

ISSUE AND SUPPLEMENT OF LICENCES FOR PROVISION OF SOCIAL CARE

Rules of licensing of social care establishments provide for the rules of licensing provision of social care by a legal entity or other organisation established in the Republic of Lithuania or other European Union Member States, or other State of the European Economic Area, or a subdivision thereof, which intends to provide social care at a social care establishment or at person's home.

Licences to provide social care service can be granted to legal person, which is ready to take this social care services according to legal acts, such as Social care norms, Description of personal protection measures and other.

LICENCE TYPES:

- 1) institutional social care (day care) for children with disabilities, adults with disabilities, elderly persons.
- 2) institutional social care (long-term, short-term) for children at a social care establishment save for the family.
- 3) institutional social care (long-term, short-term) for adults with disabilities, elderly persons.
- 4) institutional social care (short-term) for persons subject to social risk.
- 5) institutional social care (long-term, short-term) for children in a household.
- 6) social care for children with disabilities, adults with disabilities, elderly persons at home.

Legal person can hold different type of licences

THE APPLICATION WAYS FOR LICENCES ISSUING, UPDATING AND SUPPLEMENTING

Application for licences issuing, updating and supplementing can be provided through the Social Care Licensing Electronic Instrument (SGLEP) or directly to Department of Supervision of Social Services under the Ministry of Social Security and Labour (personally or by post).

DESCRIPTION OF THE PROCEDURE OF PROVISION OF THE ELECTRONIC SERVICE

Main steps when applying for the license:

1. Licensing (issuing, updating, supplementing, etc. of licenses) is carried out remotely through the Social Care Licensing Electronic Instrument (SGLEP).
2. Before connecting to the licensing electronic instrument familiarisation with the User Manual is advised. It presents all the instructions on use of the Social Care Licensing Electronic Instrument (SGLEP).

https://sppd.lrv.lt/uploads/sppd/documents/files/Atnaujinta_instrukcija_del_licencijos_isdavimo_2021-01-29_05x9XPQ.pdf

3. At the SGLEP at

<https://sistemas.sppd.lt:8069/auths/Public/LogOn.aspx?ReturnUrl=%2fauths%2fdefault.aspx>, the

responsible person shall create an account and fill in the main requested information on the establishment and himself.

4. Upon receipt at the indicated e-mail of the activated electronic link the responsible person shall use his account name and password at the said link to connect to the SGLEP and fill in the requested data, present the scanned completed questionnaire form (a scanned form approved by the signature of the manager of the establishment or person authorised by him shall be submitted). Questionnaire forms are available at <https://sppd.lrv.lt/lt/veiklos-sritys/licencijavimas/klausimynu-ir-paraiskos-formos> .

5. The establishment shall attach the questionnaire to form a licence application at the SGLEP system.

6. Upon receipt of the application and questionnaire the Department shall assess the information within 5 working days; should any deficiencies be established, a deadline of up to 10 days shall be set for rectification thereof.

7. Within 25 days from submission of correct information the Department shall verify it on the site whether the establishment is prepared for provision of social care and meets the requirements for the personnel structure, education, and premises.

8. During verification of compliance with the licensing terms on site the establishment shall present the Department with the following documents (the latter shall not be submitted to the SGLEP): document confirming education of the manager of the establishment; articles of incorporation/regulations of the establishment; structure, composition, and number of positions approved by the manager of the establishment; documents confirming education of the social workers (where such are employed), contract where premises of the activities are leased, used on gratuitous basis, etc.

9. The Department shall verify other permits issued to the establishment and data from the Register of Legal Entities and Register of Legal Estate by itself.

10. Within 30 days from receipt of the application-questionnaire the Department shall adopt a decision on issuing or refusal of the license.

11. Licence or motivated rejection to provide licence may be handed directly to the applicant, sent by registered mail (if the applicant indicates in the request that they wish to receive the licence by mail), or delivered by electronic means or via contact centre signed with a secure e-signature.

12. State fee for new or supplemented licence is 43 Eur.

UPDATE OF PROVISION OF SOCIAL CARE LICENSE

If the details of the licence holder change, the licence shall be updated further to the request of the licence holder. The licence holder shall inform the Department of Supervision of Social Services about the changes in writing or my electronic means no later than within 5 business days from the day the changes became known, and submit copies of documents confirming the changed data together with the request for the update of the licence. The updated licence shall be issued within 10 days from receipt of the request for the update of the licence and the copies of documents confirming the changed data. The updated licence may be handed directly to the applicant, sent by

registered mail (if the applicant indicates in the request that they wish to receive the licence by mail), or delivered by electronic means or via contact centre signed with a secure e-signature.

State fee for updated licence is 7,2 Eur.

LEGAL ACTS:

Law on Social Services

<https://www.e-tar.lt/portal/lt/legalAct/TAR.91609F53E29E/asr>

Social care norms

<https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.292682/asr>

Rules of licensing of social care establishments

<https://www.e-tar.lt/portal/lt/legalAct/e7dae8a090d311e4bb408baba2bddd3/asr>

Work time cost norms of employees providing social care services

<https://www.e-tar.lt/portal/lt/legalAct/TAR.EDC7E98206C5/asr>

Catalogue of social services

<https://www.e-tar.lt/portal/lt/legalAct/TAR.51F78AE58AC5/asr>

Description of personal protection measures

<https://www.e-tar.lt/portal/lt/legalAct/0a30d900606c11eb9dc7b575f08e8bea>