

**OFFICE OF THE CHIEF REGISTRAR OF DEEDS**  
**National**  
**219 Bossman Street**  
**PRETORIA**  
**0001**

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**Cc: Mr. Themba Matlou**

**Attention: Ms Carlize Knoesen**

### **REVIEW OF GRANT BENEFICIARIES FOUND ON YOUR DEPARTEMENT'S PAYROLL**

1. The purpose of this letter is to elicit the support from your department in assisting the South African Social Security Agency (SASSA), with the social grants review process for grant beneficiaries found on your department's payroll.
2. SASSA was established in terms of the South African Social Security Agency Act, 2004 (Act No.9 of 2004). The aim of SASSA is to provide for the effective and efficient management, administration and payment of social assistance within a caring and dignified environment.
3. The Social Assistance legislation requires the Agency to review social assistance benefits from time to time to ensure that clients records are up to date and complete, that any changes in circumstances and any consequent change in benefits are corrected and, if needed, to recoup any overpayments of benefits. It is important to note, by law, it is the responsibility of the recipient to inform the Agency of any change to their circumstances as soon as reasonably possible.

*"If any information supplied by a beneficiary to the Agency in an application for a grant materially changes after that beneficiary has submitted that application, he or she must as soon as is reasonably possible after that change occurs, inform the Agency thereof."*

4. Through a review process SASSA updates the personal, financial and medical information of a client. It also ensures that the record of the client is accurate, complete and current.
5. In terms of the social assistance legislation the Agency has the right to review a grant at any time where it has reason to believe that changes in the client's financial circumstances may have occurred.
6. In December 2021 the Agency has embarked on a review project for government officials who are in receipts of social assistance. SASSA identified grant beneficiaries employed by your department who needs to be reviewed.



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7. This is an ongoing project that will be conducted on an annual basis. The successful implementation of this project need support from your department especially when it comes to:
- 7.1. The review notification;
  - 7.2. Recovering of overpayments; and
  - 7.3. Management of consequences.

## 8. Assistance required from your Department

Given the above situation, your Department is requested to assist SASSA with the following:

- 8.1. SASSA sends out registered mail to all clients targeted for reviews to notify them of the review process, and the actions they need to take. However, in many instance, the client's records are not up to date. To this extent, SASSA would like to further strengthen this process by sending further notifications to clients through their employer. Hence your assistance with delivering letters to your affected employees, at their works stations, will be appreciated.
- 8.2. Upon the completion of the review process the outcome of the review may be as follows and may require further action:
  - a) The client may still meet the qualifying requirements in which case the grant will remain in payment. No further action is required
  - b) The client may be found to no longer be eligible for a grant and may have been overpaid. In cases of overpayments, your department is requested to assist SASSA with:
    - 8.2.b.1. The signing of an acknowledgement of debt by the client;
    - 8.2.b.2. The institution of a payroll deduction, and payment of the agreed installments to SASSA; and
    - 8.2.b.3. Where it is deemed that the client has committed fraud, institute the necessary disciplinary action. SASSA is currently consulting DPSA on this to ensure consistent application; and will communicate further in this regard.
  - c) The client may not have come forward for the review process.
    - 8.2.c.1. This could be an attempt to "avoid" the review process and is a strong indicator of fraud;
    - 8.2.c.2. By default, SASSA will treat these case as "fraudulent" and an investigation will be pursued;
    - 8.2.c.3. Your department's assistance is needed for:
      - 8.2.c.3.1. Locating/ tracing the client where they are still in your employ;
      - 8.2.c.3.2. Assisting with updated contact details of employees who may no longer be in your employment;



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South African Social Security Agency  
Head Office

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[www.sassa.gov.za](http://www.sassa.gov.za)

- 8.2.c.3.3. Undertaking disciplinary process as per 8.2.b.3 above for employees still in your employment;
  - 8.2.c.3.4. The signing of an acknowledgement of debt by the clients still in your employment; and
  - 8.2.c.3.5. The institution of a payroll deduction, and payment of the agreed installments to SASSA.
- 8.3. Further, SASSA may request information that is necessary to process the review of a grant especially in relation to income and social contributions that is required in the calculation of means to determine eligibility for grants.
- 8.4. In addition, SASSA also requires your assistance with dealing with clients who have fraudulently applied for the COVID SRD grant of R350. **Note that no civil servant qualifies for this grant, and thus all applications are deemed as fraud.** The assistance required from your department in this regard will be similar to 8.2.c above. As these cases have resulted in a Material Irregularity finding against SASSA, we would appreciate it if you prioritize this list (which we've attached separately in the spreadsheet titled COVID SRD).
9. Your collaboration in our endeavour to pay social assistance to persons who remain eligible is appreciated. Please provide us with a contact person(s) whom we may liaise further with regards to the data exchanges that need to be conducted. Our Regional Executive Managers can be contacted directly for further engagements, and they will be following up on the matter in due course. Please also copy our Head Office in your communications.
10. The contact details for the Regional Executive Manager (REM) dealing with your region is as follows:

<b>Province:</b>	National
REM	Mr. Themba Matlou
Contact Number	013 754 9377/ 083 375 5036
Address	18 Harrison Street, Johannesburg, 2000
Email	ThembaMat@sassa.gov.za

11. Attached is a list of public servants, extracted from PERSAL records, that we will need your assistance with.

Yours faithfully



**MS. B.J. MEMELA-KHAMBULA**  
**CHIEF EXECUTIVE OFFICER: SASSA**  
**DATE: 28/09/2022**



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