

MUNICIPAL SOCIAL WELFARE CENTRE IN KRAKOW	External procedure no. MOPS-21
	SUPPORT IN THE PROCESS OF INTEGRATION OF FOREIGNERS
<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: 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, ul. Rzeźnicza 2, telephone: 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 Kozłowie 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. 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,
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 for assistance;
- 2) Other documents in the applicant's possession that may assist in the development of the integration program;
- 3) Together with the application, the applicant may submit documents according to the templates constituting the attachments specified in section 2 point from 2 to 9 of the procedure;

and:

when the applicant is a foreigner who has obtained refugee status in the Republic of Poland:

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

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

- 1) A copy (photocopy) of the decision on refusal to grant the refugee status, in which the foreigner was granted subsidiary protection (original available for inspection);

- 2) A copy (photocopy) of the residence card issued in connection with granting subsidiary protection (original available for inspection);

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

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

6. Fees

The procedure is not subject to fees.

7. Form of consideration

- 1) Individual integration program;
- 2) 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) The documents referred to in section 5 (3) of the procedure if they are not submitted with the application;
- 2) Individual integration program;
- 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. 14, Art. 19 point 8, art. 91 - art. 95, art. 106, art. 107 of the Act of March 12, 2004 on Social aid (Journal of Laws of 2019 item 1507, as amended);
- 2) Art. 104 of the Act of 14 June 1960 Code of Administrative Procedure (Journal of Laws of 2020 item 256, as amended);
- 1) 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 Minister of Labour and Social Policy of 07 April 2015 on providing assistance to foreigners (Journal of Laws of 2015 item 1946, as amended).

12. Additional information for the client

- 1) The aid is granted to a foreigner who:
 - a) obtained refugee status or subsidiary protection in the Republic of Poland, or
 - b) resides in the territory of the Republic of Poland pursuant to 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 letter c or d of the Act of 12 December 2013 on foreigners (i.e. if the foreigner is staying in the territory of the Republic of Poland or is staying in this territory in order to reunite with his family and is a family member of the foreigner residing in the territory of the Republic of Poland in connection with the granting of the status of refugees or in connection with granting subsidiary protection.
- 2) The aid is implemented as part of an individual integration program specifying the amount, scope and forms of aid and obligations. The parties to the contract may modify the integration program to adapt it to the specific needs of the foreigner and to remove problems that arise during the program implementation.
- 3) The integration program is accepted by the voivode competent for the foreigner's place of residence.
- 4) The aid is provided for a period not longer than 12 months.
- 5) The application should be submitted within 60 days from the date of obtaining refugee status or subsidiary protection by the foreigner in the Republic of Poland or obtaining 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 letter c or d of the Act of 12 December 2013 on foreigners;
- 6) The form of the aid is:
 - a) cash benefit intended for:
 - maintenance, in particular to cover expenses for food, clothing, footwear, personal hygiene products and housing fees,
 - covering expenses related to learning Polish,
 - b) payment of health insurance contributions specified 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 process of foreigner integration;
- 7) Aid for a foreigner is not granted to a foreigner who is a spouse of a Polish citizen.

Developed by:
Specialist
Łukasz Obrzał
Date:
02/10/2020

Opinion presented by:
Attorney at Law
Monika Małgorzata
Konior-Czarnota
Date:

Approved by:
Director Witold
Kramarz Date:
08/10/2020

	02/10/2020	
--	------------	--