

Information for a citizen applying for

- **material need assistance,**
- **substitute maintenance and**
- **state social benefits**

General

Identification data of the citizen

Name	Surname	Personal ID

Deadline for issuing a decision:

In simple matters, especially if a decision can be made on the basis of the documents submitted by the party to the proceedings, the administrative body shall decide without delay. In other cases, unless a special law provides otherwise, the administrative body is obliged to decide on the matter within 30 days from the start of the proceedings; in particularly complex cases, it shall decide within 60 days at the latest; if, due to the nature of the case, it is not possible to decide even within this period, the appeal body can extend it appropriately. If the administrative body cannot make a decision within 30 days, or within 60 days, it is obliged to notify the party to the proceedings, stating the reasons.

Delivery of documents:

For hand-delivered documents with repeated delivery, the legal fiction of delivery applies – Section 24 (2) of Act No. 71/1967 Coll. on administrative proceedings. If the addressee of the hand-delivered document is not reached, although he/she is staying at the place of delivery, the delivery person shall appropriately notify him/her of the repeated delivery on the specified day and time. If the other delivery attempt fails, the delivery person shall keep the document at the post office and notify the addressee accordingly. If the addressee does not pick up the document while it is kept at the post office, the document is considered delivered on the day the undelivered consignment is returned to the administrative authority, even if the addressee did not learn about it.

With my signature, I confirm that along with this information I have received the information on the benefit:

- Annex 1* - Material Need Assistance
- Annex 2* - Substitute Maintenance
- Annex 3* - State Social Benefits
- Annex 4* - EU Family Benefits

Done at dated

citizen's signature

Information on the benefits and applications are available at: www.upsvr.gov.sk

Information on the relevant EU regulations can be found on the website of the Ministry of Labour, Social Affairs and Family of the Slovak Republic <http://employment.gov.sk/sk/ministerstvo/medzinarodna-spolupraca/koordinacia-systemov-sz/>

Information for citizen applying for state social benefits

- Act No. 383/2013 Coll. on Childbirth Allowance and on Allowance on More Concurrently Born Children
- Act No. 600/2003 Coll. on Child Allowance
- Act No. 571/2009 Coll. on Parental Allowance
- Act No. 561/2008 Coll. on Childcare Allowance
- Act No. 627/2005 Coll. on Contributions to Support Substitute Childcare
- Act No. 238/1998 Coll. on Funeral Allowance
- Regulation (EC) No 883/2004 of the European Parliament and of the Council on the coordination of social security systems
- Regulation (EC) No 987/2009 of the European Parliament and of the Council laying down the procedure for implementing Regulation (EC) No 883/2004 on the coordination of social security systems
- Regulation (EU) No 492/2011 of the European Parliament and of the Council on freedom of movement for workers within the Union

Obligations of the applicant (entitled person) for state social benefits

The applicant/entitled person is obliged to:

- a) **demonstrate decisive facts** that affect the right to allowance/benefit, the duration of the right and the payment;
- b) **notify in writing within eight days of changes in the decisive facts** that affect the right to the allowance/benefit and its payment or submit a notice of these changes signed with a qualified electronic signature by electronic means within eight days.

Notice relates to the following cases:

- change of permanent residence of the entitled person;
- change of permanent residence of the child;
- change of residence abroad;
- agreement on the provision of general outpatient care;
- the creation and termination of right to maternity leave;
- *graduation from high school or university (graduation, expulsion, dropping out of studies, etc.);*
- changing the form of study (*from full-time to part-time, etc.*);
- in case of illness or injury of a child who cannot carry out vocational educational, a confirmation of the attending physician and the school is required;
- if the child is a citizen with severe disability based on the assessment;
- if the applicant/entitled person and the child reside in a non-EU state, a confirmation from the health insurance company on the mandatory public health insurance of the entitled person in the Slovak Republic is required (*does not apply to the child*);
- a decision on granting an invalidity pension;
- a decision on granting an orphan's pension issued by the Social Insurance Agency;
- court judgement on child maintenance;
- income of an adult dependent child (*from gainful activity, pension, etc.*);
- divorce and placement of the child to the personal care of one of the parents – a valid court decision must be submitted (*also applies to foster parents*);
- placement of the child to the care replacing the care of the parents on the basis of a valid court decision;

- beginning a gainful activity abroad;
- if an dependent child is in custody or serving a prison sentence;
- in the event that the entitled person is the recipient of a supplement to the child allowance, if in the course of receiving the supplement the person starts to perform a gainful activity;
- changes to the surname of the entitled person, changes to the address of permanent residence of the entitled person (*not the child*);
- account number changes;
- after the dependent child reaches three years of age, **notify the payer** in writing or by electronic means with a qualified electronic signature of the **method and place of care for this dependent child until the beginning of compulsory school attendance**;
- **if there is a change in the entitled person during the calendar month due to the entry into force of the court decision on the placement of the child to one of the parents or the entry into force of the court decision on the placement of the child to another natural person replacing the care of the parents, the allowance and supplement to the allowance shall be paid by the payer to the entitled person who takes care for this child for at least the last day of the calendar month** for which the allowance and supplement to the allowance is to be paid;
- if during the payment of the allowance/benefit there is a change of permanent residence or temporary residence of the entitled person, the allowance/benefit will be paid by the payer responsible for the place of the new permanent residence or temporary residence of the entitled person first in the calendar month following the calendar month in which the change of permanent residence took place or temporary stay notified to the payer;

The payer shall inform the entitled person:

- **of the reasons when payer is entitled to designate a special recipient** of the allowance/benefits in cases where:
 - a) a school director indicates in a written notice that the entitled person does not take care of the proper fulfilment of the compulsory school attendance of the dependent child,
 - b) it is identified that the entitled person does not use the allowance/benefit for the purpose under the act;
 - c) according to the notification of the authority pursuant to a special regulation, a minor dependent child, for whom an allowance and a supplement to the allowance is paid to the entitled person, has committed a misdemeanour; this also applies if the minor dependent child was under 15 years of age at the time the misdemeanour was committed and for this reason the administrative authority postponed the matter or stopped the proceedings on the misdemeanour;
 - d) an educational measure has been imposed on a dependent child or a parent of a dependent child; or
 - e) the allowance/benefit is paid to an entitled person who is a member of the household to whom material need assistance is paid through a special recipient.

The **special recipient** of the allowance/benefit **is the municipality** in which the entitled person has permanent residence or temporary residence, **or**, if justified, **another person**.

- **When the entitled person is obliged to return the allowance or benefit:**

If the entitled person caused, or knew or had to assume from the circumstances that the payer paid his/her allowance or benefit wrongfully, he/she is obliged to return it.

ATTENTION:

The payer (*Office of Labour, Social Affairs and Family*) does not issue a written decision on the granting and increase of state social benefits (*except for substitute care contributions*). The written decision is replaced by the payment (provision/payment of state social benefit), i.e. collecting material need assistance at the post office or crediting the provided amount to the recipient's account. If the recipient is not satisfied with the paid amount, he/she can file an appeal against the received payment

within 15 days of receiving the provided payment. *Example: if the recipient collect the state social benefit at the post office on 15 May, the last day of the deadline for filing an appeal is 30 May.*

Done at dated

citizen's signature