



## I - Information

### 1. Allowances that you may apply for

Through form [RP 5050](#) you may apply for the following allowances:

#### 1.1. Adoption Allowance/Adoption Social Allowance

These allowances cover the following modalities:

	Adoption Allowance	Adoption Social Allowance
	Parental Allowance granted exclusively to the Father	Parental Social Allowance granted exclusively to the Father
	Adoption Allowance	Adoption Social Allowance

Social allowances are granted to people who do not fulfil the entitlement conditions to the allowances granted under the contributory schemes and who have low income. For information on who may apply for the social allowances, please go to paragraph **2.2.**

#### Parental Allowance granted exclusively to the Father/Parental Social Allowance granted exclusively to the Father

These allowances are granted to the father for the following periods:

**28 days** are mandatory, of which:

- ▶ At least **7 consecutive days** must be taken immediately after the child entrustment.
- ▶ **The remaining period**, in consecutive or non-consecutive days, with minimum periods of 7 days, must be taken during the 42 days following the child entrustment.

**7 days** **optional, consecutive or non-consecutive**, provided that they are taken after the mandatory 28-day period and during the Adoption Allowance period.

In the case of multiple adoptions, each period of **28 or 7** days is increased by 2 days for each adopted child, other than the first one.

#### Adoption Allowance/Adoption Social Allowance

These allowances are granted for the adoption of children aged under 15, **for a period of up to 120 or 150 consecutive days**, depending on the adoption candidates' choice. These periods may be counted as of the date of the judicial or administrative entrustment of the minor with a view to adoption.

**30 days are added** to the period of 120 or 150 days, in the following situations:

- ▶ Multiple adoptions (30 consecutive days for each adopted child, other than the first one).
- ▶ Leave period shared by both adopters, if each one takes, exclusively, a period of 30 consecutive days or two periods of 15 consecutive days, following the date of the judicial or administrative entrustment of the minor.

The additional days can be taken by just one of the adopters or shared by both.

The allowance is not granted if the adopted child is the son/daughter of the adopter's spouse or person with whom he/she lives in a *de facto* relationship.

It is possible to anticipate the allowance period up to 30 days to cover the transition and monitoring period. In this case, it is necessary to submit a document issued by the competent institution stating the transition and monitoring period and, subsequently, a document certifying the judicial and/or administrative entrustment of the minor, in order to validate the period.

In what concerns the Adoption Social Allowance, this cannot be accumulated with part-time work.

## 1.2. Adoption Allowance granted to one adopter if the other is unable to take the leave/Adoption Social Allowance granted to one adopter if the other is unable to take the leave

These allowances are granted to one of the adopters, in the event of **physical or mental incapacity or death of the other adopter**, during the Adoption Allowance period that remained to be taken by the other adopter.

The spouse who is not an adoption candidate is only entitled to the allowance if he/she lives in the same household with the adopted child.

Social allowances are granted to people who do not fulfil the entitlement conditions to the allowances granted under the contributory schemes and who have low income. For information on who may apply for the social allowances, please go to paragraph **2.2.**

## 2. Who may apply?

### 2.1. Adoption Allowance

#### Who may apply?

- ▶ Employees (General Scheme).
- ▶ Self-employed persons (General Scheme).
- ▶ Beneficiaries of the voluntary social insurance scheme (scientific research fellows and workers on vessels owned by foreign companies).
- ▶ Holders of unemployment benefits.
- ▶ Beneficiaries in a pre-retirement situation, covered by the general schemes for employees and self-employed persons or by the voluntary social insurance scheme (scientific research fellows and workers on vessels owned by foreign companies).

#### Qualifying conditions

- ▶ **To have completed 6 calendar months with earnings registration** on the first day of the event that determines the protection (qualifying period).
- ▶ To have completed at least one month with earnings registration during the six months immediately preceding the date of the event that determines the protection (in the case of Parental Allowance granted exclusively to the Father).
- ▶ To have taken the respective leaves provided for in the Labour Code, in the case of employees, or equivalent periods in the other cases.

### 2.2. Adoption Social Allowance

#### Who may apply?

- ▶ Citizens residing in the national territory (nationals, foreigners, refugees and stateless persons) who are not covered by any mandatory social protection scheme, or if covered, they are not entitled to the Adoption Allowance.
- ▶ Workers and beneficiaries stated in paragraph 2.1, who are not entitled to the Adoption Allowance and who meet the means-testing condition.

#### Qualifying conditions

- ▶ The income per household member is equal to or lower than 80% of the Social Support Index (IAS) value (means-testing).

The Social Support Index (IAS) value is **509,26 EUR**.

#### Household

- ✓ People who live together in a common economy **are considered household members**, i.e., people who live in the same dwelling and have established among themselves a common experience of mutual help and sharing of resources, having with the applicant, at the date of the application submission, the following family relationship:
  - ▶ Spouse or person living with the applicant in a *de facto* relationship for more than two years.
  - ▶ Adult relatives and kin, in straight line and in collateral line, up to the 3<sup>rd</sup> degree (for example: children, grandchildren, great-grandchildren, brothers/sisters, parents, uncles/aunts, grandparents and great-grandparents).
  - ▶ Minor relatives and kin, of any degree, in straight line and in collateral line.
  - ▶ Adopters, guardians and people to whom the applicant is entrusted by judicial or administrative decision from entities or services legally competent for that purpose.

## Household (continuation)

- ▶ Children and young people adopted and protected by the applicant or by any member of the household and children and young people entrusted to the applicant or to any member of the household, by judicial or administrative decision from entities or services legally competent for that purpose.

Household members who are temporarily absent due to work, educational, professional training or health reasons are also considered to be living in a common economy.

- ✗ In the household composition, do not include children and young people who are accommodated in:
  - ▶ Non-profit social support establishments, public or private, whose operation is financed by the State or other legal persons governed by public law or private law and of public utility.
  - ▶ Reception centres, educational or detention centres.

## € Income

**The monthly gross income (without deductions) to be declared** concerns all the household members.

In addition to the declared income, the Social Security services consider, *ex officio*, information on other income, either through the exchange of information with the Tax and Customs Authority services, or through consultation in the Social Security Information system of the value of Social Security benefits paid to the household members.

## Movable assets

Please state the value of the movable assets. If the household members have movable assets (bank deposits, shares, postal savings certificates and other financial assets), the highest values of the following assets shall be considered as capital income by the Social Security services:


- ▶ The total value of interest on bank deposits, stock dividends or income from postal savings certificates and other financial assets. This information is obtained through the exchange of information with the Tax and Customs Authority services.
- ▶ 5% of the total value of movable assets.


If one asset (e.g.: Bank account) belongs to two or more household members, please divide the total value of the asset by the number of persons to whom it belongs and indicate the value for each person in the row of the table corresponding to him/her.


### 3. Amounts of the allowances

The daily values correspond to percentages of the beneficiary's Reference Remuneration (RR), with minimum limits established according to the Social Support Index (IAS – *Índice dos Apoios Sociais*) value:


#### 3.1. Adoption Allowance

 <b>120-days option</b>	Daily Values RR %
Adoption Allowance	100%
Parental Allowance granted exclusively to the father (28 mandatory days and 7 optional days)	


 <b>150-days option</b>	Daily Values RR %
Adoption Allowance	80%
Parental Allowance granted exclusively to the father (28 mandatory days and 7 optional days)	100%

 <b>150-days option (120 + 30 additional days per sharing)<sup>1</sup></b>	Daily Values RR %
Adoption Allowance	100%
Parental Allowance granted exclusively to the father (28 mandatory days and 7 optional days)	


<sup>1</sup> Each adoption candidate must take, exclusively, a period of 30 consecutive days or two periods of 15 consecutive days, following the initial 42-day period taken after the adoption.


 <b>180- days option (150 days + 30 additional days per sharing)<sup>1</sup></b>	Daily Values RR %
Adoption Allowance	83%
Parental Allowance granted exclusively to the father (28 mandatory days and 7 optional days)	100%

<sup>1</sup> Each adoption candidate must take, exclusively, a period of 30 consecutive days or two periods of 15 consecutive days, following the initial 42-day period taken after the adoption.

 <b>180-days option (150 + 30 additional days with period shared with the father)<sup>2</sup></b>	Daily Values RR %
Adoption Allowance	90%
Parental Allowance granted exclusively to the father (28 mandatory days and 7 optional days)	100%

<sup>2</sup> In which the father takes 60 consecutive days or 2 periods of 30 days, in addition to the period granted exclusively to the father.

 <b>Additional periods for all the options</b>	Daily Values RR %
Birth of multiples (additional 30 days for each baby other than the first one) Host family care - 30 days for each foster child (up to one year of age) other than the first one	100%
Additional period to the Adoption Allowance period due to prematurity (birth of a premature child) - The entire period of the child's hospitalisation, as well as the 30 days after hospital discharge	
Additional period to the Adoption Allowance period due to the child's hospitalisation immediately after the postpartum hospitalisation period - The entire period of the child's hospitalisation, up to a limit of 30 days	

 <b>Accumulation of leave with part-time work</b>
If you choose to accumulate your leave with part-time work after the 120-day period, the daily value of the allowance corresponds to half the value calculated according to the percentage applied to the reference remuneration.

## What is the reference remuneration (RR)?

The RR is defined by the following formulas:

- ▶ **R/180** where **R** is equal to the **total amount of remunerations** registered in the first 6 calendar months preceding the second month prior to the beginning of the absence from work;  
OR
- ▶ **R/(30xn)**, in cases where there are no remunerations registered in the reference period indicated above due to the aggregation of contributory periods, with **R** being equal to the total amount of remunerations registered from the beginning of the reference period until the beginning of the month in which the absence from work occurs and **n**, the number of months to which they refer.

The total amount of remunerations registered does not include the holiday pay, Christmas bonus or other payments of a similar nature.

### 3.2. Adoption Social Allowance

The allowance daily values correspond to a percentage of the Social Support Index (IAS – *Indexante dos Apoios Sociais*) daily value:

Period	Daily values - % of 1/30 of the IAS value
120 days of leave/allowance	
150 days (120+30 additional days) per sharing of leave/allowance	80% <sup>1</sup>
Additional periods due to multiple adoptions	
180 days (150+30 additional days) per sharing of leave/allowance	66%
150 days of leave/allowance	64%

<sup>1</sup> This also applies to the Parental Social Allowance granted exclusively to the father.



In what concerns the Parental Social Allowance, this cannot be accumulated with part-time work.

## II - Completion Instructions

**Table 3** “Adoption leave shared by both candidates”

### 3.2. Period of leave/absence from work

- ▶ You must indicate the period(s) of absence from work and the **number of consecutive days** corresponding to that (those) period(s), including Saturdays, Sundays and holidays.
- ▶ In the case of **Adoption Allowance or Adoption Social Allowance**, in a situation where **the leave/allowance period is shared**, there cannot be an interruption between the end of one adopter’s leave/allowance period and the beginning of the other adopter’s leave/allowance period.
- ▶ The duration of the mandatory period granted exclusively to the father is 28 days, of which:
  - ▷ At least 7 consecutive days must be taken immediately after the child entrustment;
  - ▷ The remaining period, in consecutive or non-consecutive days, with minimum periods of 7 days, must be taken during the 42 days following the child entrustment.
- ▶ If, after the 120-day period, you intend to accumulate your leave with part-time work, the period to be indicated must correspond to half days of work. The daily value of the allowance shall be half of the value calculated according to the percentage applied to the reference remuneration.

#### **Table 4** “Adoption leave not shared by both candidates”

Period of leave/absence from work:

- ▶ If you intend to take the adoption leave during the transition period, the maximum period is 30 days.
- ▶ You must indicate the period(s) of absence from work and the number of consecutive days corresponding to that (those) period(s), including Saturdays, Sundays and holidays.
- ▶ The duration of the mandatory period granted exclusively to the father is 28 days, of which:
  - ▷ At least 7 consecutive days must be taken immediately after the child entrustment;
  - ▷ The remaining period, in consecutive or non-consecutive days, with minimum periods of 7 days, must be taken during the 42 days following the child entrustment.
- ▶ If, after the 120-day period, you intend to accumulate your leave with part-time work, the period to be indicated must correspond to half days of work. The daily value of the allowance shall be half of the value calculated according to the percentage applied to the reference remuneration.

#### **Table 5** “Adoption Allowance/Adoption Social Allowance granted to one adoption candidate if the other is unable to take the leave”

You must indicate the period(s) of absence from work and the **number of consecutive days** corresponding to that (those) period(s), including Saturdays, Sundays and holidays.

#### **Documents to submit**

- ▶ For all of the Adoption Allowance modalities:
  - ▷ Identification Form - [RV 1017](#), if the allowance beneficiary does not have a Social Security Identification Number;
  - ▷ Certification of administrative or judicial entrustment of the adopted minor if the adoption process did not take place in the social security services.
- ▶ For the Adoption Allowance granted to one adopter if the other is unable to take the leave/Adoption Social Allowance granted to one adopter if the other is unable to take the leave:
  - ▷ Medical certificate attesting the physical or mental incapacity of the other adopter or Death Certificate;
- ▶ For the Adoption Allowance/Adoption Social Allowance if you choose to take the leave during the transition period:
  - ▷ Certification of the transition and monitoring period issued by the host institution.