



SOCIAL SECURITY

## APPLICATION FOR ANTENATAL FAMILY ALLOWANCE AND FAMILY ALLOWANCE FOR CHILDREN AND YOUNG PEOPLE

### INFORMATION AND INSTRUCTIONS FOR COMPLETING FORM RP 5045

The application can be completed electronically. To do so, use the form available at <https://www.seg-social.pt/> in the forms menu and the category *Prestações Familiares* (family benefits).

The application can also be submitted online at the direct social security service (Segurança Social Direta, SSD) at <https://www.seg-social.pt/>

**Note:** Applicants for the family allowance for children and young people who have already applied for the antenatal family allowance, do not need to submit another application.

The application for the family allowance for children and young people, if requested by the mother within 6 months after the birth, is considered valid for awarding the antenatal family allowance, if this was not applied for during the pregnancy.

For help in completing the application, follow the information below. Refer to the titles of the tables in the application form RP 5045.

#### 1 - DETAILS OF THE APPLICANT

##### ► Who can apply for the antenatal family allowance?

Applications for this allowance may be made by pregnant women from the 13th week of pregnancy, when resident in the national territory or having equivalent residence <sup>(1)</sup>.

<sup>(1)</sup> Those considered resident in Portugal are nationals who have their habitual residence in Portugal, and foreign nationals, refugees or stateless people with a valid permit authorising residence in Portugal, without prejudice to other situations arising from what is established in international instruments to which Portugal is bound or applicable legislation.

##### ► Who can apply for the family allowance for children and young people?

Applications for this benefit may be made by people who reside in the national territory or in an equivalent situation <sup>(2)</sup>, who are:

- holders of the right to the benefit if over 18 years old;
- parents, people of equivalent status due to cohabitation, and legal representatives, provided the person entitled to the benefit is part of the household;
- an appropriate person living in the same household as the person entitled to the benefit;
- a person to whom the person entitled to the benefit is entrusted, administratively or judicially;
- an entity that has custody and care of the child or young person, and which, demonstrably, provides assistance or is arranging to provide assistance.

<sup>(2)</sup> Those considered resident in Portugal are nationals who have their habitual residence in Portugal, and foreign nationals, refugees or stateless people with a valid permit authorising residence in Portugal, without prejudice to other situations arising from what is established in international instruments to which Portugal is bound, or applicable legislation.

#### 2 - DETAILS OF THE CHILD OR YOUNG PERSON

##### ► Who are the children and young people?

The identification details of the child or young person must be provided in this table, with an indication of whether they are working.

#### 3 - DETAILS OF THE VALUE OF THE MOVABLE ASSETS OF THE APPLICANT AND THE HOUSEHOLD ON THE DATE THE APPLICATION IS SUBMITTED

##### ► What is the maximum value of movable assets the household can have and still claim the benefit?

Use this table to indicate the total value of the movable assets (values deposited in bank accounts, shares, bonds, postal savings certificates, securities and units in collective investment undertakings and other financial assets) for all members of the household, to show whether these are more than EUR 122.222,40 (corresponding to 240 times the value of the Social Support Index).

The allowance cannot be claimed if the value of the household's movable assets is greater than the value given above.

**Important:** Be aware that if false declarations are made, no further claims for benefits for family costs, unemployment benefits and parenting social allowances can be submitted for 24 months.

#### 4 - COMPOSITION OF THE HOUSEHOLD

► Who are the people who make up the household of the applicant and who should be indicated in the application?

**People are considered to be members of the household when they live in shared households (that is, in a household where they have established among themselves a joint life of mutual help and sharing of resources) and who, on the date the application is submitted, have any of the following family links with the applicant:**

- spouse or person cohabiting with the applicant for more than 2 years;
- adult relatives and similar, in a direct or indirect line, up to the 3rd degree (for example: children, grandchildren, great-grandchildren, siblings; parents, aunts and uncles, grandparents and great-grandparents);
- relatives and others of minority age in any degree of direct or indirect line;
- adopters, guardians and people to whom the applicant is entrusted by a judicial or administrative decision from bodies or services legally competent for this purpose;
- those adopted and under the guardianship of the applicant or any of the members of the household, and children and young people entrusted to the applicant or to any of the members of the household by a judicial or administrative decision from bodies or services legally competent for this purpose.

The shared household situation continues even if the person entitled to the allowance or any of the members of the household is absent for a period of 30 days or less, or for more than 30 days for reasons of health, study, vocational training or in relation to employment, including when the absence began before the date on which the application is submitted.

Children and young people are not included in the household, and are considered as separate, when they are accommodated in one of the following:

- public or private, non-profit social support establishments funded by the State or by other associations under public or private law and in the public interest;
- reception centres, educational centres or detention centres.

#### 5 - HOUSEHOLD INCOME

► What income is taken into account for the award of benefits?

The income to be declared is that relating to all people in the household and relating to the year preceding the year in which the application is submitted.

All income must be indicated, as shown in the tables.

In addition to the income declared in the application, the Social Security services officially consider other income, whether confirmed through the exchange of information with other departments of the Tax and Customs Authority and Social Security services, or from the value of social benefits paid by Social Security.

#### 6 - VALUE OF THE HOUSEHOLD'S MOVABLE ASSETS AS AT 31 DECEMBER OF THE YEAR PRECEDING THAT IN WHICH THE APPLICATION IS SUBMITTED

► What is the value of movable property that is considered as household income?

The value of the movable property must be provided, as described in this table.

If the members of the household have movable assets (values deposited in bank accounts, shares, bonds, postal savings certificates, securities and units in collective investment institutions and other financial assets), the Social Security services will consider as income from capital, the greater of the following:

- the total interest on bank deposits, dividends from shares or income from postal savings certificates and other financial assets, using the information obtained from the departments of the Tax and Customs Authority;
- the value corresponding to 5% of the total movable assets.

**Note:** Where an asset belongs to two or more people in the household (e.g. a bank account) divide the total value by the number of people to whom it belongs and enter the share for each person in their line in the table.

#### 7 - SOCIAL HOUSING OF THE APPLICANT

► Why must social housing be indicated?

This table must be used to indicate whether the applicant and their household live in social housing. If so, this is considered to be equivalent to income, which must be added to the value of the other income.

The amount to be accounted for as income is EUR 46.36, which is to be allocated according to the year in which the benefit is awarded, as follows:

- one-third in year 1 (EUR 15.45)
- two-thirds in year 2 (EUR 30.91)
- the total value of housing support from year 3 onwards (EUR 46.36).

This allocation also applies when public support in the form of social housing is granted after the benefit is awarded, by reference to the year in which that support was granted.

Housing support is defined as residence allowances, rent allowances and all public social housing support, received on a regular basis, including social rent and supported rent.

## 8 - MODE OF PAYMENT

- How is the payment made?

Payment is made by transfer to a bank account and the IBAN for this must be given in the application.

## 9 - THE DECLARATION BY THE APPLICANT

- Is the declaration important?

The declaration, which is made when the application is signed, is important and mandatory.

The award of the benefit depends on this declaration, among other factors.

The applicant is bound by the declarations and authorisations entered in this table after signing and submitting the form to the Social Security services.

## DOCUMENTS TO BE PROVIDED

The application must be submitted with the following documents.

### For the antenatal family allowance and family allowance for children and young people

Documents relating to the applicant, if the applicant does not already have a social security identification number (*Número de Identificação de Segurança Social, NISS*):

- valid identity document (citizen's card, ID card, civil identification certificate, passport, etc.);
- tax identification card, if the citizen's card is not submitted;
- document proving legal residence in the national territory in the case of a foreign national;
- a bank document giving the IBAN, if the application indicates that payment should be transferred to a bank account.

Photocopies of documents proving the members of the household have legal residence in the national territory in the case of foreign nationals.

**Form RV 1017-DGSS, if they do not already have a social security identification number (NISS).**

### For the antenatal family allowance

Medical certificate giving the period of pregnancy (*Tempo de Gravidez*), **Form GF 44-DGSS**.

**Note:** This certificate is not required if the application for the antenatal family allowance is submitted at the same time as the family allowance for children and young people.

### For the family allowance for children and young people

A document proving the applicant's relationship with the child or young person if the applicant is not the mother, father or the young person themselves (example: a document proving that they are a legal representative of the child/young person or that the child/young person lives with and is in the custody and care of the applicant).

Photocopy of the student card or documentary proof of enrolment issued by an educational establishment or a declaration from the establishment of the impossibility of enrolment **for young people aged 16 to 24**.

Application for disability supplement, **Form RP5034-DGSS**, for children/young people **with disabilities**.

## WHERE TO SEND THE APPLICATION

### The application and the accompanying documents must be submitted to:

- the Social Security services, or sent by post to the district centre of the Social Security Institute, I.P. in the area of residence;
- the offices of the Social Security Institute of the Azores or the Social Security Institute of Madeira (for the autonomous regions).

**Note:** The Social Security services may ask for other documents to be submitted.

## WHEN TO SEND THE APPLICATION

Applications for the antenatal family allowance **should be made during pregnancy, if possible** or within 6 months of the month following the birth.

Applications for the family allowance for children and young people should be **made within 6 months** from the month following that in which the event determining the award occurred.

**Note:** If the application is made outside the time period indicated, the family allowance for children and young people will be paid only from the month following that in which the application was submitted.

**Changes after the application has been submitted** must be communicated to the Social Security services using the form *Pedido de Alteração de Elementos* (Request to change details), **Form GF 37-DGSS**.

All the forms referred to above are available on the internet at [www.seg-social.pt](http://www.seg-social.pt) - **under the forms menu**, and can be filled in electronically.