

MUNICIPAL SOCIAL AID CENTRE IN KRAKOW	External procedure no. MOPS-3
	PERIODIC BENEFIT
<p>1. Handle the matter electronically Not applicable.</p> <p>2. Appendices</p> <ol style="list-style-type: none"> 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 one-off income earned in 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). <p>3. Sign language version Not applicable.</p> <p>4. Matter handled by</p> <ol style="list-style-type: none"> 1) A branch of the municipal social aid centre in Krakow relevant to the place of residence of the applicant: <ol style="list-style-type: none"> 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, 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, 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, for people living in districts IX, X, XIII of the City of Krakow and the northern part of district XI, designated as follows: <ul style="list-style-type: none"> – 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: 12 651-72-78, e-mail: 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,
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,
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,
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,
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 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,
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,
for homeless people staying in the Municipality of Krakow."

5. Documents required from the Applicant (client)

- 1) Application for temporary benefit;
- 2) Identity card or other document confirming the identity - 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;

6. Fees

The proceedings are not subject to fees.

7. Form of consideration

Administrative decision.

8. Deadline for issuing a decision

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 together with the application;
- 3) If necessary, other documents confirming the applicant's situation.

10. Appeal procedure

A 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 issue 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.

During the course of the period for lodging an appeal, the party may waive the right to appeal to the Municipal Social Welfare Centre in Krakow.

On the day of delivering a statement on the waiver of the right to appeal by the last party to the proceedings to the Municipal Social Aid Centre in Krakow, the decision becomes final and legally binding.

11. Legal basis

- 1) Art. 8 par. 1 points 1 and 3, art. 14, art. 17 par. 1 point 4, art. 38 par. 1, 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) 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);
- 3) 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);
- 4) Art. 104 of the Act of 14 June 1960 Code of Administrative Procedure (unified text: Journal of Laws of 2016 item 23, as amended).

12. Additional information for the client

- 1) The temporary benefit is granted to:
 - a) a single-person household whose monthly income is lower than the income criterion of a single person, i.e. does not exceed PLN 634 or,
 - b) a family whose income is lower than the income criterion of any given family, equal to PLN 514 multiplied by the number of members of that family (e.g. for a family of three, PLN 514 = PLN 1542);
- 2) aid can be obtained in particular due to long-term illness, disability, unemployment, the ability to maintain or waiting for the acquisition of entitlements to benefits from other social security systems (e.g. pensions, old-age pensions);
- 3) an administrative decision to grant or refuse a benefit is issued after a family environmental interview.

Developed by: Inspektor Prawnik Anna Szpytma On: 29.06.2017	Opinion presented by: Legal Advisor Monika Małgorzata Konior-Czarnota On:	Approved by: Director Witold Kramarz On: 10.07.2017
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