANNEX 3: SOCIO-FAMILY ASSESSMENT FOR APPROVAL OF ASSISTANCE
THROUGH THE FONATT TRUST FUND JADGME/BCR**

Date: _____

Situation that motivates the present appraisal:

Reading, explanation and signing of the informed consent for this matter.

1) IDENTIFICATION DATA:

INTERNAL FILE NUMBER:	
CRIMINAL CAUSE:	
NAME AND SURNAME:	
IDENTIFICATION DOCUMENT:	
SEX:	
NATIONALITY:	
CIVIL STATUS:	
AGE:	
SCHOOLING:	
OCCUPATIONAL OCCUPATION:	
ADDRESS:	



Coalición Nacional contra el
Tráfico Ilicito de Migrantes
y la Trata de Personas
CONATI

TELEPHONE NUMBER:	

2) ECONOMIC SITUATION OF THE FAMILY GROUP:

NAME	RELATIONSHIP	AGE	SCHOLARSHIP	PLACE OF WORK / EDUCATIONAL CENTER	INCOME
TOTAL INCOME					

3) IDENTIFICATION OF PERSONS WITH DISABILITIES

NO: ___ YES: ___ how many people? _____

Remarks:

--



Coalición Nacional contra el
Tráfico Ilicito de Migrantes
y la Trata de Personas
CONATT

4) ESTIMATE OF HOUSEHOLD EXPENDITURES:

a.- Gross monthly income: _____ Net income: _____

EGRESS	AMOUNT
Feeding	
Water	
Electricity	
Cable	
Phone	
Public transportation or gasoline	
Rent or housing payment:	
Recreation	
Clothing	
Child care	
School / study expenses	
Health:	
Debts:	
Others:	
TOTAL EXPENSES	

b.- The person being evaluated expressly stated the following items as a need due to lack:

ARTICLES	PRICES PROVIDED

5) EXPLORATION OF SUPPORT NETWORKS (family, institutional or community):

6) SOCIAL AND FAMILY CONDITIONS

(Any situation to which the offended person has been exposed, addictions, school dropouts, extreme poverty, homelessness, family types, role of the offended person in the group, situations of domestic violence, etc.).

7) HOME ASSESSMENT DATA Collateral

interviewee in home assessment:

Identification number: _____ Date:

Housing:

() Own: _____

() Rented: _____

() Borrowed: _____

() other: _____

A. Housing characteristics:

Distribution of housing:

Number of families living there:

Structural condition of the house:

Sanitary conditions and access to basic services:

Habitability conditions:

B. Detailed description of the macro and micro environment in which the family lives:

C. Possession of real estate inside or outside the country, Possession of personal property subject to registration in the National Registry and Household Goods:

8. OBSERVATIONS/CONCLUSIONS

This section should contain the main elements (protective and risk) that the professional considers the most relevant of the study and that defined their qualification or disqualification to grant support through the Fonatt Trust for which they are being evaluated.

Signature of person interviewed
Professional in charge of the exploration: Licda.
Social Worker

ANNEX 4: SOCIOECONOMIC REPORT

(Activation, modification, renewal or extraordinary procedure)

Under the principle of confidentiality As stipulated in Article 13 of the Code of Ethics of the College of Social Workers: *"The Social Worker must jealously guard professional secrecy, which is a right and a duty inherent to the profession. The secrecy lasts even after the social intervention has ceased"*. The private documents received by the professional in Social Work are covered by professional secrecy. Likewise, Article 2 of Law 8720 refers to the principle of confidentiality that governs the actions of the OAPVD when applicable, as well as Article 2 paragraph D of Law 9095 or other related internal guidelines.

I. Identification data

Internal file number:

Criminal Case:

Name and Surname:

Identification Document:

Sex:

Nationality:

Marital Status:

Age:

Schooling:

Occupational Occupation:

Address:

Telephone number:

II. Reason for the Report

In compliance with the "Strategy for comprehensive care and mobilization of support resources for victims of human trafficking and their dependents: integration, reintegration, repatriation, voluntary return and resettlement".

The spirit of this strategy is based on the desire to build disruptive actions to the traditional logics of assistance characterized by immediacy and targeting. Thus, the objective of the proposal presented here is to:

To develop processes of comprehensive care, social assistance, individualized, integral, sensitive, accessible and sustained over time that contribute to the construction of life projects free of violence and facilitate the reintegration of victims-survivors of human trafficking and their dependents.

This report is provided in order to identify the socioeconomic conditions of the referred person and/or his/her family group, as well as the ability to meet their basic needs and determine the possibility of requesting institutional support.

III. Sources of Information

Social assessment, interview with the referred person (or parent or legal representative if the person is a minor), home visit, review of internal file, consultation of criminal case, consultation of collateral sources, and other elements and/or instruments that may be considered as an input for the collection of information).

IV. Inter-institutional background

Any attention, appointment, assistance (financial or otherwise) granted by any State institution and/or Non-Governmental Organization, family, community and/or other support networks.)

V. Social and family background

Any situation to which the referred person has been exposed, for example: addictions, school exclusion, poverty, extreme poverty, type of family, role of the referred person within the family group and/or other precipitating factors of social risk; which place the family nucleus in a position of vulnerability.

Socioeconomic status

Mode of survival, income, outgoings, identification of individual and collective needs of the family group, housing, health, educational and labor conditions that affect the current situation.

Given the socioeconomic conditions and the current dynamics of the family group of the referred person, the presence of unsatisfied needs in the following areas is identified:

ITEM	MONTHLY AMOUNT
HOUSING	¢0 ⁰⁰
RENTAL HOUSING DEPOSIT	¢0
FOOD	¢0 ⁰⁰
RECREATION/RECREATION	¢0
HEALTH:	¢0

CLOTHING AND FOOTWEAR	€0
MISCELLANEOUS HOUSEHOLD GOODS	€0
SERVICES: WATER	€0 ⁰⁰
ELECTRICITY	€0 ⁰⁰
TELEPHONY (RESIDENTIAL AND MOBILE)	€0 ⁰⁰
INTERNET	€0 ⁰⁰
TRANSPORT	€0 ⁰⁰
EDUCATION	€0 ⁰⁰

On the other hand, the person evaluated expressly states the following items as a need (due to lack):

ARTICLES	PRICES PROVIDED (QUOTATION)

VI. Actions Performed

(Objectives of the social-judicial-psychological intervention plan, referrals issued to other institutions, assistance and/or other support that has been provided).

ACTIONS CARRIED OUT UNDER THE SOCIAL INTERVENTION PLAN

Area	Shares	Process status			
		Executed	In process	Pending	Modified
Primary needs					
Migratory Status					
Social security and care					
Education and Training					
Economic Autonomy					
Psychosocial Care					

Area	Shares	Process status			
		Executed	In process	Pending	Modified

VII. Conclusions:

The risk elements, protective elements and brief diagnostic impression must be present; if deemed necessary, they may be expanded with contributions from other professionals.

VIII. Recommendations

Considering the above, it is recommended to assess the possibility of providing socioeconomic assistance to (name of the person under study) in order to help meet the basic needs required by the person and his or her family group (if there is a family group). This assistance is recommended for a period of no less than (number) months, which is considered a prudent time to comply with the strategy proposed as follows:

Therefore, it is recommended:

- Approval of the monthly economic subsidy in the amount of **XXX colones** for a period of X months (from MONTH X TO MONTH OF YEAR XX) until a new report is issued to corroborate the socioeconomic situation, skills development and improvement of the young woman's quality of life.
- Approval of a private subsidy for the satisfaction of emergent needs, in the amount of **XXX colones**.

Data for deposit to third parties:	
Beneficiary Name:	
Type of document:	<i>Costa Rican identity card, DIMEX, passport.</i>
Identification number:	<i>x-xxxx-xxxx</i>
Bank receiving the deposit	<i>Bank with which the account is held</i>
Account Number IBAN	
Term of subsidy (months)	<i>Number of months covered. You must specify which months you would be covering</i>
Initial subsidy amount:	<i>∅xxx This is the amount of household goods and other expenses in addition to the monthly amount. It is an extraordinary amount to the amount monthly recommended.</i>



Coalición Nacional contra el
Tráfico Ilícito de Migrantes
y la Trata de Personas
CONATI

	<i>Correspond to other requirements that are The following are the results of the assessment or follow-up.</i>
Amount of monthly subsidy:	<i>¢xxx This is the fixed amount that will be deposited per month.</i>
Total payable first disbursement:	<i>¢xxxx This is the sum of the initial subsidy amount and the fixed amount of the monthly subsidy.</i>
Amount to be paid for the remaining X months	<i>¢xxxx This is the sum of the fixed amount of the monthly subsidy to be deposited for the remaining five months, for example, or the remaining months.</i>
Authorized amount	<i>It is the total amount payable for the first disbursement plus the total amount of the remaining monthly installments.</i>

Licda.
Social Worker
Professional Code
Institution

APPENDIX 5: GUIDE TO AMOUNTS FOR FINANCIAL ASSISTANCE

It is important to point out that this guide is a reference base, which must be updated according to the cost of living and, as its name indicates, it is a guide that will help you to have parameters to make the calculations of the items to be requested. It is not an exhaustive list, nor a literal list for its application, it will depend on the social conditions assessed.

Basic assistance: refers to needs to be met and which apply to all beneficiaries, according to the assessment made.

BASIC MONTHLY ASSISTANCE			
ITEM	INCLUDE S:	AMOUNT	REMARKS
GENERAL SERVICES	GAS	¢10.000,00	Only for persons to be confirmed cook with gas
	WATER	¢10.000,00	These amounts will be established on the average of water and electricity bills; if there is no information on bills, a basic amount of ¢10,000 for water and ¢15,000 for electricity will be established. Subsequently, we will work with the average of the receipts. when the follow-up report is made.
	ELECTRICITY	¢15.000,00	
	TELEPHONY	¢10.000,00	Prepaid lines, no plan will be paid for
	RENTAL	¢150.000,00 - ¢300.000,00	Amount greater than ¢200,000.00 must be justified by area, risk zone and number of people in the family group. Single person, it is recommended to consider the minimum amount, however, it can be with due justification.
	DEPOSIT	As requested	
FOOD AND BEVERAGES	DAIRY PRODUCTS	¢50,100.00 per person In the case of a family of more than four members, take into account that there is a maximum monthly amount of five hundred thousand colones.	Amount varies according to the monthly per capita cost of the basic food basket for the month in which the request for assistance is made.
	BEEF		
	PORK		"Other food": will depend on the basic need previously justified with medical diagnosis and invoice.
	CHICKEN MEAT		
	EMBUTIDOS		In the case of minors, you must provide proof from the Pension Court or an index of obligors when they indicate that they do not have a pension. If you have alimony, the corresponding amount must be deducted from the total subsidy.
	FISH		
	LEGUMES		
	VEGETABLES		
	FRUIT		
	TUBERS AND ROOTS		
	BREAD AND COOKIES		
	CEREALS AND OTHER		
	SUGAR		
	EGG		
	GRASAS		
SOFT DRINKS			
OTHER FOODS			



Coalición Nacional contra el
Tráfico Ilícito de Migrantes
y la Trata de Personas
CONATT

BASIC MONTHLY ASSISTANCE			
ITEM	INCLUDES:	AMOUNT	REMARKS
OTHER BASIC HOUSEHOLD ITEMS (HOUSEHOLD AND HYGIENE)	TOILET PAPER	¢20,000.00 per person In the case of a family of more than four members, take into account that there is a maximum monthly amount of five hundred thousand colones.	This is a single average amount per family group and will depend on the costs of the area and particularities of the beneficiary and his/her dependents.
	BATH SOAP		
	SHAMPOO		
	TOOTHPASTE		
	DEODORANT		
	TALCO		
	PLASTIGEL		
	REGULAR TOWELS		
	NIGHT TOWELS		
	DAILY PROTECTORS		
	RASURADORA		
	CHLORINE		
	DISINFECTANT		
	DETERGENT		
	LAVAPLATOS		
	SPONGES		
	PLASTIC BAGS		
SERVILLETAS			
BETUN			
TRANSPORTE	TERRESTRIAL	Use ARESEP table	Bus transportation is paid. Exceptional cases may be considered for the use of official cabs.

Non-monthly basic assistance: refers to needs to be met and which apply on an extraordinary basis or as one-time amounts, depending on the assessment made.

Special needs assistance: These are extraordinary needs to be covered to facilitate the comprehensive approach of the beneficiary and his/her dependents, in order to generate an independent and violence-free life project.

BASIC ASSISTANCE ON A NON-MONTHLY BASIS OR ACCORDING TO PARTICULAR NEEDS			
ITEM	INCLUDES:	AMOUNT	REMARKS
TEXTILES AND APPAREL	CLOTHING	From 30,000.00 to ¢100,000.00 per person, according to the assessment made. In the case of a family of more than four members, take into account that there is a maximum monthly amount of five hundred thousand pesos. colones.	In cases of extreme need and absence of clothing and footwear, an amount of ¢30,000.00 colones to ¢100,000.00 per person will be approved, depending on the assessment made.
	SHOES		

BASIC ASSISTANCE ON A NON-MONTHLY BASIS OR ACCORDING TO			
ITEM	INCLUDE	MAXIMUM	REMARKS
FURNITURE AND HOUSEHOLD GOODS AND HOME MAINTENANCE	REFRIGERATOR	¢400.000,00	A minimum of three proforma invoices to approve the purchase, after verification by the professional that the user does not possess the items requested. The person Social Work professional in a professional agreed with the beneficiary justify in the report the invoice to recommend.
	WASHING MACHINE	¢250.000,00	
	GAS KITCHEN	¢120.000,00	
	ELECTRIC STOVE	¢300.000,00	
	SCREEN (TELEVISION)	¢150.000,00	
	CLOTHS, SHEETS, PILLOWS, CURTAINS, KITCHEN TOWELS, OTHERS.	¢50.000,00	The user must purchase in accordance with with the approved invoice and of no premises or services other than those approved.
	SINGLE MATTRESS	¢100.000,00	
	DOUBLE MATTRESS	¢150.000,00	
	SINGLE BEDS DOUBLE BED	¢130.000,00 ¢170.000,00	In the event that the home is owned by the health, safety or other factors to be assessed, improvement is required, it must be justified submit the three proforma invoices
	CAMAROTE	¢200.000,00	
	GAME ROOM	¢200.000,00	In case you do not have any object;
	DINING SET	¢200.000,00	
	SPOONS, KNIVES,		



Coalición Nacional contra el
Tráfico Ilícito de Migrantes
y la Trata de Personas
CONATT

	FORKS, POTS, PLATES, GLASSES.	¢50.000,00*	assess whether only one of the items is required professional
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	COMPUTER	€300.000,00	The purchase of a computer must be duly justified, for reasons of necessary use in educational processes and other corresponding reasons. The specific reason for the purchase of this item must be indicated.
OTHER	PAYMENT OF TRANSLATORS OR INTERPRETERS		These needs are requested to GTT in its capacity as Technical Support to the Technical Secretariat of CONATT-ERI, duly justified.
	TAXES, STAMPS		
	LEGAL REPRESENTATION EXPENSES		
	IMMIGRATION REGULARIZATION		
	LANGUAGE CLASSES		Submit three proforma invoices

TRANSPORTATION OF GOODS	HOUSEHOLD GOODS RELOCATION		For convenience, you must present the transfer invoice.
TRANSPORT OUT OF COUNTRY	AIR TRANSPORT AND MARITIMO		Coordination with GTT as Technical Support to the Technical Secretariat of CONATT-ERI.
TRAVEL EXPENSES WITHIN THE COUNTRY	HOSTING		
	FOOD		
	RELOCATION EXPENSES		
PARTICULAR HEALTH NEEDS	DRUGS AND MEDICAL SERVICES NOT COVERED BY THE STATE		They are requested to GTT in its capacity as Technical Support of the Technical Secretariat of CONATT-ERI, or else, the report is incorporated. with proforma invoice amounts
School and/or technical supplies	SCHOOL SUPPLIES, UNIFORMS, EDUCATIONAL AND/OR TECHNICAL MATERIALS, ETC.	€100,000.00 (ONE-TIME AMOUNT)	The subsidy is approved as long as you do not have alimony. In the case of minors, proof must be provided by the family court that they do or do not have alimony. If you have alimony, the corresponding amount must be deducted from the total subsidy. The above, because as part of the benefits of the alimony by law corresponds the school Christmas bonus. This benefit will be given to dependents as long as they are studying and as stipulated in the Alimony Law.
SUPPORT FOR PRODUCTIVE ACTIVITIES	Materials or items for productive activities	To be defined	Invoices must be submitted with proper justification. This item must be congruent with the intervention plan.
MATERIALS PHYSICIANS,	EQUIPMENT FOR PEOPLE CONVALESCENTS	To be defined	Against invoice and with medical opinion that justify the service



Coalición Nacional contra el
Tráfico Ilícito de Migrantes
y la Trata de Personas
CONATT

HOSPITAL AND SUPPORT SERVICES	TECHNICAL SUPPORT FOR PEOPLE WITH DISABILITY		
	LESCO OR BRAILLE CLASSES		
	DNA TESTING		
FUNERAL PACKAGE	CASKET, CEMETERY, TRANSFER AND OTHER	To be defined	Three pro forma invoices. Funeral expenses will be analyzed and arranged in case of death of the victim-survivor of the crime of trafficking in persons. and/or their dependents.
MATERNITY AND/OR PATERNITY PACKAGE	CRIB, MATTRESS, CAR		Three proforma invoices
	BABY CLOTHES, BABY CLOTHES CRIB, AWNING	€100.000,00	Lump sum
	DIAPERS, WET WIPES, CREAMS, IF FORMULA IS REQUIRED, OTHERS BABY EQUIPMENT	€50.000,00	Monthly amount



Annex 6: Addendum to the Social Report

Date Oficio
Number:

DATE: **Addendum to the Social Report**

- 1. USER'S IDENTIFICATION DATA**
- 2. REASON FOR THE ADDENDUM TO THE REPORT:**
- 3. SOURCES OF INFORMATION**
- 4. SYNTHESIS OF THE SOCIAL SITUATION DETECTED**
- 5. CONCLUSIONS**
- 5. RECOMMENDATIONS**

Data for deposit to third parties:	
Name of beneficiary:	
Type of document:	
Identification number:	
Bank receiving the deposit	
Customer account number (17 digits)	
Term of subsidy (months)	
One-time subsidy amount:	
Total amount authorized	

In the case of an extraordinary single deposit

Data for deposit to third parties:	
Beneficiary Name:	
Type of document:	
Identification number:	
Bank receiving the deposit	
IBAN Account Number:	
EXTRAORDINARY amount:	

ANNEX 7 ACTIONS CARRIED OUT UNDER THE SOCIAL INTERVENTION PLAN

By means of this instrument, the Social Work professional sets out the actions proposed for the fulfillment of the objectives of the social intervention plan, as well as the progress in the execution of the same. It should be included in all social monitoring reports. It is not a checklist; it should indicate in a timely manner the activity proposed for the success of the plan.

The areas of intervention are defined according to the results of the social assessment and the establishment of the objectives of the intervention plan, together with the beneficiary. This annex mentions some general areas, however, it can be modified according to the particularities of each case.

However, it is the responsibility of each professional person in charge of follow-up to promote the construction of a comprehensive care plan that includes all the necessary actions to promote compliance with the general objective of this Strategy.

Area	Shares	Process status			
		Executed	In process	Pending	Modified
Primary needs					
Migratory Status					
Social security and care					
Education and Training					
Economic Autonomy					
Psychosocial Care					

Primary needs: includes all actions aimed at mobilizing resources and managing access to social services to cover the need for decent housing and food by providing safe housing for the VdTP, with access to basic drinking water, electricity and telephone services, as well as contributing to the satisfaction of food needs. This area includes the mobilization of resources for the acquisition of household furnishings, when required, to ensure adequate living conditions in daily life, as well as the

The respective monitoring of the use of approved public funds. Home assessments should be considered as a fundamental action in this area, to determine the social conditions and follow up on the use of public funds.

Migratory status: in the case of foreigners, a particular area of intervention is the migratory status, for which the respective coordination with the ST- CONATT must be carried out, in order to guarantee the documentation of the VdTP and their dependents, both for the initial process and for the renewal of the residency cards. This area includes advice and accompaniment for the execution of naturalization processes, when possible and in agreement with the VdTP.

Social security and care: all actions aimed at facilitating the access of VdTPs and their dependents to health care services, as well as the respective follow-up in particular cases that require access to specialized health services. It also includes the management of pensions of the Non-Contributory Regime, when warranted. With respect to co-responsibility in care, the necessary actions should be contemplated to provide VdTPs, if required, with care alternatives for minors, disabled dependents and/or elderly people.

Education and training: actions aimed at strengthening the occupational profile of VdTP should be defined jointly with VdTP, both at the academic and technical levels, based on the interests, skills and experiences of VdTP and in relation to an analysis of labor market demand. The actions to be established in this area are closely related to the area of economic autonomy.

Economic autonomy: includes all actions aimed at promoting the generation of income by the VdTP, either through inclusion in the salaried labor market and/or the development of an independent economic activity. It may include actions of socio-educational approach to the issue, counseling, support in decision-making, mobilization of resources, management of access to institutional services or programs, among others.

Psychosocial care: includes actions aimed at addressing the psychological sequelae associated with the situation of trafficking in persons and the reconstruction of their life project, through the management of care services from Psychology and/or Social Work, as required.

It is reiterated that the above areas are general; they may be excluded and/or include others not contemplated, which are considered relevant; the definition of the professional intervention actions will depend on the initial social assessment and the respective monitoring of their implementation, in conjunction with VdTP. The social intervention plan may be modified during the process of care and permanence in the Strategy, based on informed technical criteria.

Annex 8 Inter-agency referral Immediate Response Team

a. Referring Institution Data

Referring Institution	
Headquarters	
Official Person	
Internal file number	
Phone	
E-mail address	

b. Data of the receiving institution:

- OAPVD ()
- PANI ()
- INAMU ()
- CCSS ()
- GTT ()

c. Sociodemographic information:

Victim's data VdTP			
Name			
Number of ERI accreditation			
Known as			
	Passport or identification:		
Sex/gender	() Man	() Mantrans	() Female () Womantrans
Age:	Date of birth:	Occupation:	
Nationality	() Costa Rican	() Other, indicate	
Migratory status			
Schooling			
Marital status	() Single /or () Married () () Unmarried () () Partnered	() Widow/widower () Divorced () () Separated () () Separated	
Vulnerability condition	Type of disability: motor, cognitive, linguistic, visual, visual impairment, and auditory or other.	() Yes/() No	



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Tráfico Ilícito de Migrantes
y la Trata de Personas
CONAIT

	Person in street conditions or abandoned	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Indigenous person	<input type="checkbox"/> Yes/ <input type="checkbox"/> No
	Indigenous people	<input type="checkbox"/> Bribri <input type="checkbox"/> Brunca or Boruca <input type="checkbox"/> Cabécar <input type="checkbox"/> <input type="checkbox"/> Chorotega (<input type="checkbox"/> Huetar <input type="checkbox"/> Maleku or Guatuso <input type="checkbox"/> Ngöbe or Guaymí <input type="checkbox"/> Teribe or Térraba <input type="checkbox"/> From another country
Language	<input type="checkbox"/> English	<input type="checkbox"/> Other, I indicated:
Place where you live or OAPVD contact for your location	Province: _____ Canton: _____ District: _____ Other contact information: _____	
Contact telephone numbers		
E-mail address		

- d. Reasons for referral** (describe the reasons for the referral).
- e. History of institutional care** (in this section it is required to describe the route that the VdTP person has had in the institution since his/her admission: file number, date of file opening, reason for admission and areas in which the person has been attended).

f. Summary of care provided:

g. Legal information:

Criminal file number:	
Crime of trafficking in persons for what purposes:	
Judicial office that processes:	
Prosecutor in charge of the case:	
Name of suspect or accused:	
Updated status of the criminal case <i>(also indicate pending court proceedings and whether there are any dates designated)</i> :	
Any other legal process that the referred person is involved in and that are known:	
Indicate if the person is in the Victim and Witness Protection Program.	

h. Social care

1. Social and family information:

Name	Relationship	Age	Occupation	Site of Work/ Center Educational (year that cursa)	Situation of Health	Revenues from month

2. Summary of the current social situation:

3. Social care process:

Start date of social care and actual appointments, documents issued in the context of this care (socioeconomic reports completed, institutional references and other relevant documents).

Description of the intervention plan and current level of compliance

Progress and limitations in complying with the intervention plan.

Professional impression of the current social situation.

Clarify whether at any time the temporary, partial or total suspension of the strategy was requested, the reasons and the final resolution of the ERI.

Technical criteria that support the referral (indicate the objectives for which the professional considers that the VdTP person should continue to receive professional care)

Refer to the level of adherence of the VdTP person to the social care process.

i. Summary of the psychological approach process

Start date of psychological care and actual appointments, documents issued in the context of this care (reports, institutional referrals and other relevant documents).

Reason for initial care Therapeutic objectives

Scope and limitations

Technical criteria supporting the referral (indicate the objectives for which the professional considers that the VdTP person should continue to receive professional care).

Clarify if the referred person is interested in continuing with the therapeutic process Refer to the level of adherence of the VdTP person to the therapeutic care process. Indicate whether the VdTP has had hospital admissions or interconsultations with other disciplines associated with his/her mental health.

j. Current risk considerations as of the reference date:

(knowledge of the dangerousness of the suspect or accused, relationship of facts, risk conditions that persist. Use as a reference the risk assessment tool, annex 5 of the Model of Comprehensive Care for Survivors who are Victims of the Crime of Trafficking in Persons).

Signature of the Professional

V.B. Immediate supervisor

ANNEX 9
ACT OF NOTIFICATION

xx of xx of 2020

Oficio:

To: XXX

Subject: Notification of temporary, partial or permanent suspension of the "Strategy for comprehensive care and mobilization of support resources for Surviving Victims of Human Trafficking and their dependents".

The undersigned xxx, (Person: Manager-Head-Manager-Coordinator) of (area and institution) hereby notifies xxx that, as of this date, her participation in the "*Strategy for comprehensive care and mobilization of support resources for Surviving Victims of Trafficking in Persons and their dependents*" is (**temporarily, partially or permanently suspended**), due to the fact that:

1. The Strategy aims to: "**Develop processes of comprehensive care, social assistance, individualized, comprehensive, sensitive, accessible and sustained over time that contribute to the construction of life projects free of violence and facilitate the reintegration of victims-survivors of human trafficking and their dependents**".

Argumentation of the administrative measure

2. Develop the points of non-compliance, opportunities provided, steps taken and responses received by the beneficiary, which justify the act.

In view of this resolution, you have the following remedies available to you:

- *Request the revocation and/or appeal in writing within three working days following the notification, before the institution in charge of the process that emanates the administrative act for which you can provide the documentation you consider pertinent for its justification.*
- *The institution in charge of the process must respond to the revocation and/or appeal within 8 calendar days. If the administrative act is maintained, it must be immediately transferred to the Immediate Response Team as the highest body.*



- *The ERI must decide within a period of no more than three days, once the appeal and the corresponding documentation have been sent by the institution in charge of the process.*
- *It is mandatory for the beneficiary to keep his place or means of notification data updated, otherwise, the procedures established by the Judicial Notification Law will be followed.*
- *In the event that a resolution is issued that maintains or revokes a **temporary, partial or permanent suspension**, specifically of the mobilization of economic resources, the GTT, in its capacity as Technical Support of the Technical Secretariat of CONATT-ERI, shall communicate the final resolution to the trustee so that it may proceed accordingly, as well as take other steps as the case may be.*
- ***Once the institution issues the administrative act of temporary, partial or permanent suspension, this act must be communicated not only to the beneficiary, but also to the GTT in its capacity as technical support of the Technical Secretariat of CONATT-ERI, so that it may inform the trustee and proceed accordingly, until there is a final and firm resolution.***

The present notification is issued on the day _____ in the city of _____ and notified under the means established by you for notifications. (e-mail, personal, electronic means or other).

Sincerely yours,

Signature of beneficiary or legal representative

Signature of a minor. (this in case the benefit is approved for the PME).

In case of not being able to have the signature of the person, leave a record of the receipt of the mail, message, etc.

Name of notifying person