



Rules for reimbursement of child/dependent care costs

in the "Direction-Integration" project No. FEKP.08.23-IZ.00-0001/23

§ 1

1. The project initiator is the Kujawsko-Pomorskie Voivodeship. The project implementer is the Voivodeship Labour Office in Toruń (WUP Toruń).
2. The project is co-financed by the European Social Fund Plus (ESF+) under the European Funds for Kujawy and Pomerania 2021-2027, Priority 8 European funds for support in the area of labour market, education and social inclusion, Measure 08.23 Supporting integration of third-country nationals, Specific objective 4i Supporting socio-economic integration of third-country nationals, including migrants.

§ 2

1. The project participant, hereinafter referred to as PP, may apply for reimbursement of the costs of care for a child up to the age of 6, if the child is disabled - up to the age of 18, or a dependent person (requiring constant care due to health or age, connected with PP by family ties or affinity or remaining with him/her in the same household).
2. The cost of care is considered to be:
 - 1) the cost of the fee for staying in a kindergarten, crèche, nursing home or other facility, care institution authorised to take care of children or dependent persons during the project activities;
 - 2) costs arising from civil law contracts e.g. with carers (excluding persons closely related to the PP, his/her child or dependent person remaining in the same household) during the project activities.
3. Refunds are available in particular for persons referred to long-term forms of support (work placement, training of at least 6 hours a day, totaling at least 120 hours) who have no other possibility to provide care for children and/or dependent persons during the socio-occupational activation within the project.
4. The need for reimbursement of child/dependent care costs must be declared during the diagnosis carried out by the career counsellor.
5. The Project Implementer expects that 5% of PPs will be provided with the support until the pool of funds has been exhausted, which fact will be communicated by the Project Implementer via the project website and social media.
6. The project participant can get reimbursed as follows:
 - 1) in the case of a work placement - in an amount in proportion to the duration of the work placement, maximum PLN 746 per month of work placement;
 - 2) courses/training, including vocational training - in an amount in proportion to the duration of the training, PLN 24.87 per training day comprising a minimum of 6 hours of training.
7. In order to apply for reimbursement of child or dependent care costs, the project participant is required to submit:
 - 1) an application for reimbursement of child and/or dependent person care costs (according to the template attached as Appendix 1);
 - 2) complete set of required documents (originals for inspection, the officer of the Implementer accepting the application will make copies of the following):



- a) birth certificate of the child/children - *if applicable*;
 - b) document confirming the health condition of the dependent person, e.g. a disability certificate indicating the need for constant care - *if applicable*;
 - c) contract and a bill or a VAT invoice for the stay of the dependent person or the child in a care facility or institution (nursery, crèche, care home, etc.) - these documents should be issued to the project PP, the documents should clearly show what period, including how many hours of care, they cover. The period should coincide with the period of participation in the project activities - *if applicable*;
 - d) civil law contract with a carer (natural person excluding persons closely related to the PP, his/her child or a dependent person remaining in the common household), containing clear information for which period, including for how many hours, it has been concluded. The period should coincide with the period of participation in the project activities including the time of commuting to classes. A bill for providing care should be enclosed with the contract, together with payment receipts confirming the payment of advance income tax and social and health insurance contributions due - *if applicable*;
 - e) proof of payment of the bill or VAT invoice.
8. Reimbursement will be made to the bank account, as instructed by the PP, after verification of compliance with the attendance list and the correctness of the cost data provided.
 9. In case of missing information or ambiguities, the Project Implementer will request the PP to submit corrections/clarifications within a specified time. If the PP does not comply with the comments of the Project Implementer, the application will not be processed.

§ 3

1. The project participant is obliged to comply with the provisions of these Rules.
2. The Rules are available in the Project Office and on the project website.
3. These Rules shall enter into force on the date of publication.
4. The Voivodeship Labour Office in Toruń reserves the right to make amendments to these Rules. The updated Rules will be communicated by the Project Implementer on the project website.

Appendix 1 - Application for reimbursement of child/dependent care costs.