

MUNICIPAL SOCIAL WELFARE CENTRE IN KRAKOW	External procedure no. MOPS-66
	FOR A DECISION CONFIRMING ENTITLEMENT TO HEALTHCARE SERVICES FINANCED FROM PUBLIC FUNDS
<p>1. Handle the matter electronically Not applicable.</p> <p>2. Appendices</p> <ol style="list-style-type: none"> 1) Model of the application submitted by the recipient (a natural person); 2) Model of the application submitted by the service provider (a hospital); 3) Model of the application submitted by the National health Fund; 4) Model certificate of income (due to employment); 5) Model certificate of the amount of income (agency contract, contract for specific work, contract of mandate); 6) Model declaration on the amount of income (due to employment); 7) Model declaration of the amount of income (agency contract, contract for specific work, contract of mandate); 8) Model declaration of the amount of one-off income / the amount of one-off income due for a given period; 9) 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); 10) 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); 11) 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 Witosza, 	

- 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 Witosza 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

- 1) Application for issuance a decision;
- 2) An ID card or another document confirming identity - available for inspection;
- 3) Document - available for inspection - confirming:
 - a) having Polish citizenship: passport or ID card or
 - b) having the refugee status - the decision of the Head of the Office for Foreigners on granting the refugee status, or
 - c) being subject to subsidiary protection - decision of the Head of the Office for Foreigners on granting subsidiary protection or
 - d) having 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 - decision of the voivode. (Concerns a foreigner who has been granted a temporary residence permit 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 refugee status or subsidiary protection).

- 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 11 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 (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. 2, art. 7 and art. 54 of the Act of 27 August 2004 on health care services financed from public funds (Journal Laws of 2020 item 1398, 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) Art. 8, art. 12 and art. 107 the Act of 12 March 2004 on social assistance (Journal of Laws of 2019 item 1507, as amended);
- 4) 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);
- 5) Regulation of the Council of Ministers of 11 July 2018 on the verified income criteria and amounts of cash benefits

from social aid (Journal Laws of 2018, item 1358).

12. Additional information for the client

1. The right to use healthcare services financed from public funds is granted to persons other than the insured, who meet the income criterion referred to in art. 8 of the Act of March 12, 2004.
on social aid (see point 6) and for which
the circumstances referred to in Art. 12 of this Act (see point 7), residing in the territory of the Republic of Poland, who:
 - 1) have a Polish citizenship, or
 - 2) obtained refugee status in the Republic of Poland, or
 - 3) obtained subsidiary protection in the Republic of Poland, or
 - 4) obtained in the Republic of Poland 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 (arriving on the territory of the Republic of Poland or staying in this territory in order to reunite with the family and being a family member of a foreigner residing in the territory of the Republic of Poland in connection with granting refugee status or in connection with with subsidiary protection).
2. The decision on the right to healthcare services financed from public funds is issued by the municipality head (mayor, president) of the municipality competent for the recipient's place of residence.
3. The decision on the right to healthcare services financed from public funds is issued at the request of the recipient, and in the event of an emergency - at the request of the healthcare provider providing healthcare services, made immediately after the benefit is provided.
4. The head of the municipality (mayor, president) of the municipality competent for the recipient's place of residence may initiate proceedings in order to issue a decision on the right to healthcare services financed from public funds, also ex officio or at the request of the competent regional branch of the National Health Fund.
5. The decision confirming the right to healthcare services financed from public funds is issued after:
 - 1) submitting by the beneficiary of documents confirming residence in the territory of the Republic of Poland and documents confirming:
 - a) Polish citizenship, or
 - b) refugee status, or
 - c) being subject to subsidiary protection, or
 - d) having 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;
 - 2) conducting a questionnaire of the family environmental interview,
 - 3) confirming compliance with the income criterion referred to in Art. 8 of the Act of March 12, 2004 on social aid,
 - 4) finding that there are no circumstances referred to in Art. 12 of the Act of 12 March 2004 on social aid, as a result of conducting a family environmental interview.
6. The income criterion is:
 - 1) for a single person - PLN 701,

<p>2) for a person in a family - PLN 528,</p> <p>7. Article 12 of 12 March 2004 on Social Aid provides that in the case of a disproportion found by a social worker between the documented amount of income and the property situation of a person or families, indicating that this person or family is able to overcome the difficult life situation by using their own assets, in particular if they have significant financial resources, valuable assets or real estate, the benefit can be refused.</p> <p>8. The right to healthcare services is granted for a period of 90 days from the date specified in the decision, which is:</p> <p>1) the day of submitting the application by the recipient,</p> <p>2) the day of providing the benefit - in the case of providing emergency services - unless the recipient is covered by health insurance during this period.</p> <p>9. In the case of issuing a decision on the right to healthcare services financed from public funds ex officio, the right to healthcare benefits shall apply from the date specified in the decision for a period of 90 days from that date, unless the recipient is covered by health insurance during this period.</p> <p>10. The recipient is obliged to immediately inform the Municipal Social Welfare Centre in Krakow of any change in the income or property situation and of being covered by health insurance.</p> <p>11. In the case of issuing a decision confirming the right to healthcare services financed from public funds, the head of the municipality (mayor, president) of the municipality competent for the recipient's place of residence is obliged to provide, within 7 days from the date of its issuance, a copy of this decision to the competent regional branch of the National Health Fund.</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>