

MUNICIPAL SOCIAL WELFARE CENTRE IN KRAKOW	External procedure no. MOPS-8 GRANTING SPECIALIST CARE SERVICES FOR FAMILIES WITH DISABLED CHILDREN
<p>1. Handle the matter electronically Not applicable.</p> <p>2. Appendices</p> <ol style="list-style-type: none"> 1) Model asset declaration; 2) Model certificate of income (due to employment); 3) Model certificate of the amount of income (agency contract, contract for specific work, contract of mandate); 4) Model declaration on the amount of income (due to employment); 5) Model declaration of the amount of income (agency contract, contract for specific work, contract of mandate); 6) Model declaration of the amount of one-off income / the amount of one-off income due for a given period; 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); 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); 9) Information clause regarding the processing of personal data by the Municipal Social Welfare Centre in Krakow. <p>3. Sign language version Not applicable.</p> <p>4. Matter handled by</p> <ol style="list-style-type: none"> 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"> a) Branch No. 1 os. Teatralne 24, telephone number: 12 430-45-46, fax: 12 643-07-06, e-mail: f1@mops.krakow.pl, for people living within Districts III, XIV and XV of the City of Krakow, b) Branch No. 2, ul. Radzikowskiego 39, telephone: 12 636-77-98, fax: 12 636-75-24, e-mail: f2@mops.krakow.pl, for people living within District IV of the City of Krakow, c) 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 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"> – from the west, the border of District XI and District IX, to Witosa, – from the north, the border of District XI and District XIII, – from the east, the border of District XI and District XII, to Nowosądecka, – from the south, the border is formed by the northern parts of Witosa and Nowosądecka, 	

- d) Branch No. 4 os. Szkolne 34, telephone number: 12,425-75-64, fax: 12 643-72-78, e-mail: f4@mops.krakow.pl, 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, 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, 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, for people living within Districts V, VI and VII of the City of Krakow,
 - h) Branch No. 8, ul. Na Kozłówce 27 (II floor), telephone: 12,659-12-68, fax: 12 651-21-60, e-mail: 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. Witosa and Nowosądecka,
 - from the west, the border of District XI and District IX, from Witosa,
 - 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, 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, for homeless people staying in the Municipality of Krakow.

5. Documents from the Applicant (client)

- 1) Request of a party for assistance;
- 2) An ID card or another document confirming the identity of the applicant - available for inspection;
- 3) A statement of consent to pay for the services provided;
- 4) 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

Issuing an administrative decision on granting or refusing to grant a benefit in the form of granting specialist care services for families with disabled children and a decision establishing the fee for the above-mentioned benefit.

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 (4) 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.

During the time limit for lodging an appeal, a party may waive the right to appeal against the Municipal Social Welfare Centre in Krakow.

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

11. Legal basis

- 1) Art. 104 of the Act of 14 June 1960 Code of Administrative Procedure (Journal of Laws of 2020 item 256, as amended);
- 2) Art. 8, Art. 17 par. 1 par. 11, art. 50, art. 98, art. 102, art. 106, art. 107, art. 109 of the Act of March 12, 2004 on Social aid (Journal of Laws of 2019 item 1507, as amended);
- 3) 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);
- 4) Regulation of the Council of Ministers of 14 July 2015 on the verified income criteria and amounts of cash benefits from social aid (Journal of Laws of 2018, item 1358);
- 5) Regulation of the Minister of Social Policy of 22 September 2005 on specialized care services (Journal Laws of 2005, no. 189, item 1598, as amended).
- 6) Resolution No. LXXIV/941/09 of the Krakow City Council of June 3, 2009 on defining the detailed rules for granting assistance in the form of specialist care services by the Municipality of Krakow, detailed rules for determining the amount of fees for specialist care services and the mode of their collection, as well as the rules of partial or total exemption from fees (Journal of Laws of the the Malopolska Region of 2017, item 5637, as amended).

12. Additional information for the client

- 1) Assistance in the form of specialized care services for families with disabled children is intended in particular for families with disabled children living in the Municipality of Krakow,

where at least one disabled child is brought up and who, due to the child's disability, require specialist support from other people ;

- 2) A disabled child is understood as:
 - a) a child up to 16 years of age who has a disability certificate specified in the provisions on vocational and social rehabilitation and employment of disabled people,
 - b) a child aged 16 to 25, who has a severe disability certificate specified in the provisions on professional and social rehabilitation and employment of disabled people.
- 3) The scope of assistance is adjusted to the individual, special needs resulting from the type of illness or disability of the child. The services are provided at the place of residence and are run by specialists: a psychologist, pedagogue, speech therapist, an assistant to a disabled person, occupational therapist, a nurse, social worker. Specialist care services are provided, inter alia, through:
 - a) supporting the family in learning and developing the skills of a disabled child necessary for independent life - shaping the skills of satisfying basic life needs and social functioning skills, motivating to activity, treatment, rehabilitation, conducting self-service skills training, supporting everyday life activities,
 - b) supporting and training the family in supporting the treatment process,
 - c) trainings in child care, administration of medications, keeping test dates, assistance in reaching health care facilities and rehabilitation centres,
 - d) help in coping with crisis situations,
 - e) facilitating family access to education and culture,
 - f) shaping positive relations in the family and appropriate attitudes towards a disabled child,
 - g) taking over temporary care of a disabled child in order to enable parents to:
 - settling matters related to running a household, e.g. shopping,
 - settlement of official matters,
 - taking care of your own health, e.g. visiting a doctor, using rehabilitation,
 - rest, e.g. by going out together,
 - h) escorting and bringing a disabled child to / from kindergarten or school;
- 4) The scope of the specialist care services granted depends on the situation of the person or family to be assisted, including in particular: the number of disabled persons in the family, the health condition of disabled persons and other family members, the professional situation of family members, as well as other factors that may influence the extent of necessary support from others. The following are also taken into account: the level of independence of a disabled child, the justified needs of the child and their family, the possibilities of support and assistance from the family and the environment, and the conditions in which services are to be provided, including housing conditions.

The maximum period of providing services is 20 hours per week, and in particularly justified cases, especially in the case of: families raising more than one disabled child, incomplete families, large families, families where parents or guardians have a disability certificate, service can be extended to a maximum of 30 hours.

The maximum duration of the service consisting in taking over the temporary care of a disabled child may not exceed 50% of the total duration of the service provision;

- 5) Granting a person or family specialist care services will be preceded by making arrangements regarding the size and scope of the support provided between the social worker, the person providing the services (a representative of the entity providing the services) and the person or family applying for assistance. These arrangements will be made during a diagnostic meeting at the person's or family's place of residence;
- 6) The amount of payment for specialist care services is set out in Resolution No. LXXIV / 941/09 of the Krakow City Council of June 3, 2009 on defining the detailed rules for granting assistance in the form of specialist care services by the Municipality of Krakow, detailed rules for determining the amount of fees for specialist care services and the mode of their collection, as well as the rules of partial or total exemption from fees.

In the event that the income per person in the family does not exceed 200% of the income criterion specified in Art. 8 par. 1 of the Act on social aid (PLN 1056), specialist care services are provided free of charge.

Families whose per capita income exceeds 200% of the income criterion set out in Art. 8 par. 1 of the Act on Social Aid (PLN 1056), pay for specialist care services in the amount depending on their income, in accordance with the table below:

Income per person in the family in relation to the income criterion specified in Art. 8 par. 1 of the Act on social aid.	The amount of payment for one hour of specialized care services:
PLN 1056.01 - 1188	3 % of the cost of the service hour
PLN 1188.01 - 1320	6 % of the cost of the service hour
PLN 1320.01 - 1452	10 % of the cost of the service hour
PLN 1452.01 - 1584	15 % of the cost of the service hour
PLN 1584.01 - 1716	20 % of the cost of the service hour
PLN 1716.01 - 1848	30 % of the cost of the service hour
PLN 1848.01 - 1980	40 % of the cost of the service hour
PLN 1980 - 2112	50 % of the cost of the service hour
PLN 2112.01 - 2244	60 % of the cost of the service hour
PLN 2244 - 2376	70 % of the cost of the service hour
PLN 2376.01 - 2640	80 % of the cost of the service hour
PLN 2640 - 2904	90 % of the cost of the service hour
more than PLN 2904.01	100 % of the cost of the service hour

- 7) The cost of one hour of specialist care services and the rules for its valorization are specified in the contract concluded by the Municipality of Krakow with the service provider;

<p>8) Families in a particularly difficult situation, when they document that the amount of income remaining at their disposal after incurring the necessary fees and expenses for treatment, as well as payment for specialist care services would not allow for the satisfaction of basic life needs, may be partially or completely exempt from payment. Families whose fee for specialist care services should be 100% may be partially exempted from payment, but the reduced fee should be at least 60% of the cost of the service hour.”.</p>		
<p>Developed by: Specialist Łukasz Odrał Date: 02/10/2020</p>	<p>Opinion presented by: Attorney at Law Monika Małgorzata Konior-Czarnota Date: 02/10/2020</p>	<p>Approved by: Director Witold Kramarz Date: 08/10/2020</p>