



## SUPPLEMENTARY ALLOWANCE (SPECIAL NEEDS) INSTRUCTIONS

Do you have been pre-selected or selected for a job/traineeship/apprenticeship in the framework of Jour First EURES Job project? If you have *special needs* to attend the job interview or to move in the country where you have been hired, you can apply for an additional allowance of maximum **1.000 euros (500 euro for the job interview and/or 500 euro for relocation)**.

The supplementary allowance is addressed to:

- young participants with disabilities,
- young participants with social disadvantages (long-term unemployed, early school leavers, young coming from treatment centers, ethnic minorities, young having particular difficulties in moving to the host Member State),
- young participants from one of the nine peripheral regions of the EU (Martinique, French Guiana, Maiotta, Saint-Martin, Madeira, the Azores and Canary Islands).

The **supplementary allowance for young people with special needs** integrates two benefits: **job trip interview** and **country relocation**.

Therefore, the application of the supplementary allowance **does not replace the primary benefit claim**.

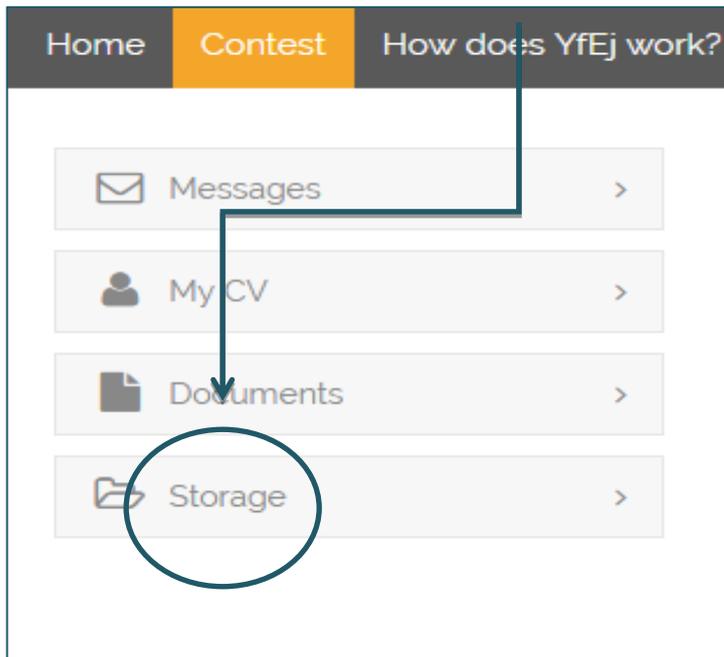
### How to get the subsistence allowance:



Enter with your credential in the project platform and **go to** your dashboard



**Get into Storage section** (left column)

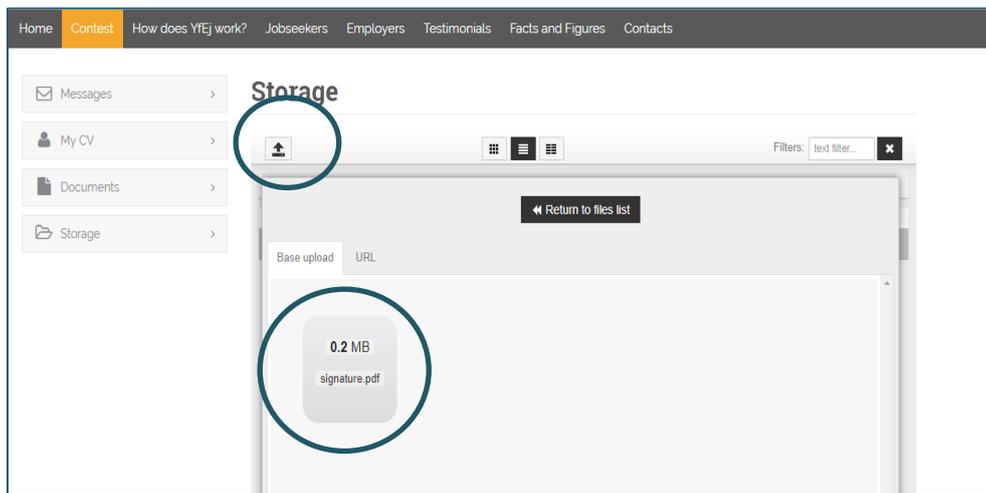
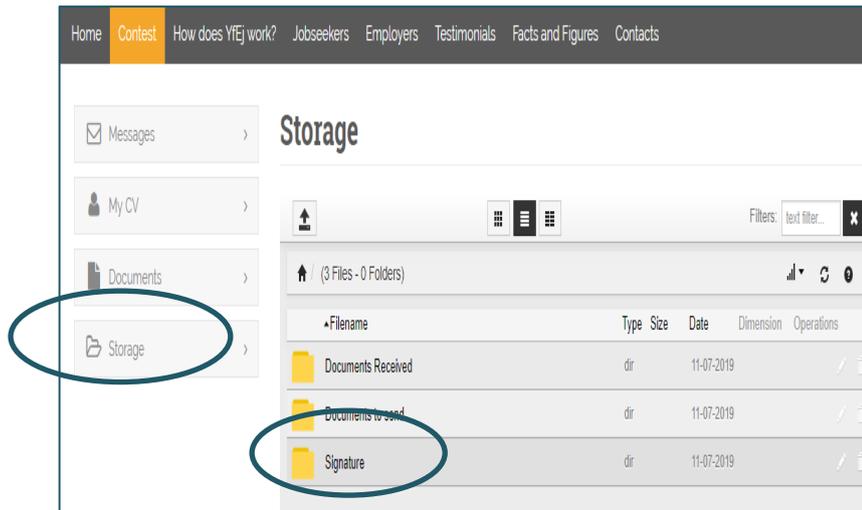


**Prepare your signature** (such file will act as an electronic signature allowing you to fill in/sign the forms for benefits automatically), following these **3 steps**:

1. **make** a copy of your ID card /passport and **sign it** (add the Self Declaration form if your identity documents are not updated or there is no evidence of your currently residence in your ID card),
2. **make a PDF of your ID document copy** and **save it**,
3. **upload such PDF** into the project platform (click on storage/open signature folder/upload PDF into the signature folder).

**Please note:** do it just one time, when you fill in the first application form in the project.





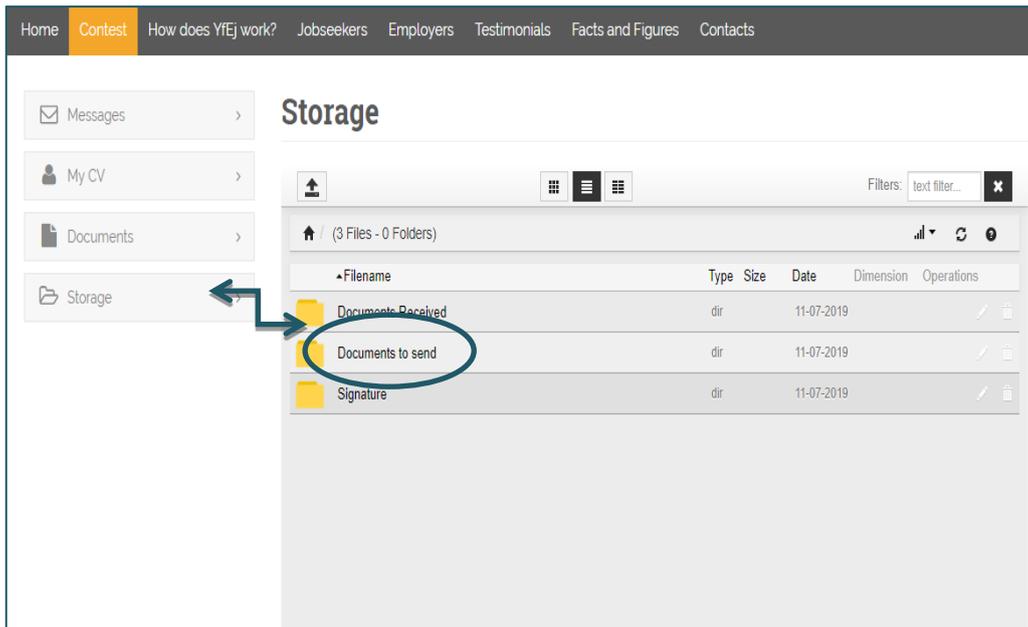
Mind that the **PDF file uploaded by you as signature must be named signature** (see the image above).

*Just a few minutes...*

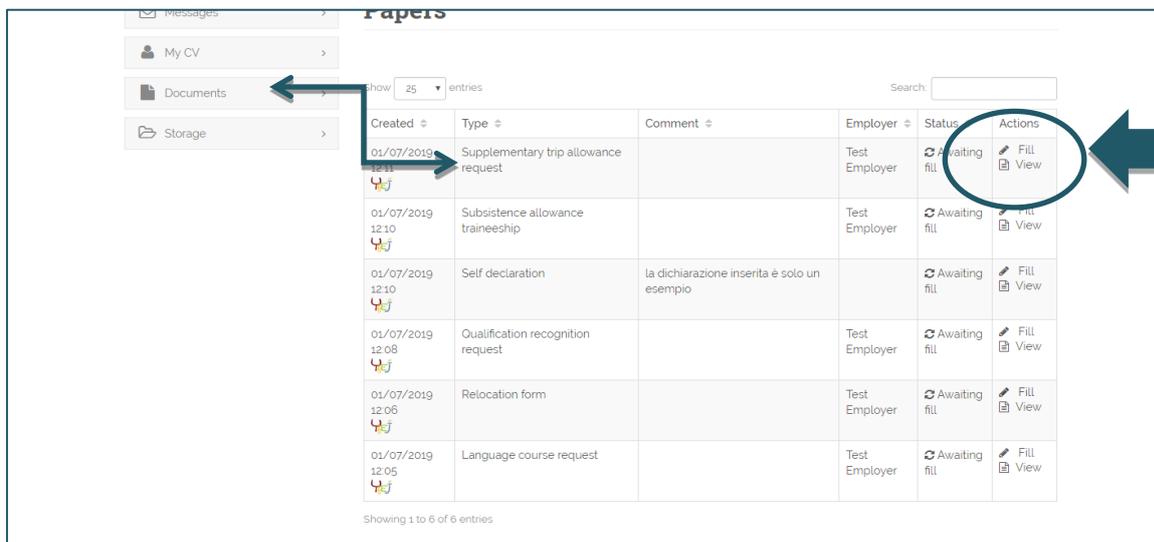


**Go to Documents to send (storage folder) and upload:**

- ❖ **the vulnerable condition declaration**
- ❖ **attestation/declaration of costs incurred**
- ❖ **copy of receipt/invoices**



Back to the menu and pick the documents box; then click on fill to open the request form,



Fill in the request form and click on Fill paper,

/ctrl/documents/action/papers/type/fill/d/12557

----- please choose where it applies -----

- disability
- disadvantaged economic condition
- temporary economic or social inclusion difficulties (e.g. LT unemployed, YP from welfare/youth care institutions, ethnic minorities)
- dependent family member(s) moving abroad with me
- actual travel costs from EU/EFTA/EEA outermost regions (or country/regions located in opposite peripheral areas of EEA territory)
- extraordinary expenditure (significant moving expenses e.g. flat rental, transport connections from/to airport)
- other (please specify below):

other document:

About your trip

\* Departure date:

\* Country:

\* City:

List of estimated/actual costs (type and amount - e.g. Flat rental and deposit: 700 EUR)

\* 1:

2:

3:

4:

Total amount:



**...And be sure that the bank details box has been filled and that all data are updated: the financial benefit can be delivered to you only if your bank details are right!**

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Messages > My CV > Documents > Storage >



Complete or update your CV to have the best chances of finding a job opportunity

**Incomplete**  
Your CV is not complete. Fill the following information to make it visible to employers.

**Education**  
Let us know your highest education level and the schools you attended.

**Photo**  
Add a professional photo of you to make your CV stand out more.

**Skills**  
Add your social, technical, artistic and other skills to have better chances.

**Status:** Not yet validated  
**Matches:** Disabled

1 Base info  
2 Work experiences  
3 Education  
4 Languages  
5 Skills  
6 Photo and additional information  
7 Desired occupation field  
8 Print My CV  
9 **Bank information**  
10 Change password

www.yourfirsttuesdayjob.eu/ctrl/cv/action/edit/type/bankinfo/users\_id/147601



## Have you done it yet?

When the form is filled in and the documentation attached is right, your application is ready to be checked by the Adviser and project staff.

Whether there are doubts about the application or if the application is incorrect, your Adviser will ask you more information or clarification.

If all documents and information are right, after the project staff documents check, you will receive your benefit as soon as possible.

**Please note: the amount will be paid from Fondazione Giacomo Brodolini, co-applicant in the project, charged of the benefit payment.**

Do you need more information or clarification about the procedures?  
Do not hesitate to contact your project Adviser!

## CONTRIBUTO SUPPLEMENTARE DI VIAGGIO/TRASFERIMENTO

### ISTRUZIONI

Se sei stato preselezionato o selezionato per un posto di lavoro / tirocinio / apprendistato nell'ambito del progetto *Your First EURES Job*? Se hai bisogno di un contributo supplementare per partecipare a un colloquio di lavoro o per trasferirti nel Paese in cui sei stato assunto, puoi chiedere un ulteriore contributo fino ad un massimo di **1.000 euro (500 euro per colloquio e/o 500 euro per trasferimento)**.

Tale contributo è destinato a:

- giovani con disabilità;
- giovani in situazione di svantaggio sociale (disoccupati di lunga durata, giovani che abbandonano prematuramente la scuola, giovani provenienti da centri di cura, minoranze etniche, giovani che hanno particolari difficoltà a trasferirsi nello Stato membro ospitante);
- giovani provenienti da una delle nove regioni periferiche dell'UE (Martinica, Guiana francese, Maiotta, Saint-Martin, Madera, Azzorre e Isole Canarie).

Il contributo supplementare per i giovani con bisogni speciali integra due benefit di progetto: il contributo alle **spese di viaggio per il colloquio di lavoro e quello per il trasferimento nel Paese di destinazione**. La richiesta di **contributo supplementare di viaggio/trasferimento** non sostituisce le richieste per i benefit principali (contributo per colloquio o trasferimento), ma le integra con un contributo aggiuntivo fino a 500 euro per misura.

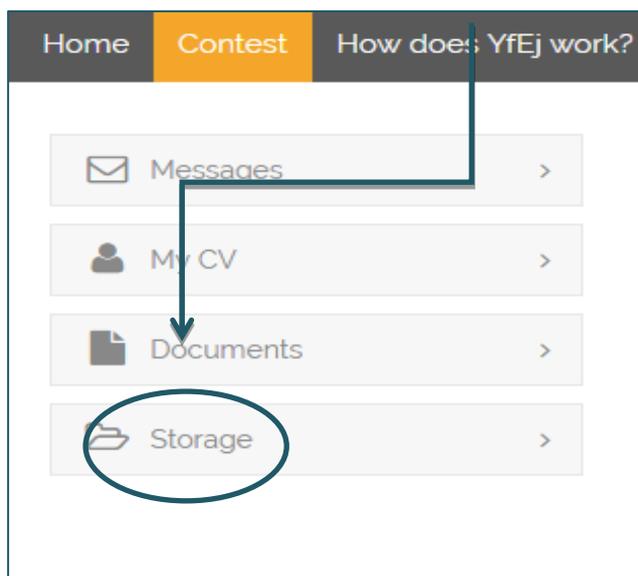
#### Come ottenere il Contributo supplementare di viaggio/trasferimento



**Accedi** con le tue credenziali alla piattaforma di progetto e **vai** alla tua pagina



**Entra** in **Storage** (menù di sinistra)

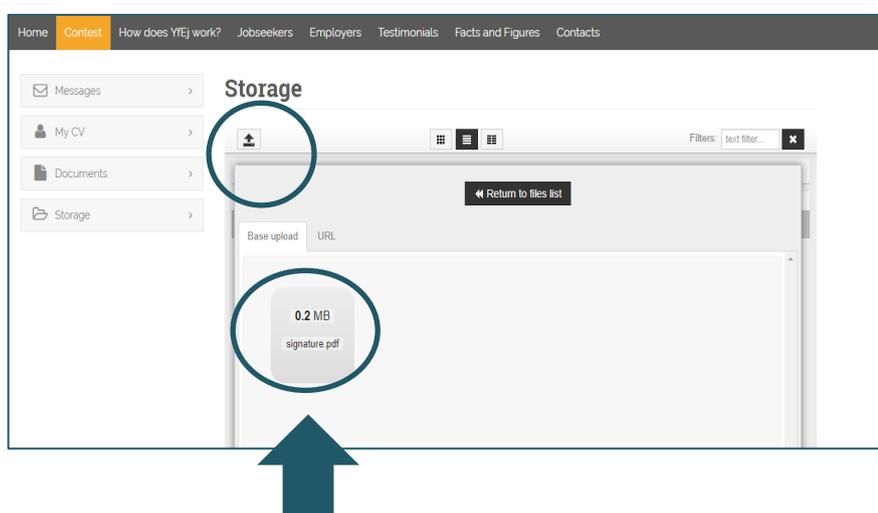
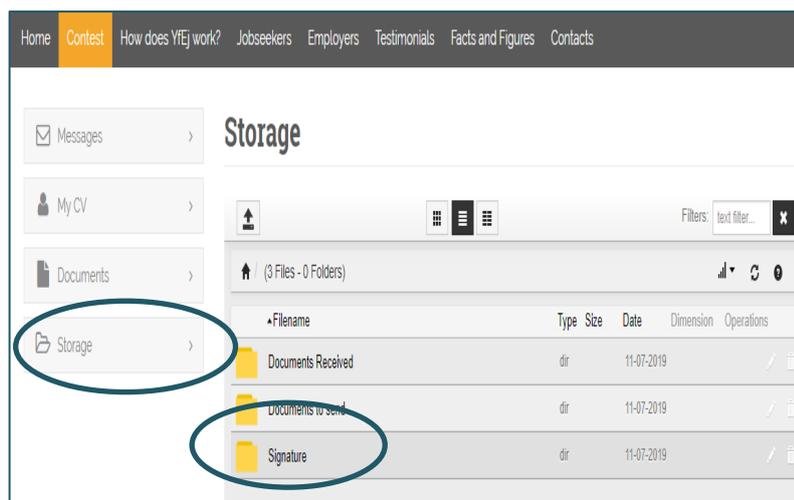


**Prepara la tua firma** (salva un file con la firma elettronica che ti consentirà di compilare/firmare automaticamente i moduli necessari per usufruire dei benefit), **seguendo questi tre passaggi:**

1. **fai** una copia della tua carta d'identità/passaporto e **firmala** (aggiungi il modulo di Self declaration, se i tuoi documenti di identità non sono aggiornati o se da essi non risulta la tua attuale residenza);
2. **crea un file PDF con la copia del tuo documento di identità** o del tuo passaporto e **salvali**;
3. **carica il file PDF** nella piattaforma del progetto (fai clic su archivio/apri cartella Signature/carica PDF nella stessa cartella).

**Nota bene:** esegui questa operazione una sola volta, quando compili il primo modulo di domanda di partecipazione al progetto.



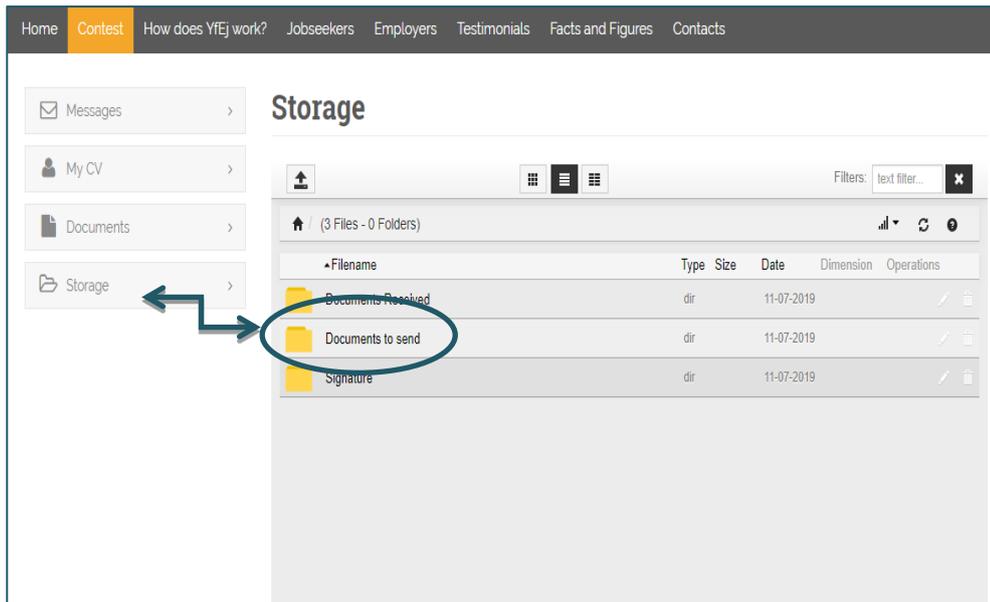


Controlla che il file PDF sia denominato signature (come nell'immagine sopra).

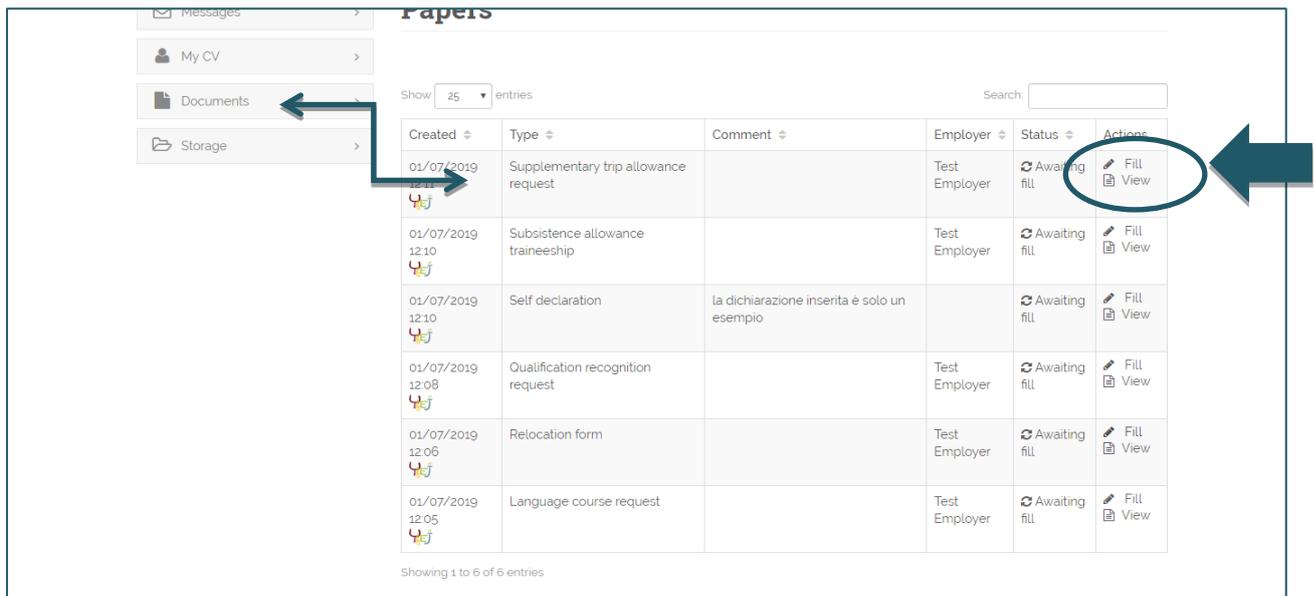
*Solo pochi minuti...*



**Vai alla cartella Documenti da inviare (storage) e carica la dichiarazione attestante la condizione di vulnerabilità, la dichiarazione dei costi sostenuti e copia della ricevuta/fattura**



**Torna al Menù e apri il box Documents; quindi clicca su Fill per il form di richiesta**



**Infine, compila il form di richiesta e clicca su Fill paper**

/ctrl/documents/action/papers/type/fill/d/12557

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**Assicurati di aver inserito i tuoi dati bancari e verifica che tutti i dati siano aggiornati: il benefit richiesto può essere erogato solo se i dati bancari sono corretti!**

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10 **Bank information**  
11 Settings

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## Hai già completato la procedura?

Quando il form è compilato e la documentazione allegata è completa, il tuo consulente e lo staff del progetto verificano la tua richiesta.

In caso di dubbi sulla documentazione o inesattezze, il consulente di progetto potrebbe chiederti ulteriori informazioni o chiarimenti.

Al termine del controllo della documentazione, se i documenti e le informazioni forniti sono corretti, riceverai al più presto il tuo benefit.

**N.B. Provvederà all'erogazione del benefit di progetto la Fondazione Giacomo Brodolini, co-applicant nel progetto, incaricato delle operazioni di pagamento.**

Per maggiori informazioni o chiarimenti non esitare a contattare il tuo consulente!