

Essential data from social investigation

A social report is a document in which social workers mention their **important findings from social investigation on a client**. Social workers conclude a social report by recommending decisions about the best course of action. The report contains all the information the members of the Special Committee for Social Services (in Dutch: Bijzonder Comité voor de Sociale Dienst, BCSD) need to make a decision.

The social report is **part of a social dossier**, which also contains the following: the confirmation of receipt, the application document, all documents to justify the aid received and the decision letters. This social dossier can be either a paper dossier or an electronic dossier.

Who is it for?

The social report is aimed at:

- ⊕ the Special Committee for Social Services making the decisions;
- ⊕ the client who may read the social report;
- ⊕ the other social workers and the head of social services;
- ⊕ the inspectorate of the PPS Social Integration which monitors the correct application of the law;
- ⊕ the labour court to which clients can turn if they do not agree with the decision or if no decision has been made within the period determined by law.

Contents

Elements required for a valid social report:

- ⊕ registration number
- ⊕ application date
- ⊕ personal data
- ⊕ means of subsistence
- ⊕ brief description of the living conditions affecting the support need
- ⊕ home visit (date, reason for cancellation, brief report)
- ⊕ statement concerning exhaustion of social rights
- ⊕ types of data flow and dates when they were consulted
- ⊕ brief description of goals and follow-up of goals in an Individualised Social Integration Project (in Dutch: GPMI) (within three months after receiving social assistance benefits)
- ⊕ recommended decision
- ⊕ name and signature of the social worker
- ⊕ date report was drawn up



You will find an example of a social report on the [CEBUD website](#).

