

Translation of “Avviso benefici socio-assistenziali 2023”

Announcement for access to social and welfare benefits for SISSA employees, students and research fellows

Applications can now be submitted for benefits for expenses incurred during the year 2023 (01.01.2023 – 31.12.2023) according to Art.10 of the “Regulation governing social welfare benefits for SISSA employees, students and research fellows”, issued by Director’s Decree no.662 dated 04.10.2022 (hereinafter referred to as “Regulation”).

1 – SUBJECTS ENTITLED TO APPLY

1. SISSA employees, students and research fellows are entitled to submit an application for social and welfare benefits, with the exception provided for in Art.8 below in the event of death of the employee, student or research fellow.
2. Employees, professors, researchers and research fellows are entitled to apply as long as they have worked at SISSA for at least 9 consecutive months. The expenses to which the allowance refers must have occurred in 2023, while the applicant was on duty at SISSA.
3. Students are entitled to apply if on the date they incurred the expense to which the allowance refers they were enrolled in a PhD course.

2 – FINANCIAL COVERAGE AND SETTLEMENT

1. The total budget, inclusive of the charges to the employer as required by current legislation, amounts to EUR 46.777,25 for the allowances referred to in Art.9, par. 3, points IV, V and VI of the Regulation.
2. The financial coverage for each allowance is allocated as follows:
 - a. health and medical expenses (Art.6 of Regulation): EUR 32.744,08
 - b. health and medical expenses for PhD students (Art.6a of Regulation): EUR 9.823,22
 - c. textbook expenses (Art.7 of Regulation): EUR 2.104,98
 - d. funeral expenses (Art.8 of Regulation): EUR 2.104,98
3. Should residual amounts be available for any of the above-mentioned allowances, they will be proportionally split and allocated amongst all the allowance categories.
4. The deadline for the payment of allowances is 31.01.2024.

3 – ALLOWANCE AWARDING CRITERIA

1. An ISEE (equivalent economic situation indicator) certification valid until 31.12.2023 must be attached to the application, if required. According to the ISEE value, the applicant falls within one of the brackets outlined in the table below:

Bracket	ISEE Value	Percentage
I	up to € 15.000	80%
II	from € 15.000,01 to € 25.000	70%
III	from € 25.000,01 to € 30.000	60%
IV	from € 30.000,01 to € 35.000	50%
V	from € 35.000,01 to € 40.000	40%
VI	over € 40.000	No contribution

2. The percentage is applied to the sum of the amounts indicated in the documents submitted by the applicant.

3. The required ISEE certification is identified as follows:

- “ISEE Ordinario” (standard ISEE): it contains general information regarding personal data, income and assets situation of the family;
- “ISEE minorenni” (underage ISEE) for unmarried parents who are not living together: this certification is useful to have access to benefits for minors, in case of unmarried parents who do not live together. The ISEE value is calculated taking into account the economic situation of the unmarried and non-cohabiting parent, so as to check whether or not it affects the ISEE certification of the minor’s family unit (equivalent to the standard ISEE).
- “ISEE Dottorato” (PhD ISEE): the applicant may choose to refer to a smaller family unit.

4 – TERMS AND DEADLINE FOR SUBMITTING THE APPLICATIONS

1. The application form (annex A) must be filled out in the relevant sections and accompanied by:

a) Documentation required for each allowance, as indicated below, as evidence of the incurred expenses;

b) If required for the specific allowance, an ISEE Certification (“ordinario” or “minorenni”) valid until 31.12.2023, referring to the economic situation of the applicant and his family unless otherwise specified. This certification must be free of discrepancies (reported by INPS). Applicants who are not fiscally resident in Italy shall submit an ISEE simulation that can be obtained at a Fiscal Assistance Centre (CAF). For further information, applicants may contact the HR Office at welfare@sisssa.it.

c) a copy of a valid ID of the applicant (only if the applicant is no longer on duty at SISSA or, in the event described in Art.8 below, if the request is submitted by a member of the employee’s family unit).

2. **The form and the other documents must be sent in .pdf format at welfare@sisssa.it from the applicant’s institutional mailing address (...@sisssa.it) no later than 09.01.2024.**

It is recommended that the subject line of the email be “Welfare 2023”. After sending the request, the applicant will receive a message confirming its receipt.

3. If the applicant is no longer on duty at SISSA or, in the event described in Art. 8 below, if the application is submitted by a family member of SISSA employees/students/research fellows the email may be sent from another mailing address. In this case, a copy of a valid identity document of the declarant must be attached, pursuant to par. 1, letter c) above.

4. No application can be submitted for the reimbursement of expenses already paid by another company or Organization.
5. Health expenses are tax deductible for their full amount, including the amount refunded by the School.
6. No more than one allowance application may be submitted to cover to the same expense, even if submitted by several applicants.
7. If the application is incomplete or lacks some mandatory documents, or if the ISEE certification is not compliant, the competent office will ask to remedy within a specified deadline. If the required documents are not received by the deadline, the application will be discarded.

5 – HEALTH AND MEDICAL EXPENSES INCURRED BY EMPLOYEES, PROFESSORS, RESEARCHERS, RESEARCH FELLOWS FOR THEMSELVES, FOR FAMILY MEMBERS, OR FOR STUDENTS’ FAMILY MEMBERS

1. An allowance is foreseen for health and medical care expenses incurred in the year 2023 by the applicant and/or by family members who are included in the applicant’s ISEE certification.
2. The applicant has to submit the ISEE Certification and a copy of invoices or receipts concerning the expenses referred to in paragraph 1. The name of the person who benefited from the service must be clearly stated in these documents.
3. Original documents may be required at a later date.
4. The maximum amount payable to each applicant is EUR 1.100,00.

6 - HEALTH AND MEDICAL EXPENSES FOR STUDENTS

1. The allowance is paid for health and medical care expenses incurred in the year 2023 by the students for themselves, upon submission of the “ISEE Dottorato” certification.
2. The applicant has to submit the ISEE Certification and a copy of invoices or receipts concerning the expenses referred to in paragraph 1. The name of the person who benefited from the service must be clearly stated in these documents.
3. Original documents may be required at a later date.
4. The maximum amount payable to each applicant is EUR 1.100,00.

7 – TEXTBOOK EXPENSES

1. An allowance is foreseen for the personnel as a contribution towards the costs incurred in the year 2023 for the purchase of University and higher education textbooks.
2. The applicant has to submit a copy of invoices or receipts or specific tickets as evidence of the expenses referred to in paragraph 1. A list of the purchased texts must be clearly stated in these documents.
3. The maximum amount payable to each applicant is EUR 300,00.

8 – FUNERAL EXPENSES

1. In the event of death of the spouse or partner, first-degree relatives in the direct ascending or descending line (i.e. children or parents) or other family members included in the applicant’s ISEE certification, a contribution is foreseen towards funeral expenses incurred in the year 2023.
2. In the event of death of the employee/student/research fellow in the year 2023 the spouse or partner, first-degree relatives in the direct ascending or descending line (i.e. children

or parents) or other family members included in the ISEE certification are entitled to send the request for the allowance.

3. The applicant has to submit the ISEE Certification and a copy of invoices, receipts or tickets concerning the expenses referred to in paragraphs 1 and 2. The name of the deceased must be clearly stated in these documents.
4. The maximum amount payable to each applicant is EUR 500,00.

9 – TOTAL MAXIMUM AMOUNT

1. The total maximum amount payable to each applicant cannot exceed to EUR 1.500,00, regardless of the threshold for each aforementioned allowance.

10 – ALLOWANCE ALLOCATION

1. Once the deadline for submitting the applications has expired, the HR Office draws up a list of eligible applicants by ISEE bracket for each type of allowance, according to the criteria set out in Art.3.
2. Pursuant to Art.10, par.4, of this Regulation, if some applications have to be rejected because of financial constraints, those who have benefited from the allowance in the previous two years (2020 and 2021) shall not be eligible.
3. Should the budget for each allowance not allow to satisfy all eligible applications, priority shall be given to the applicants with the lowest ISEE value.
4. The allowances will be allocated by Director's Decree and will be paid by January 2023.

11 – FINAL PROVISIONS

1. Pursuant to Art.10, par.2, of this Regulation, in the event of false declarations any allowance already received shall be forfeited, with the subsequent obligation to refund it and the immediately effective exclusion from the list of beneficiaries for a three-year period, including the calendar year in which the contribution is paid, without prejudice to any other legal implication.
2. The Administration will carry out checks to verify the truthfulness of self-certified data.
3. This announcement is published in the Official Journal of SISSA from the protocol date to January 9th, 2024.
4. For all matters not expressly mentioned in this announcement, please refer to the Regulation.
5. For further information, please contact the HR Office at welfare@sisssa.it.

The Secretary General
Dr. Marco Rucci
(Italian version signed digitally)

Att: Application for social welfare benefits 2023

pb