

MUNICIPAL SOCIAL AID CENTRE IN KRAKOW	External procedure no. MOPS-21
	Support in the process of integration of foreigners who have been granted refugee status or subsidiary
<p>1. Complete the formality 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, contract of mandate); 4) Model statement on the amount of income (for employment); 5) Model statement on the amount of income (agency contract, contract for specific work, contract of mandate); 6) Model statement on the amount of one-off income / the amount of income obtained one-off for a given period; 7) Model statement on the amount of income from non-agricultural business activity (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 activity (conducted on the terms set out in the provisions on flat-rate income tax on certain revenues achieved by natural persons). <p>3. Sign language version Not applicable.</p> <p>4. Matter handled by</p> <ol style="list-style-type: none"> 1) Branch of the municipal social aid centre in Krakow relevant to the place of living 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 Dietla 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 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,
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 from the Applicant (client)

- 1) Application for granting aid;
- 2) Other documents in the applicant's possession that may help in the development of the integration program;
- 3) The applicant may, together with the application, submit documents according to the models constituting the appendices defined in section 2, point from 2 to 8 of the procedure;

and also:

if the applicant is a foreigner who has been granted refugee status in the Republic of Poland:

- 1) A copy of the decision on granting the refugee status (original for inspection);
- 2) A copy of the travel document provided for in the Geneva Convention (original for inspection);
- 3) A copy of the residence card issued in connection with granting the refugee status (original for inspection);

when the applicant is a foreigner who obtained subsidiary protection in the Republic of Poland:

- 1) Copy (photocopy) of the refusal to grant refugee status, in which the foreigner has been granted subsidiary protection (original for inspection);
- 2) Copy (photocopy) of the residence card issued in connection with granting subsidiary protection (original for inspection);

if the applicant is a foreigner who stays on the territory of the Republic of Poland on the basis of a temporary residence permit granted in connection with the circumstance referred to in art. 159 par. 1 point 1 letters c or d of the Act of December 12, 2013 on foreigners:

- 1) A copy of the decision on temporary residence permit granted in connection with the circumstance referred to in art. 159 par. 1 point 1 letters c or d of the Act of December 12, 2013 on foreigners;
- 2) A copy of the residence card issued in connection with obtaining a time residence permit

granted in connection with the circumstance referred to in art. 159 par. 1 point 1 letters c or d of the Act of December 12, 2013 on foreigners.

6. Fees

The proceedings are not subject to fees.

7. Form of settling

- 1) Individual integration program;
- 2) Administrative decision.

8. Time for consideration

Without unnecessary delay, no later than within one month from the day of the commencement of the proceedings, and in a particularly complicated matter, no later than within two months from the date of initiation of the proceedings.

9. Documents obtained in the proceedings

- 1) Documents referred to in section 5 point 4 of the procedure in the event of a failure to submit them with the application;
- 2) Individual integration program;
- 3) If necessary, other documents confirming the person's situation.

10. Appeal procedures

The decision can be appealed to the Local Government Appeal Court in Krakow 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 competent 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. 14 art. 19 point 8, art. 91 - art. 95, 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) Art. 104 of the Act of 14 June 1960 Code of Administrative Procedure (unified text: Journal of Laws of 2016, item 23, as amended);
- 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 Minister of Labour and Social Policy of 07 April 2015 regarding providing assistance to foreigners (Journal of Laws of 2015, item 515, as amended).

12. Additional information for the client

- 1) Aid is granted to a foreigner who:
 - a) obtained refugee status or subsidiary protection in the Republic of Poland or
 - b) stays on the territory of the Republic of Poland on the basis of a temporary residence permit for the purpose of family reunification, granted in connection with the circumstances referred to in art. 159 par. 1 point 1 letters c or d of the Act of 12 December 2013 on foreigners (and therefore, if the foreigner stays on the territory of the Republic of Poland or stays on this territory for the purpose of family reunification and is a family member of a foreigner residing in the territory of the Republic of Poland in connection with granting him the status refugee or in connection with the granting of

complementary protection.

- 2) The aid is carried out as part of an individual integration program that defines the amount, scope and forms of assistance and commitments. The parties to the contract may modify the integration program in order to adapt it to the specific needs of the foreigner and eliminate problems arising during the program implementation.
- 3) The integration program is accepted by the voivode competent for the place of residence of the foreigner.
- 4) The aid is granted for a period not longer than 12 months.
- 5) The application should be submitted within 60 days from the date of getting a refugee or subsidiary protection status by a foreigner in the Republic of Poland or obtaining a temporary residence permit for the purpose of family reunification, granted in connection with the circumstance referred to in art. 159 par. 1 point 1 letters c or d of the Act of December 12, 2013 on foreigners;
- 6) The form of the aid is:
 - a) cash benefits intended for:
 - maintenance, in particular to cover expenditure on food, clothing, footwear, personal hygiene and housing charges,
 - covering expenses related to learning the Polish language,
 - b) paying the health insurance premium, defined in the Act of 27 August 2004 on health care services financed from public funds,
 - c) social work,
 - d) specialist counselling, including legal, psychological and family counselling,
 - e) providing information and support in contacts with other institutions, in particular with labour market institutions, the local community and non-governmental organizations,
 - f) other activities supporting the integration process of a foreigner;
- 7) The aid for a foreigner is not granted to a foreigner who is a spouse of a Polish citizen.

Developed by:
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Opinion
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