

CITIZENS

GUIDE



MUNICIPAL
ORDINANCE OF
BASIC CITIZEN
INCOME GUARANTEE

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SOCIABLE
SUPPORTIVE
SUSTAINABLE



Article 25 of the Universal Declaration of Human Rights states that:

“everyone has the right to have a decent standard of living adequate for the health and wellbeing and mainly also the necessary nutrition, clothes, housing, health care and social services of himself and of his family”.

The Spanish Constitution, which agrees to interpret the provisions relating to the fundamental rights and liberties in conformity with the Declaration, lays also down in his article 9.2 that:

“it is up to public authorities to facilitate the conditions for the real and effective freedom and equality of the individual and the groups in which he is integrated; to remove the obstacles that hinder or complicate his fullness and to facilitate the participation of all citizens in political, economic, cultural and social life”.

In developing these values and obligations, the City Council of Santiago de Compostela has the authority and the responsibility for establishing and regulate the set of rights and specific municipal

resources for the citizen of Santiago de **suffering from vulnerability, risk or social exclusion** within the scope of current legislation.

In order to achieve this aim, the City Council passes the Ordinance of Basic Citizen Guarantee which intends to **provide financial and social cover to the temporary lack of income**, caused mainly by the absence of stable and decent employment and after the end of the unemployment benefit. This Ordinance enables to cover basic needs of citizen.

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- + Municipal Income of basic citizen guarantee.
 - + Social rescue benefits:
 - For the coverage of basic.
 - For habitability and energy poverty and basic home equipment.
 - Supplementary benefits for dependency and/or disability.
 - For other exceptional expenses.
 - For promoting the right to education for post-compulsory education.
 - For dental health.

MUNICIPAL INCOME OF BASIC CITIZEN GUARANTEE



01 **What is it?**

It is an economic and temporary benefit linked to a social inclusion program for subjects in situations of vulnerability, risk or social exclusion.

02 **Who can claim the municipal income support?**

Everyone of legal age or emancipated who is in situations of vulnerability, risk or social exclusion and, furthermore, who is not entitled to receive the Galician social inclusion income (Renta de Inclusión Social de Galicia, RISGA), non-contributory pension (in Spanish PNC) or any other benefit or pension with a value equal to or greater than these pensions.

03 **Is it necessary to register?**

Yes, with a minimum of six (6) months immediately before and on a continuous trend until the date of filing of the

application, except in those exceptional cases stated in the autonomous regulations of social inclusion that are currently in force.







04 **Is it necessary to have a legal residence?**

It is not required. Individuals' fundamental rights to life, health or nutrition are not dependent on their administrative situation in the Spanish territory. The administrative situation must be broadly interpreted in accordance with the international and Spanish regulations which assure those fundamental rights.

05 **What is the income limit in order to claim the benefit?**

When the coexistence unit comprises just one single person, the maximum of income allowed is equal to the 100% of the multiplier for the public income index (IPREM)

in force on the date of the application. This maximum income limit will be increased by 10% on each additional person that comprises the coexistence unit up to 150% of the IPREM:

Nº OF PERSONS	INCOME LIMIT (% of the IPREM)	INCOME LIMIT (€/MONTH - 2016)
1 	100%	532.51 €
2 	110%	585.76 €
3 	120%	639.01 €
4 	130%	692.26 €
5 	140%	745.51 €
6/+ 	150%	798.77 €

06 How much will be provided in the municipal benefit?

The City Council will provide 100% of the IPREM to each coexistence unit, increasing it by 10% for each additional member up to 150% of the IPREM. That means, the quantity will be the one represented in the table of quantities of the preceding point.

07 **Can I receive the benefit if I have some incomes?**

Yes, as long as you don't reach the IPREM limits. In this case, those small incomes would be deducted to the quantity of the benefit.

08 **Is it compatible with other benefits or pensions?**

It can not be coordinated with RISGA, PNC or any other incomes greater than these. It is also incompatible with social rescue benefits for the coverage of basic needs.

It should be taken into account that the municipal income is subsidiary of the RISGA or of any autonomic benefit replacing it, of the PNC and of any other pension or benefit of equal or greater value than the aforementioned pensions. In other words, the municipal income may only be claimed if there is no access to the said benefits.

CHART OF COMPATIBILITY BETWEEN THE BASIC CITIZEN INCOME GUARANTEE AND OTHER INCOMES AND BENEFITS

RISGA	NO
NON-CONTRIBUTORY PENSION (PNC)	NO
BENEFITS OR PENSIONS HIGHER THAN RISGA OR PNC	NO
INCOMES, PENSIONS AND BENEFITS LOWER THAN PNC	YES
INCOMES, PENSIONS AND BENEFITS OF OTHER MEMBERS OF THE COEXISTENCE UNIT	YES
SOCIAL RESCUE BENEFITS FOR THE COVERAGE OF BASIC NEEDS	NO
SOCIAL RESCUE BENEFITS (THE REST)	YES

09 What is meant by family or coexistence unit?

It embraces both persons living alone and persons living together in the same residence and being related by marriage, adoption, blood kinship or second grade of kinship (grandparents, great-grandparents, children, grandchildren and aunts and uncles).

10 **What happens if several individuals of the same family or coexistence unit claim a municipal income?**

As a general rule, only one income per coexistence unit will be given. In the event that several persons of the same family or coexistence unit vie for an income, it will be determined in favour of whom the social services decide, in accordance with the concrete circumstances of his or her vulnerability or risk of social exclusion.

In case of equality, women shall take precedence, provided it does not lead to forfeiture of rights or discrimination.

11 **For how long can the income be received?**

Up to twelve (12) months and, if the circumstances persist, it can be extended for a further twelve months.

12 Does the receipt of this income involve any obligation?

Every person of the coexistence unit has to participate in a citizen inclusion program designed by the municipal technical teams and they must not resort to begging or constrain someone to it.

13 What is a citizen inclusion program?

It is a set of actions based on a previous individualized social diagnosis. It is proposed by the social services to the claimant of the income support and his/her coexistence unit in order to favour the social inclusion process.

14 How must the receipt of the income be justified?

As it is a provision of guarantee of basic citizen rights, there will be no need to justify expenditure incurred with invoices, receipts or any other supporting document.

It will be sufficient to submit a follow-up report of the municipal social services.

15 **How long does the City Council take to reply?**

The City Council will reply within a maximum period of three (3) months, but meanwhile, it will be able to provide a social rescue benefit as a matter of emergency in order to attend basic needs.

16 **Can the income support be withdrawn after being granted?**

Failing to satisfy any requirement (like non-performance of the citizen inclusion program), moving to another city council or a rise in incomes so that they exceed the access limits defined in the regulations will be reasons for withdrawal of the income support.

17 **Is it possible to receive social benefits as well as the municipal income support?**

Yes, except social rescue benefits for basic needs coverage, because they are considered to have the same aim and cover the same needs. In any case, access limits and requirements of each specific social rescue benefit must be respected.

SOCIAL RESCUE BENEFITS



01 What do they consist of?

They are a set of extraordinary and one-off economic benefits meant to address emergency situations that affect individuals and coexistence units unable to face them:



Benefits for the coverage of basic: daily food, clothes, housing and room, basic care and basic general necessities which are essential in daily life.



Benefits for habitability and energy poverty and basic home equipment: coverage of electricity and gas supply debts, expenses associated to registration of energy supply contracts in new housings, debts with resident's associations for ordinary expenses, expenses associated to debts previous to the current usual residence

and benefits for furniture and basic household appliances (washing machine, fridge, kitchen, hot water thermos, heater, boiler or others).



Supplementary benefits for dependency and/or disability:

coverage of expenses associated to technical aid that persons who are considered dependant by the competent administration may need. Exceptionally and after medical prescription and social report, financial support for ocular prostheses and hearing aids may be granted.



Benefits for other exceptional expenses:

coverage of expenses associated to other kind of situations that are difficult to predict (for example, costs of medication

or of adaptation of the main residence). This coverage can be provided after an exceptional social report.



Benefits for promoting the right to education for post-compulsory education:

coverage of tuition fees, materials, travel costs, subsistence costs or others intended for pre-school education, vocational education and training, certificate of higher education, secondary education or a university degree of the public educational system or any other supplementary training related to a citizen inclusion program.



Benefits for dental health: financial benefits to ensure the right to dental health that are not covered by the social security.

02 **Who can profit from these benefits?**

Everyone of legal age or emancipated who are in situations of vulnerability, risk or social exclusion, registered in the City Council of Santiago de Compostela and who meets the requirements established for every benefit.

03 **Is it necessary to register?**

Yes, with a minimum of three (3) months immediately before and continued until the date of filing of the application, except in those exceptional cases stated in the autonomous regulations of social inclusion currently in force.







04 **Is it necessary to have a legal residence?**

It is not required. Individuals' fundamental rights to life, health or nutrition are not dependent on their administrative situation in the Spanish territory. The administrative situation must be broadly interpreted in accordance with the international and Spanish regulations which assure those fundamental rights.







05 **What is the income limit in order to claim these benefits?**

Limits differ depending on the benefits and on the number of members of the coexistence unit.

In the case of benefits for basic needs coverage the limits are the same as those of the basic citizen income guarantee:

N° OF PERSONS	INCOME LIMIT (% of the IPREM)	INCOME LIMIT (€/MONTH - 2016)
1 	100%	532.51 €
2 	110%	585.76 €
3 	120%	639.01 €
4 	130%	692.26 €
5 	140%	745.51 €
6/+ 	150%	798.77 €








In the case of the remaining benefits, the limits are the following:

N° OF PERSONS	INCOME LIMIT (% of the IPREM)	INCOME LIMIT (€/MONTH - 2016)
1 	125%	665.64 €
2 	140%	745.51 €
3 	155%	825.39 €
4 	170%	905.27 €
5 	185%	985.14 €
6/+ 	200%	1065.02 €

06 How much will be provided in each benefit and how long is their duration?



Benefits for basic needs coverage

TYPE OF BENEFITS	 QUANTITY	 DURATION
Housing: - housing rent, - monthly mortgage payment, - room in a shared or similar	75% of the monthly costs of housing 100% in the case there are no kind of recourses up to a maximum amount of 100% of the IPREM (535.51 € in 2016)	Maximum of six (6) times in a period of twelve (12) months
Formalization of a lease contract in a new house	100% of the expenditure, up to 75% of the IPREM (399.38 € in 2016)	Once (1) every three (3) years
Remaining basic needs (daily food, clothes and basic care)	1  100% 532.51 €	Maximum six (6) times every calendar year (1)
	2  110% 585.76 €	
	3  120% 639.01 €	
	4  130% 692.26 €	
	5  140% 745.51 €	
	6/+ 150% 798.77 €	



Benefits for habitability, energy poverty and basic housing equipment

TIPE OF BENEFIT	€ QUANTITY	🕒 DURATION	
Electricity and gas supply debts	100% of the expenditure up to 100% of the IPREM (532.51 € in 2016)	A (1) benefit for the same purpose during a period of three (3) years	
Expenses associated to registration of energy supply contracts in new housings	100% of the expenditure up to 100% of the IPREM (532.51 € in 2016)		
Debts with resident's associations for the ordinary expenses	90% of the debts with resident's associations for ordinary expenses up to 200% of the IPREM (1065.02 € in 2016)		
Expenses due to previous debts	90% of the debts up to 200% of the IPREM (1065.02 € in 2016)		
Furniture and basic household appliances	Washing machine	300 €	One (1) or more benefits with a maximum amount of 600 € for each concept during a period of three (3) years
	Fridge	300 €	
	Kitchen	250 €	
	Hot water thermo (80L)	250 €	
	Hot water thermo (50L)	150 €	
	Electrical heater	75 €	
	Gas stove	125 €	
	Heating boiler	600 €	
Others	600 €		



Supplementary benefits for dependency and/or disability



QUANTITY

90% of the expenditure up to a limit of **175% of the IPREM** (931.89 € in 2016)



DURATION

A (1) benefit for this purpose during a period of **three (3) years**



Benefits for other exceptional expenses



QUANTITY

90% of the expenditure up to a maximum of **200% of the IPREM** (1065.02 € in 2016)




DURATION

A(1) benefit for this purpose every **three (3) years**



Benefit for the dental health

TYPE OF BENEFIT	 QUANTITY	COMMENTS
Cleaning	60 €	Amounts and frequency can vary depending on the medical data of every claimant
Filling ans sealing	60 €	
Endodontics	175 €	
Upper or under mobile prostheses	500 €	
Full set of dentures	1000 €	
Others	500 €	



Benefits for promoting the right to education for post-compulsory education

TIPE OF BENEFIT	€ QUANTITY	🕒 DURATION
Non compulsory education from 0-6 years	400 €	One (1) type of benefit per year (1)
Post-secondary studies (not University)	200 €	
University studies or post-graduate studies (first tuition in each subject)	Total cost up to a maximum of 1000 €	
Supplementary training related to a citizen inclusion program	200 €	
Supplement for interurban transport	200 €	
Supplementary assistance for living	200 €	







- 07 Can I receive the benefit if I have some incomes?** Yes, as long as you don't exceed the respective maximum income stipulated for each type of benefit.

08 Is it compatible with other benefits or pensions?

Yes, but it depends on the type of benefit.

It should be taken into account that social rescue benefits for basic need coverage are compatible with AIS benefits, as long as their purpose is not to address primary needs of

CHART OF COMPATIBILITY BETWEEN THE SOCIAL RESCUE BENEFIT AND OTHER BENEFITS

TYPE OF BENEFITS						
RISGA	NO	YES	YES	YES	YES	YES
SOCIAL INSERTION AID (AIS)	YES	NO	NO	NO	NO	NO
OTHER INCOMES WITH THE SAME PURPOSE	NO	NO	NO	NO	NO	NO
BASIC CITIZEN INCOME GUARANTEE	NO	YES	YES	YES	YES	YES
SOCIAL RESCUE BENEFITS (THE REST)	YES	YES	YES	YES	YES	YES

nutrition, household and clothes, or difficulties related to housing, lease payment, or to avoid eviction. In other words, it is compatible with AIS if the purpose is different.

09 **What is meant by family or coexistence unit?**

It embraces both persons living alone and persons living together in the same residence and being related by marriage, adoption, blood kinship or second grade of kinship (grandparents, great-grandparents, children, grandchildren and aunts and uncles).

10 **What happens if several individuals of the same family or coexistence unit claim a municipal income?**

It depends on the type of benefit. In the case of benefits for basic need coverage and of benefits for habitability, energy poverty and basic housing equipment, as a general rule, only one income per coexistence unit will be given.

In the event that several persons of the same family or coexistence unit vie for an income, it will be determined in favour of whom the social services decide, in accordance with the concrete circumstances of his or her vulnerability or risk of social exclusion.

In case of the remaining benefits, they can be granted to one or several members of the same coexistence unit by submitting the respective social report and if the

claimant meets the rest of the requirements that are included in the economic limits of the whole coexistence unit.

11 Does the receipt of these benefits involve any obligation?

Requirements and specific limits must be verified. Every granted benefit must be justified with receipts, invoices and other expense receipts, following the instructions indicated by the Social Services.

12 How must the receipt of the benefit be justified?

It will be necessary to justify specifically each benefit according to the determined terms. Invoices, receipts or expense receipts may be necessary.

13 **How long does the City Council take to reply?**

In the case of benefits for basic needs coverage, once all the documents are presented, social services will issue their proposed report within a maximum term of ten (10) days and the payment will take place immediately after the administrative decision. Regarding the rest of the benefits, the intended time is generally the same as for the basic citizen income guarantee, a maximum term of three (3) months.

14 **Can the income support be withdrawn after being granted?**

Failing to satisfy any requirement, specially the failure to justify the costs, will be reasons for withdrawal of the benefits and their return may be demanded.

DOCUMENTATION AND REQUEST FORMS



When can the applications be submitted?

Both the application for basic citizen guarantee income and the application for social rescue benefits can be submitted at any moment.

What document are needed to submit the applications?

Whether the application is for municipal income support or for social rescue benefits, it's necessary to submit the following supporting documents:

- **Registration in local census**
- **Identity document (ID)**
- **Supporting document of the coexistence unit**
- **Economic circumstances**
- **The school certificates of the minor children of compulsory schooling**

Also any other supporting document that proves the situation of necessity or emergency.

Most of these documents can be requested and filed directly by the City Council if the claimant wants to authorize it.

Where can doubts be consulted and the applications submitted?

At the areas of attention of the Social Services (PASS) by calling for an appointment at **(+34) 981 542 465** or visiting the corporate web:

www.santiagodecompostela.gal

You can also consult the regulations and all the information related on the web created for this project:

mais.social.santiagodecompostela.gal



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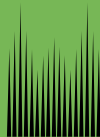
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