

MUNICIPAL SOCIAL WELFARE CENTRE	External procedure no. MOPS-23 PROVISION OF TEMPORARY REFUGE IN A HOSTEL FOR HOMELESS PERSONS
<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, b) Branch No. 2, 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 within District XVIII of the City of Krakow, excluding the following 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 being granted assistance;
- 2) An ID card or another document confirming the identity of the applicant - 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) The documents referred to in section 5 (3) of the procedure if they are not submitted with the application;
- 2) The party's declaration that it undertakes to comply with the regulations in force at the place of shelter;
- 3) If necessary, other documents confirming the party's situation;
- 4) A social contract concluded with a social worker.

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. 17 par. 1 point 3, art. 48 par. 1, 2, 2b and 2d, art. 101, art. 106, art. 107 of the Act of 12 March 2004 on biocidal products (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);
- 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 11 July 2018 on the verified income criteria and amounts of cash benefits from social aid (Journal of Laws of 2018, item 1358);
- 5) Resolution No. LIII/722/12 of the Krakow City Council of 29 August 2012 on the detailed rules of paying for the stay in support centres (Journal of Laws of the Malopolska Region of 2018, item 8962, as amended).

12. Additional information for the client

- 1) Shelter may be provided by granting temporary accommodation in a shelter for the homeless;
- 2) The homeless shelter provides homeless people who have signed a social contract, with a 24-hour temporary shelter and services aimed at strengthening social activity, getting out of homelessness and achieving independence in life. Granting a homeless person temporary shelter in a shelter for homeless people by the municipality of their place of stay, does not require signing a social contract by the homeless person;

In the event that the income of a person or per person in the family does not exceed the income criterion referred to in Art. 8 par. 1 point 1 of the Act on social aid, assistance in the form of shelter is provided free of charge. In other cases, the amount of the payment is determined in accordance with Resolution No. LIII/722/12 of the Krakow City Council of 29 August 2012 on the detailed rules of paying for the stay in support centres. Pursuant to the Act on social aid,

the income criterion for a single person running a household is PLN 634, and for a family member - PLN 514 (Journal of Laws of the Malopolska of 2018, item 8962, as amended).

3) Due to a difficult health or personal situation of the person staying in the facility, the fee may be set in an amount lower than that specified in this resolution, or the person may be fully exempt from the fee for a period resulting from the circumstances of the case. The fee is reduced or completely exempted at the request of the person staying in the facility.

Developed
by:
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Date:
02/10/2020

Opinion presented by:
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02/10/2020

Approved by:
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08/10/2020