THE SINGLE REGISTRY FOR SOCIAL PROGRAMS OF THE BRAZILIAN FEDERAL GOVERNMENT

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SINGLE REGISTRY:

DEFINITION, GOALS AND DATABASE HISTORY

SHARED MANAGEMENT
What is the Single Registry?

- A representative map of the poorest and most vulnerable families in Brazil.

- Socioeconomic characterization of low income families.

- Selection of beneficiaries and the integration of social programs of the Federal Government aimed at these groups.
What is Single Registry?

Information about the family and their home
- family composition
- address and characteristic of their home
- access to public services (water, electric energy, sanitation)
- monthly expenses
- enrollment in Social Programs

Data from each member of the family
- civil documentation
- educational qualification
- situation on the labor market
- income and others
History: Implementation of a Single Registry for Social Programs

- In 2001 the Single Registry is created, by means of Presidential Decree.
- In 2007, the legislation of the Single Registry is improved, in order to define with more clarity the goals, processes, tools and to reaffirm its purposes.
- In 2008, the legal ordinance defines the procedures and concepts necessary to the Single Registry management, as well as the role of the federal government, states and municipalities.
**EVOLUTION: NUMBER OF REGISTERED FAMILIES**

- **2002**: 5,5 million families were registered in over 5,000 municipalities.
- **2012**: More than 24 million families registered: 40 percent of the Brazilian population, in all municipalities.

(total coverage of 22 million in what refers to the estimative of low income)
Which Social Programs use the Single Registry?

✓ “‘Bolsa Família’ Program (PBF)
✓ “Literate Brazil” (for adults)
✓ Program to Eradicate Child Labor
✓ Subsidized Tariff of Electric Energy
✓ Cisterns Programs
✓ Support to Teenager’s Education
✓ Brazilian Government Housing Project for Poor Population (named “My home, my life”)
✓ Non-contributory pension
✓ Others, in municipal and state level.
MANAGEMENT OF THE SINGLE REGISTRY

-The Single Registry is an instrument of shared management of social policies under the control of the federal government.

-legal regulations allow municipalities and states access, to upload and oversee the registers.
MANAGEMENT OF THE SINGLE REGISTRY

- Municipalities Attributions:
  - **Identify** priority areas and families, conduct **interviews**, collect **data and record them** on a national;
  - **Keep** updated data;
  - **Train** interviewers, typists and other professionals in the management of the Single Register;
  - **Arrange** and maintain adequate infrastructure to manage the municipal base and the family registration;
  - **Safeguard** and confidentiality of information;
  - **Adopt** measures for control and prevention of fraud or registration inconsistencies.
MANAGEMENT OF THE SINGLE REGISTRY: STATE SCOPE

States:

(i) support the municipalities with the management of the Single Registry;
(ii) improve municipal infrastructure necessary for the proper management of the Single Registry;
(iii) provide training to municipalities servants in registration;
(iv) enlarge access of the poor population to the civil identification documents;
(v) develop techniques to register traditional populations, such as the indigenous people and hard to reach homeless populations.
REGISTRY

Duties of the Federal Government:

- **coordinating**, **monitoring** and **supervising** the implementation and execution of the Single Registry
- **evaluate** compliance and quality of the Single Registry, defining strategies to ensure the accuracy of its information
- **issue** regulations and other instructions on the Single Registry to subsidize procedures that are necessary for its operation;
- **promote** the improvement of the Single Registry’s form and information system, in order to improve the quality of the collected information;
- **provide** access to the databases of the Single Registry for the federal executive agencies and others, preserving of data confidentiality;
MANAGEMENT OF THE SINGLE REGISTRY

Operator of the Single Registry and Payment Agent of PBF: Caixa Econômica Federal

- Develop the Single Registry System according to MDS specifications;
- Perform the registered data processing and assign a NIS (Social Identification Number) to each registered individual;
- Print, store and send the registration forms to the municipalities.
Decentralized Management Index (IGD)

- There is a financial incentive to operators the Single Registry that is linked to the quality and the management of the registers.
- The Decentralized Management Index (IGD) is an index that measures municipalities' performance in managing on PBF and the Single Registry, comprising the quality of household registries (level of validity and updating) and the follow up of health and education conditionalities.
- Based on the results obtained through the IGD, the municipalities that present a good perform receive financial resources monthly to invest in activities related to the management of the Bolsa Familia.
**Registration Flow**

1. Organization of the registry
2. File forms
3. Forms solicitation
4. Send forms
5. Data typing in the national database
6. Families' data collection
7. Interviewer's training
8. Data processing and NIS attribution
9. Extracts and sends copy of database
10. "Caixa"
11. Valid registration, evaluates quality of information and defines guidelines and procedures.
SINGLE REGISTRY:
REGISTRATION PROCESS, NEW FORMS AND OPERATING SYSTEM BUILDING-CAPACITY STRATEGIES
IDENTIFICATION OF THE TARGET GROUP

- The first step of the registration process is to identify the families that comprise the target group of the Single Registry.

- Estimation of municipal families in poverty conducted by special committee of experts, based on National Census and National Survey by Household Sample.

- Current estimate: **22,231,781** of low income brazilian families.
**Interview and Data Collection**

- Data entering and updating should be performed, preferably by **home visits using local interviewers**

- The data provided is self-declared – the interviewer should respect the answers given by the head of Family Unit.

- Other methods of data collection:
  - Service stations to attend interested participants who seek social service.
  - Social mobilization efforts and campaigns when municipalities are meeting their quota and need to boost efforts

- The strategy to be used for registration is set by the municipality, according to local realities but at least 20 percent must be interviewed.
Forms for Single Registry

✓ Main Registration Form
✓ Supplemental Forms
Main Registration Form

➢ Identification of the household and the family
  Block 1 – Identification and Control
  Block 2 – Dwelling Characteristics
  Block 3 – Family

➢ Personal Identification
  Block 4 - Personal Identification
  Block 5 - Personal Documents
  Block 6 – People with Disabilities
  Block 7 – Schooling levels
  Block 8 – Work and Remuneration
Block 1 – Identification and Control

✓ Control of used forms;

• Family Code: attributed to each registered family (has a control digital number, which prevents the duplication);

• State, Municipality, District and Census Sector

• Type of activity: addition or update

• Method for data collection: home visit or in service station

✓ Household-Family Address;

• Ten entry points that cover street, number, zip code, neighborhood and other references of location

✓ Interviewer identification
Block 2 – Dwelling Characteristics

This block aims to identify the type of dwelling and list its characteristics

- Rural or urban location
- Type of family dwelling (same categories of Census);
- Number of rooms and how many among them are bedrooms;
- Predominant materials in floor and walls;
- Water service
- Bathroom and wastewater service
- Solid waste services (or garbage collection)
- Source of the household lighting
- Are there sidewalks and paving on the street?
**Family:** nuclear unit composed of one or more people (or more if they contribute to the income of the group or benefit from it), provided they are members of the same household. In other words, for the Single Registry, the concept of family extends beyond immediate kinship relations.

**Cohabitant Families:** extended family (two or more nuclear units of people related to each other or not) living in the same dwelling and **not** sharing income and expenses. They may share ordinary living expenses, such as rent and utilities, but will not share other expenses and income.
Block 3 - Family

- The Person in Charge of the Family (RF) is the one who will provide all information to the interviewer.

- The RF must be a resident family member, aged 16 or older and, preferably, a woman.

- Indigenous and Quilombolas, two Brazilian ethnic groups, are identified on special items, (identification done through self-declaration).

- There are also specific questions to identify and quantify cohabitant families.

- One identifies the family members absent for 12 months or longer, that is, those who are no longer residents.
Block 3 - Family

• The families’ monthly expenses are registered as following:
  ✓ Electricity;
  ✓ Water and Sewage;
  ✓ Fuel (gas, coal, firewood);
  ✓ Food, hygiene, cleaning;
  ✓ Transportation;
  ✓ Rent; and
  ✓ Regularly used medication.

• the Health Facility name and code which the family accesses regularly must be identified in this section

• The Social Service Center' (CRAS) name and code or the Specialized Reference Social Service Center (CREAS) which the family attends should also be recorded
Block 4 - Personal Identification

➢ Provide information on individual family members.

• Order number; full name; sex; date of birth; race; relationship to RF; name of parents; birthplace (country, state, municipality); have a civil registry.

• Social Identification Number (NIS) provided by CAIXA upon processing information registered by municipalities. It identifies people registered in the social information database of the Government and it is personal, unique and non-transferrable
Block 5 - Personal Documents

• One investigates the following documents:
  ✓ Birth, Marriage or Indigenous Certificate;
  ✓ Taxpayer Registration Number (CPF);
  ✓ Identity Card Number (RG);
  ✓ Labor and Social Security Booklet (CTPS);
  ✓ Voter Registration.

• To include a family in the Single Registry and become a beneficiary of social programs, it must have the following:
  ✓ RF: CPF or voter registration
  ✓ Other family members: any document listed on Block
**Block 6 – People with Disabilities**

- This block aims at identifying, through **self-declaration**, if the person has any disability:
  - ✓ Blindness or Low vision;
  - ✓ Severe or moderate deafness;
  - ✓ Physical disability;
  - ✓ Mental or intelectual disability;
  - ✓ Down syndrome;
  - ✓ Mental illness.

- It also asks if anyone takes care of person with disabilities and what kind of relationship is between them.
This block must be recorded for each member of the family, using its RF’s declaration.

In this block information from both persons who attend school as well as those who are not attending school, but already had done so in past must be recorded.

It is essential to record schooling levels according to the structure of the Educational System (levels and grades).
Block 8 – Work and Remuneration

- This block should be filled by each family member with 10 years of age or more.

- Differentiation between work and remuneration concepts.

- It is considered both work and remunerated and non-remunerated activities provided that those activities have as their aim the production of goods or providing services.

Attention:

- Domestic chores should not be considered as non-remunerated work.

- When the person has more than one job, it is considered the main, the one in which he/she dedicates the major number of hours per week.
Block 8 – Work and Remuneration

• The remuneration of all jobs is gathered for two time references: it includes income earned in the previous month and in the last 12 months.

• The revenues earned from Cash Transfers or Assistance from Government Programs that are unrelated to the Social Security shouldn't to count as family income.

• The remuneration to is the gross remuneration
Other important definition:

✓ *Per Capita family income* – is the sum of gross remuneration received by all family members divided by the number of individuals that are part of it.

This value is the income parameter to determine if the family is eligible to Bolsa Família benefits.
Block 9 – Responsible for the Family (RF)

- It is where the RF (Responsible for the Family) has his/her signature collection, declaring the the veracity of information provided.

- The RF signature is required to validate the information provided both when it adds a new family or updates the data.

Block 10 – Child Labor

- Child labor is all forms of work, remunerated or not, conducted by children under 16 years-old.

- Begging and providing services to individuals in other to receive food, clothes, etc are also considered child labor.
Supplementary Forms

• The supplementary forms have to be used to identify specific situations that complements the family registry, according to the information necessary to the policies directed to specific groups.

• These forms have a dynamic nature. Thus, they can be modified and new supplements can be added, according to the Ministry of Social Development orientations.

• The supplementary forms have to be filled in after the Main Form.
Supplementary Forms

• The Supplementary Forms are:

  ✓ Supplementary 1 – Connection with Programmes and Services;

  ✓ Supplementary 2 – Street dwellers.
Supplementary 1 – Connection with Programmes and Services

• There is a special field to identify the families with components rescued from jobs equivalents to slave labour
• There is other field where it can be identified families that are part of Traditional Peoples and Communities and in specific situation that were not addressed in the Main Form.
Supplementary 2 – Identification of street dwellers

What is a person in situation of street dweller?

People whose family bonds were weakened and people that does not have a regular home. They usually live on public places, such as:

- Streets, squares, gardens, viaduct and
- Degradated areas (abbandoned buildings, ruins, cementary and old car’s structures) that become their place to live, temporarily or permanently.
- They may also use temporary shelters.
After collecting the data in forms, the information is entered on the Single Registry System.

Since the creation of the Single Registry, in 2001, until 2005, the Application for Entry and Data Maintenance (Application of the Single Registry) has evolved from a tool that allowed only the inclusion of data to the maintenance, modification and deletion of families and individuals.

These versions did not allow the installation of a network, it was necessary that the application was installed in more than one computer, and thus, the database needed to be replicated to all devices. This process often involved the registration of people or multiple documents within the local authorities, bringing a number of difficulties and mistakes in the national processing.
Single Registry System

- Other innovations
  - User friendly interface
  - Users control
  - Monitoring of recorded information
  - Creation of the Family Code
  - Online transfer of people and families
  - Exchange of responsible for the Family Unit
  - Registration of people without civil registration
  - Management information and multidimensional reports
Thank you!
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