

<b>MUNICIPAL SOCIAL WELFARE CENTRE IN KRAKOW</b>	<b>External procedure no. MOPS-5</b>
	<b>TARGET ALLOWANCE</b>
<p><b>1. Handle the matter electronically</b> Not applicable.</p> <p><b>2. Appendices</b></p> <ol style="list-style-type: none"> <li>1) Model asset declaration;</li> <li>2) Model certificate of income (due to employment);</li> <li>3) Model certificate of the amount of income (agency contract, contract for specific work, contract of mandate);</li> <li>4) Model declaration on the amount of income (due to employment);</li> <li>5) Model declaration of the amount of income (agency contract, contract for specific work, contract of mandate);</li> <li>6) Model declaration of the amount of one-off income / the amount of one-off income due for a given period;</li> <li>7) Model declaration of the amount of income from non-agricultural economic activity (in the case of conducting taxable activity on the principles specified in the provisions on personal income tax);</li> <li>8) Model declaration on the amount of income from non-agricultural business activity (conducted in accordance with the principles set out in the provisions on flat-rate income tax on certain revenues obtained by natural persons);</li> <li>9) Information clause regarding the processing of personal data by the Municipal Social Welfare Centre in Krakow.</li> </ol> <p><b>3. Sign language version</b> Not applicable.</p> <p><b>4. Matter handled by</b></p> <ol style="list-style-type: none"> <li>1) The branch of the Municipal Social Welfare Centre in Krakow competent according to the applicant's place of residence: <ol style="list-style-type: none"> <li>a) Branch No. 1 os. Teatralne 24, telephone: 12 430-45-46, fax: 12 643-07-06, e-mail: <a href="mailto:f1@mops.krakow.pl">f1@mops.krakow.pl</a>, for people living within Districts III, XIV and XV of the City of Krakow,</li> <li>b) Branch No. 2, ul. Radzikowskiego 39, telephone: 12 636-77-98, fax: 12 636-75-24, e-mail: <a href="mailto:f2@mops.krakow.pl">f2@mops.krakow.pl</a>, for people living within District IV of the City of Krakow,</li> <li>c) Branch No. 3, ul. Rzeźnicza 2, telephone: 12 257-00-07, fax: 12 257-00-08, e-mail: <a href="mailto:f3@mops.krakow.pl">f3@mops.krakow.pl</a>, for people living in the area of Districts IX, X, XIII of the City of Krakow and the northern part of the area of District XI, designated as follows: <ul style="list-style-type: none"> <li>– from the west, the border of District XI and District IX, to Witosa,</li> <li>– from the north, the border of District XI and District XIII,</li> <li>– from the east, the border of District XI and District XII, to Nowosądecka,</li> <li>– from the south, the border is formed by the northern parts of Witosa and Nowosądecka,</li> </ul> </li> <li>d) Branch No. 4 os. Szkolne 34, telephone number: 12,425-75-64, fax: 12 643-72-78, e-mail: <a href="mailto:f4@mops.krakow.pl">f4@mops.krakow.pl</a>,</li> </ol> </li> </ol>	

- for people living in District XVIII of the City of Krakow, excluding the housing estates Krakowiaków, Teatralne, Górali, Spółdzielcze and Kolorowe,
- e) Branch No. 5, ul. 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 within District VIII of the City of Krakow,
- f) Branch No. 6, ul. Mazowiecka 21, 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 within Districts I and II of the City of Krakow,
- g) Branch No. 7, ul. Mazowiecka 4–6, 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 within Districts V, VI and VII of the City of Krakow,
- h) Branch No. 8, ul. Na Kozłowie 27 (II floor), telephone: 12,659-12-68, fax: 12 651-21-60, e-mail: [f8@mops.krakow.pl](mailto:f8@mops.krakow.pl),  
for people living within Districts XI and XII of the City of Krakow and the southern part of District XI designated as follows:
- from the southern parts of ul. Witosza and Nowosądecka,
  - from the west, the border of District XI and District IX, from Witosza,
  - from the south, the border of District XI and District X,
  - from the east, the border of District XI and District XII, from Nowosądecka,
- i) Branch No. 9 os. Teatralne 24, telephone: 12 644-76-09, fax: 12 12,644-80-34, e-mail: [f9@mops.krakow.pl](mailto:f9@mops.krakow.pl),  
for people living within Districts XVI and XVII of the City of Krakow and a part of District XVIII, which consists of the housing estates Krakowiaków, Teatralne, Górali, Spółdzielcze and Kolorowe;
- 2) Department of Help for the Homeless of the Municipal Social Welfare Centre in Krakow, os. 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 a targeted benefit;
- 2) An ID card or another document confirming identity - available for inspection;
- 3) Together with the application, the applicant may submit documents according to the templates constituting the attachments specified in section 2 point from 1 to 9 of the procedure.

## **6. Fees**

The procedure is not subject to fees.

## **7. Form of consideration**

Administrative decision.

## **8. Time of consideration**

Without undue delay, no later than one month from the date of initiation 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 matter can be obtained at the telephone numbers provided in the "Case dealt with by:" section.

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

- 1) A questionnaire of the family environmental interview;
- 2) The documents referred to in section 5 (3) of the procedure if they are not submitted with the application;
- 3) If necessary, other documents confirming the party's situation.

## **10. Appeal procedure**

The decision may be appealed against to the Local Government Appeals Court in Krakow through the authority that issued it within 14 days of receipt of the decision. The appeal should be submitted to the Municipal Social Welfare Centre in Krakow - the branch competent for the place of residence or the Homeless Assistance Department in the case of the homeless. The appeal is not subject to fees.

## **11. Legal basis**

- 1) Art. 8 par. 1, art. 14, art. 17 par. 1 point 5, art. 39 par. 1 and 2, art. 40, art. 41, art. 102, art. 106, art. 107 of the Act of 12 March 2004 on social aid (Journal of Laws of 2019 item 1507, as amended);
- 2) Regulation of the Minister of Family, Labour and Social Policy of 25 August 2016 on family community intelligence (Journal of Laws of 2017 item 1788);
- 3) Regulation of the Council of Ministers of 11 July 2015 on the verified income criteria and amounts of cash benefits from social aid (Journal of Laws of 2018, item 1358);
- 4) Art. 104 of the Act of 14 June 1960 Code of Administrative Procedure (Journal of Laws of 2020 item 256, as amended).

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

- 1) An earmarked benefit may be granted to meet a necessary living need, in particular to cover part or all of the costs of food, medicine and treatment, fuel, clothing, necessary household items, minor renovations and repairs in the apartment, as well as funeral expenses. An earmarked benefit may be granted:
  - a) to a single person running a household whose income does not exceed that of a single person running a household, i.e. does not exceed the amount of PLN 701, or
  - b) a family whose income does not exceed the income criterion for a given family, equal to the amount of PLN 528 multiplied by the number of family members (e.g. for a family of three,  $3 \times \text{PLN } 524 = \text{PLN } 1584$ );
- 2) The earmarked benefit may be granted regardless of the amount of income to a person or family who have suffered losses as a result of: a random event, natural or ecological disaster;
- 3) In particularly justified cases, a person or a family with incomes exceeding the income criterion may be granted a special earmarked benefit in the amount not exceeding the income criterion of a single person running a household or a family, which is not returnable, or a specific benefit, provided that part or the whole benefit is refunded;
- 4) An administrative decision on granting or refusing to grant a benefit is issued after conducting a family environmental interview.

Developed by:  
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02/10/2020

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08/10/2020