

**MUNICIPAL  
SOCIAL AID  
CENTRE IN  
KRAKOW**

**External procedure no. MOPS-24**

**PERMANENT BENEFIT**

**1. Handle the matter electronically**

Not applicable.

**2. Appendices**

- 1) Model statement of financial status;
- 2) Model certificate of income (for employment);
- 3) Model certificate of income (agency contract, contract for work, civil contract);
- 4) Model statement on the amount of income (for employment);
- 5) Model statement on the amount of income (agency contract, contract for specific work, civil contract);
- 6) Model statement on the amount of one-off income / the amount of income earned one-off for a given period;
- 7) Model statement on the amount of income from non-agricultural business activities (in the case of running a business taxed under the rules laid down in the provisions on income tax from natural persons);
- 8) Model statement on the amount of income from non-agricultural business activities (conducted on the terms set out in the provisions on flat-rate income tax on certain revenues earned by natural persons).

**3. Sign language version**

Not applicable.

**4. Matter handled by**

- 1) Branch of the municipal social aid centre in Krakow appropriate to the place of residence of the applicant:
  - a) Branch No. 1 Housing Estate Teatralne 24, telephone number: 12 430-45-46, fax: 12 643-07-06, e-mail: [f1@mops.krakow.pl](mailto:f1@mops.krakow.pl),  
for people living in districts III, XIV and XV of the City of Krakow,
  - b) Branch No. 2 Radzikowskiego 39, telephone number: 12 636-77-98, fax: 12 636-75-24, e-mail: [f2@mops.krakow.pl](mailto:f2@mops.krakow.pl),  
for people living in district IV of the City of Krakow,
  - b) Branch No. 3 Rzeźnicza 2, telephone number: 12 257-00-07,  
fax: 12 257-00-08, e-mail: [f3@mops.krakow.pl](mailto:f3@mops.krakow.pl),  
for people living in districts IX, X, XIII of the City of Krakow and the northern part of district XI, designated as follows:
    - from the west by the border of district XI with district IX, to Witosa Street,
    - from the north by the border of district XI with district XIII,
    - from the east by the border of district XI with district XII, to Nowosądecka Street
    - from the south the border are the northern parts of Witosa Street and Nowosądecka Street
  - d) Branch No. 4 Housing Estate Szkolne 34, telephone number: 12 425-75-64, fax: 12 643-72-78,

- e-mail: [f4@mops.krakow.pl](mailto:f4@mops.krakow.pl),  
for people living in district XVIII of the City of Krakow,
- e) Branch No. 5, Praska 52, telephone number: 12 269-05-54, fax: 12 266-82-75, e-mail: [f5@mops.krakow.pl](mailto:f5@mops.krakow.pl),  
for people living in district VIII of the City of Krakow,
- f) Branch No. 6 Dietl 64, telephone number: 12 423-23-15, fax: 12 422-17-74, e-mail: [f6@mops.krakow.pl](mailto:f6@mops.krakow.pl),  
for people living in districts I and II of the City of Krakow,
- g) Branch no. 7 Słowackiego 46, telephone number: 12 632-00-22, fax: 12 632-66-20, e-mail: [f7@mops.krakow.pl](mailto:f7@mops.krakow.pl),  
for people living in districts V, VI and VII of the City of Krakow,
- h) Branch No. 8 Na Kozłówce 27 (second floor), telephone number: 12 659-12-68, fax: 12 651-21-60, e-mail: [f8@mops.krakow.pl](mailto:f8@mops.krakow.pl),  
for people living in districts XI and XII of the City of Krakow and the southern part of District XI designated as follows:
- from the north, the border is the southern part of Witosa Street and Nowosądecka Street
  - from the west by the border of district XI with district IX, from Witosa Street,
  - from the south by the border of district XI with district X,
  - from the east by the border of district XI with district XII, from Nowosądecka Street
- i) Branch No. 9 Housing Estate Teatralne 24, telephone number: 12 644-76-09, fax: 12 12 644-80-34, e-mail: [f9@mops.krakow.pl](mailto:f9@mops.krakow.pl),  
For people living in district XVI, XVIII of the City of Krakow,
- 2) Homeless Aid Department of the Municipal Social Aid Centre in Krakow, Housing Estate Teatralne 24, telephone number: 12 430-45-46, fax: 12 643-07-06, e-mail: [db@mops.krakow.pl](mailto:db@mops.krakow.pl),  
for homeless people staying in the Municipality of Krakow."

## **5. Documents from the Applicant (client)**

- 1) Application for aid;
- 2) Identity card or other document confirming the identity of the applicant - presented for inspection;
- 3) The applicant may, together with the application, submit documents according to the models constituting the appendices defined in section 2, point from 1 to 8 of the procedure;
- 4) A copy of the decision of the District Team for Disability Assessment or the decision of ZUS (Social Security Officer) on incapacity for work or the decision of the Invalidity and Employment Committee (original for inspection).

## **6. Fees**

The proceedings are not subject to fees.

## **7. Form of settlement**

Administrative decision.

## **8. Deadline for settlement**

Without unnecessary delay, no later than within one month from the day of the commencement of the proceedings, and in a particularly complex case, no later than within two months from the date of initiation of the proceedings. Information on the status of the case can be obtained at the phone numbers indicated in the "Handled by" section.

## **9. Documents obtained in the proceedings**

- 1) Questionnaire of the family environmental interview;
- 2) Documents referred to in section 5 point 3 of the procedure in the event of a failure to submit them with the application;
- 3) A copy of the decision of the District Team for Disability Assessment or the decision of ZUS (Social Security Officer) on incapacity for work or the decision of the Invalidity and Employment Committee (original for inspection).
- 4) If necessary, other documents confirming the person's situation.

## **10. Appeal procedures**

The decision can be referred to the Local Government Appeal Court in Krakow for appeal through the authority that issued it within 14 days from the date of receipt of the decision. Appeals should be submitted to the Municipal Social Welfare Centre in Krakow - the branch appropriate for the place of residence or the Homeless Support Department in the case of homeless people. Appeals are not subject to fees.

## **11. Legal basis**

- 1) Art. 8 par. 1 points 1 and 2, art. 14, art. 17 par. 1 point 19, art. 37 par. 1 points 1 and 2 and par. 4, art. 102, art. 106, art. 107 of the Act of 12 March 2004 on Social Welfare (unified text: Journal of Laws of 2016, item 930, as amended)
- 2) Act of 17 December 1998 on pensions and disability benefits from the Social Insurance Fund (unified text: Journal of Laws of 2016, item 887);
- 3) Regulation of the Minister of Family, Labour and Social Policy of 25 August 2016 regarding family environmental interview (Journal of Laws of 2016, item 1406, as amended);
- 4) Regulation of the Council of Ministers of July 14, 2015 regarding the verified income criteria and amounts of cash benefits from social assistance (Journal of Laws of 2015, item 1058).

## **12. Additional information for the client**

- 1) The permanent benefit is granted to:
  - a) an adult person managing an independent household if its income does not exceed the income criterion for a single person, amounting to PLN 634 who is also:
    - unable to work because of his/her age, i.e. he/she has reached the age specified in art. 24 par. 1a and 1b and in art. 27 par. 2 and 3 of the Act of 17 December 1998 on old-age and disability pensions from the Social Insurance Fund,
    - completely incapable of work or completely incapable of work and an independent existence, which must be confirmed by a medical doctor's certificate or is classified in the first or second group of invalids or has a significant or moderate degree of disability established by the District Poviast Adjudication Board;
  - b) an adult person staying with a family whose income as well as the income per capita in the family are lower than the income criterion per family member amounting to PLN 514, and who is also:
    - unable to work because of his/her age, i.e. she reached the age specified in art. 24 par. 1a and 1b and in art. 27 par. 2 and 3 of the Act of 17 December 1998 on old-age and disability pensions from the Social Insurance Fund,

<p>- completely incapable of work or completely incapable of work and an independent existence, which must be confirmed by a medical doctor's certificate or is classified in the first or second group of invalids or has a significant or moderate degree of disability established by the District Poviast Adjudication Board;</p> <p>2) A permanent benefit is not payable in the case of permanent entitlement and social pension, nursing benefit, special care allowance or supplement for the single raising of a child and the loss of the right to unemployment benefit due to the expiration of the statutory period of its collection;</p> <p>3) An administrative decision to grant or refuse a benefit is issued after a family environmental interview.</p>		
<p>Developed by: Senior Inspector, a Lawyer Łukasz Obrat Date: 02.01.2017</p>	<p>Legal adviser Piotr Symoń Date: 02.01.2017</p>	<p>Approved by: Director Witold Kramarz</p>