

EURES – TARGET MOBILITY SCHEME (TMS)

Candidate application for Integration to Subsistence Allowance

Instructions for jobseekers

(Version 2 - November 2022)

Have you already received an offer for a **traineeship/apprenticeship** (a work contract is not eligible for this measure) from an employer registered in EURES TMS? If so, please verify the eligibility conditions with your Adviser in order to apply for this financial benefit.

The cost of living temporarily in a foreign country can be a major obstacle for mobile trainees/apprentices. A low income may be insufficient to cope with needs such as housing, food and transport costs. For this reason, **EURES TMS supports trainees and apprentices in their mobility experience in another EU Member State, Norway or Iceland.**

Not all traineeship can receive project support, please check the following conditions:

- the EURES TMS supports **work-based experiences**, while **educational ones are excluded**
- contracts must be **in line with the country of destination laws** and compliant with the project **quality standards**
- employer **must remunerate** your traineeship/apprenticeship. Voluntary experiences are not financed by EURES TMS.

How can you calculate your monthly financial support? And how long will you benefit from it?

This measure aims to grant you a **complementary income** whenever there is a **proven difference** between **your actual remuneration/compensation** (due from the employer to you) **and the average remuneration paid to any worker having your equivalent function** and level of responsibilities in the hosting country.

The amount (maximum **660 EUR** for a **maximum of 6 months**) is calculated considering the **difference between** your remuneration/compensation received and the salary of a worker in the same company performing equivalent tasks. It is the Employer to attest the difference by writing a declaration.

How to get the Subsistence allowance

This financial measure can be claimed by two request forms

- *Candidate request of authorization for subsistence allowance: see how to request the authorization in 5 steps (pp. 3 -11)*
- *Candidate application for monthly payment of subsistence allowance each month: see how to request the payment in 4 steps (12-19)*

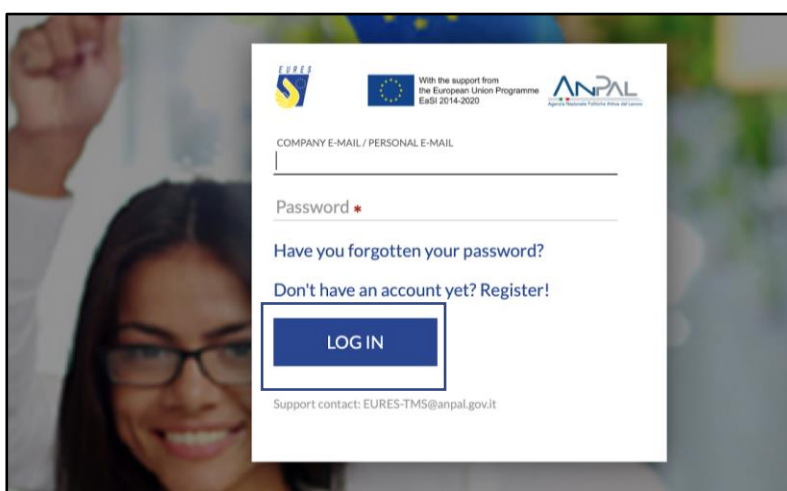
HOW TO GET THE SUBSISTENCE ALLOWANCE IN 5 STEPS

1

Login to the project platform

→ Login into your dashboard by inserting your e-mail and password (#1.1)

1.1



2

Activate the Subsistence Allowance financial benefit

Please, check the notices you receive in your dashboard to be informed on the status of your selection and benefit request



→ From **Home** go to the **Job Vacancies** section (#2.1), select the **Job Vacancy** for which you want to apply for the benefit (#2.2) and click on **Activate Requests/Subsistence Allowance** (#2.3)

The screenshot shows the EURES dashboard with a sidebar on the left containing links: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area is divided into three columns. The first column contains sections for Profile (with contact info), Bank Data (with IBAN and SWIFT), and Curriculum Vitae. The second column is titled 'Job Vacancies' (circled 2.1) and shows 'My Vacancies: 2' and 'Published Job Vacancies: 61'. It lists two vacancies: 'n. 1302 - test 10 novembre' and 'n. 1305 - Job Vacancy IP' (circled 2.2). The third column shows 'Activate Requests:' with a 'Language Course' button (circled 2.3) and a 'Subsistence Allowance' button (circled 2.3).

→ Read the instruction you receive and click on **OK** (#2.4)

The dialog box is titled 'INFORMATION' and 'Subsistence Allowance Benefit Request Form'. It contains the text: 'You satisfy the requirements to ask a benefit for Subsistence Allowance. Once submitted your request will be'. At the bottom, there are two buttons: 'CANCEL' and 'OK' (circled 2.4).

→ Read the instruction you receive and click on **OK** (#2.5)

2.5

INFORMATION

The benefit request form has been successfully activated.
It can be filled in under the homonymous sub-item of the menu 'Benefits Requests'

OK

→ The benefit **Subsistence** application form page will automatically launch. You have the option to complete the form later by clicking on **Save to Draft** (#2.6)

Home

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

FORM DATA

Monthly gross salary JS

Currency with which you want to provide the quantity

Document of the type of monthly salary

If you selected 'Other' specify the details

Monthly gross salary worker

Currency with which you want to provide the quantity

2.6

SAVE TO DRAFT

COMPLETE

CANCEL

→ You can now find the **Subsistence Allowance** in the **Activated Benefit Requests** section (#2.7)

Home

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

Subsistence Allowance: 1

↑ ID	EMPLOYER	VACANCY
5061	Employer	Job Vacancy IP

Forms List

2.7

3

Select Subsistence Request form

→ From **HOME**, go to **Activated Benefit requests** (#3.1), go to the **Subsistence Allowance**, select **Form List** (#3.2) and click on **Subsistence Draft** (#3.3)

The screenshot shows the EURES portal interface. On the left is a sidebar menu with options: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The top navigation bar includes 'Subsistence Allowance: 1' (circled 3.1) and a 'Forms List' button (circled 3.2). The main content area displays a table with columns 'ID', 'EMPLOYER', and 'VACANCY'. The table contains one row with ID '5061', Employer 'Employer', and Vacancy 'Job Vacancy IP'. Below the table, a detailed view of the 'Subsistence n.5061' is shown, including 'Job Vacancy IP', 'Authorization n.126', and a 'DRAFT' status (circled 3.3).

ID	EMPLOYER	VACANCY
5061	Employer	Job Vacancy IP

Subsistence
n.5061

- Job Vacancy IP
- Authorization n.126
- DRAFT**

4

Fill in Subsistence Request form

→ The Form will automatically open, insert all the data required in **Form Data** and check that all information you provided (**Jobseeker**, **Vacancy** and **Hiring Contract Data**) is correct (#4.1)

→ Upload the annexes required (#4.2)

Please refer to the FAQ at the end of the document to make sure that you have correctly uploaded the attachments

If you haven't done it yet: fill in the **bank details item**. If you have already done it, make sure that all data are up-to-date and correctly filled. Please consider that the required financial benefit is payable only if your bank details are correct.
The payment will be executed to the bank account indicated in this stage.

ATTENTION: change the bank details only within the project platform, after entering with your credentials. Keep your bank information secret and be wary of emails or calls from people asking for your bank details or other information: they could be scammers! Check that your ID card uploaded is still valid and, if not, kindly, upload the new one before signing your application form!

→ **Complete** the Application Form (#4.3)

The screenshot shows a web interface for completing an application form. On the left is a sidebar with navigation links: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main area is titled 'FORM DATA' and contains the following fields:

- FIRST NAME: Job
- SURNAME: Seeker
- Fiscal/Tax Code
- NATIONALITY: ITALIAN
- REGISTRATION STATUS/COUNTRY: BE - Belgique/België/Belgium
- REGISTRATION REGION: BEZZ - Extra-Regio NUTS 2
- REGISTRATION CITY: BEZZZ - Extra-Regio NUTS 3 - test
- STATUS/COUNTRY OF RESIDENCE: BE - Belgique/België/Belgium
- REGION OF RESIDENCE: BEZZ - Extra-Regio NUTS 2
- STATE/COUNTRY OF DOMICILE: BE - Belgique/België/Belgium
- PLACE OF DOMICILE: BEZZZ - Extra-Regio NUTS 3 - test
- PHONE

At the bottom right, there are three buttons: 'SAVE TO DRAFT', 'COMPLETE', and 'CANCEL'. A box labeled '4.3' is positioned over the 'COMPLETE' button.

→ Read the instruction you received and click on **OK** (#4.4)

The screenshot shows a confirmation dialog box with the following text:

NOTICE
Are you sure you entered the correct and updated bank details?
Attention!

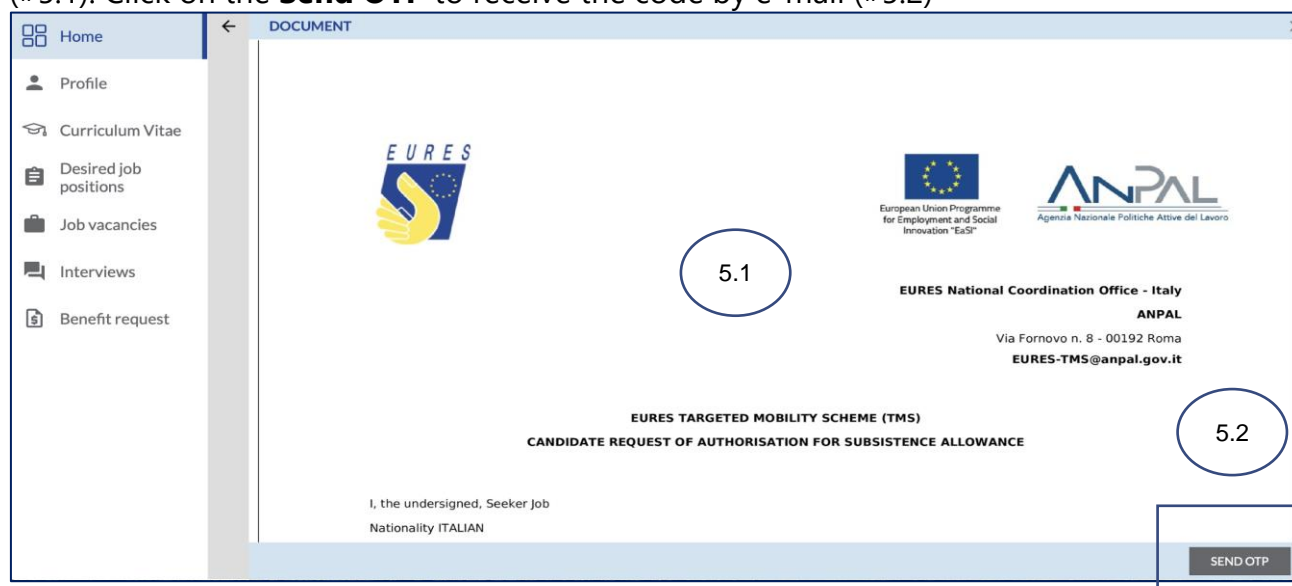
The payment will be made on the bank details indicated in this financial benefit form.

At the bottom, there are two buttons: 'CANCEL' and 'OK'. A box labeled '4.4' is positioned over the 'OK' button.

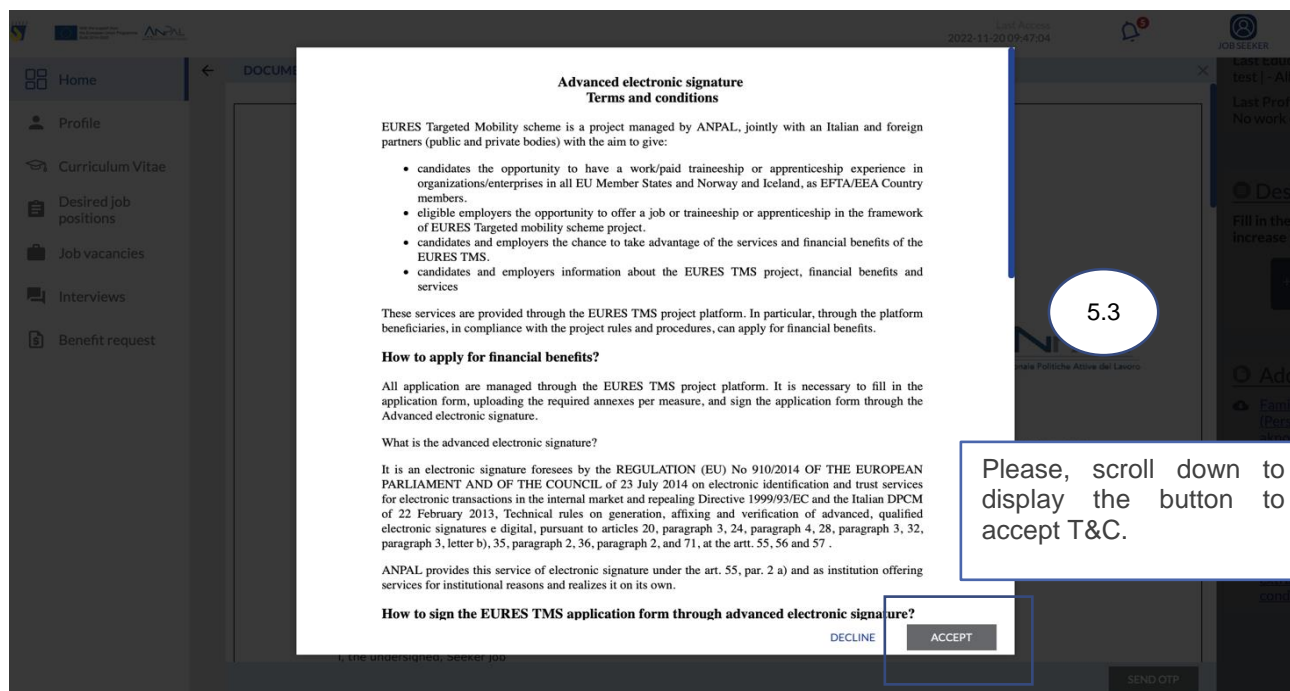
5

Sign the Subsistence Allowance Request with One Time Password code

→ By clicking on **Complete**, the **Application for Subsistence** preview automatically opens (#5.1). Click on the **Send OTP** to receive the code by e-mail (#5.2)



→ Read carefully the **Terms and Conditions** then **click** on **Accept** (#5.3)



**Advanced electronic signature
Terms and conditions**

EURES Targeted Mobility scheme is a project managed by ANPAL, jointly with an Italian and foreign partners (public and private bodies) with the aim to give:

- candidates the opportunity to have a work/paid traineeship or apprenticeship experience in organizations/enterprises in all EU Member States and Norway and Iceland, as EFTA/EEA Country members.
- eligible employers the opportunity to offer a job or traineeship or apprenticeship in the framework of EURES Targeted mobility scheme project.
- candidates and employers the chance to take advantage of the services and financial benefits of the EURES TMS.
- candidates and employers information about the EURES TMS project, financial benefits and services

These services are provided through the EURES TMS project platform. In particular, through the platform beneficiaries, in compliance with the project rules and procedures, can apply for financial benefits.

How to apply for financial benefits?

All application are managed through the EURES TMS project platform. It is necessary to fill in the application form, uploading the required annexes per measure, and sign the application form through the Advanced electronic signature.

What is the advanced electronic signature?

It is an electronic signature foreseen by the REGULATION (EU) No 910/2014 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC and the Italian DPCM of 22 February 2013, Technical rules on generation, affixing and verification of advanced, qualified electronic signatures e digital, pursuant to articles 20, paragraph 3, 24, paragraph 4, 28, paragraph 3, 32, paragraph 3, letter b), 35, paragraph 2, 36, paragraph 2, and 71, at the art. 55, 56 and 57.

ANPAL provides this service of electronic signature under the art. 55, par. 2 a) and as institution offering services for institutional reasons and realizes it on its own.

How to sign the EURES TMS application form through advanced electronic signature?

DECLINE ACCEPT

5.3

Please, scroll down to display the button to accept T&C.

→ Enter the **OTP** you received by e-mail (#5.4) and sign the **Subsistence Allowance Request** by clicking on **Confirm** (#5.5)



EURES

 With the support from
the European Union Programme
EaSI 2014-2020

ANPAL
Agenzia Nazionale Politiche Attive del Lavoro

Dear Mr. Rossi

Here is the OTP code you need to sign the document you are sending to us.
717328

Please Note:
If it wasn't you, please contact the technical support.

Best Regards,
The project team
EURES National Coordination Office Italy

TMS ©2022

5.4

PLEASE NOTE: The OTP will be sent to the email address you provided in the registration form!

5.5

DOCUMENT SIGNATURE

Entering the One time password (OTP), you SIGN the request form

Enter the OTP code that you will find in your email and press the CONFIRM button. The code will expire in 10 minutes

+

CANCEL
CONFIRM

PLEASE NOTE:
The OTP expires within 10 minutes!

→ Your **Subsistence Allowance Request** has been correctly signed, click on **OK** to complete the procedure (#5.6)

5.6

INFORMATION

The document was successfully signed

OK

→ Your **Subsistence allowance Request** has been **Sent** (#5.7) and it is ready to be checked by your Adviser

Please Note: every time your status changes, you will receive an e-mail or a notification on your dashboard

Home

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

Subsistence Allowance: 1

ID	EMPLOYER	VACANCY
5061	Employer	Job Vacancy IP

[Forms List](#)

Subsistence
n.5061

- Job Vacancy IP
- Authorization n.126
- SENT

OK

[Download Document](#)

→ Once your Adviser has approved your **Subsistence Allowance Request**, the status will change to **Authorized** (#5.7) and you can proceed with the payment request (#5.8)

Home

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

Subsistence Allowance: 1

↑ ID	EMPLOYER	VACANCY
5061	Employer	Job Vacancy IP

Forms List

Subsistence n.5061

Job Vacancy IP

Payment request n.195

DRAFT

Subsistence n.5061

Job Vacancy IP

Authorization n.126

AUTHORIZED

\$ 1000.00

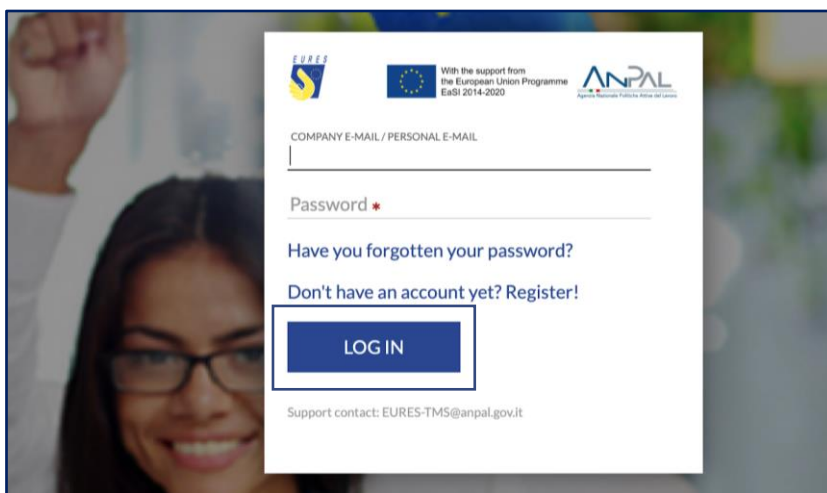
Download Document

HOW TO REQUEST THE CANDIDATE MONTHLY PAYMENT REQUEST IN 4 STEPS

1

→ Login into your dashboard by inserting your e-mail and password (#1.1)

1.1



2

Fill in the Subsistence Allowance Monthly Payment Request

Please Note: this form should be filled in every month (for a maximum duration of 6 months). You don't need to activate the financial benefit again as you already did it before (step 2 of authorization request)

→ From your Dashboard go to **Activated Benefit Request** section, go to **Subsistence Allowance** (#2.1), select **Form List** (#2.2) and click on **Subsistence Payment Draft** (#2.3)

The screenshot shows the EURES dashboard interface. On the left is a sidebar with navigation links: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area is titled 'Subsistence Allowance: 1'. It contains a table with columns 'ID', 'EMPLOYER', and 'VACANCY'. The table has one row with ID '5061', Employer 'Employer', and Vacancy 'Job Vacancy IP'. To the right of the table is a 'Forms List' dropdown menu. Below the table, there is a detailed view of the 'Subsistence n.5061' allowance, showing 'Job Vacancy IP', 'Payment request n.195', and 'DRAFT' status. To the right of this, there is a summary of the allowance, showing 'Job Vacancy IP', 'Authorization n.126', 'AUTHORIZED' status, and a value of '\$ 1000.00'. At the bottom right, there is a 'Download Document' link.

3

Fill in the Monthly Subsistence Payment Allowance Request Form

→ The Form will automatically open, insert all the data in **Form Data** and check that all information you provided (**Jobseeker, Vacancy, Hiring Contract** and **Bank Data**) is correct (#3.1)

Please refer to the FAQ at the end of the document to make sure that you have correctly uploaded the attachments

Home

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

FORM DATA | JOB SEEKER DATA | VACANCY DATA | HIRING CONTRACT DATA | BANK DATA | ATTACHED DOCUMENTS

VALIDATION DATE OF THE AUTHORIZATION
25/11/2022

Month

Amount

CURRENCY WITH WHICH YOU WANT TO PROVIDE THE QUANTITY
Eur [EUR]

3.1

→ Upload the annexes required (#3.2) and complete the **Payment Request Form** (#3.3)

Home

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

FORM DATA | JOB SEEKER DATA | VACANCY DATA | HIRING CONTRACT DATA | BANK DATA | ATTACHED DOCUMENTS

PAY SLIP OR OTHER
[Select file](#)

ADD OTHER DOCUMENTATION
[Add](#)

3.2

3.3

SAVE TO DRAFT | COMPLETE | CANCEL

If you haven't done it yet: fill in the **bank details item**. If you have already done it, make sure that all data are up-to-date and correctly filled. Please consider that the required financial benefit is payable only if your bank details are correct.

The payment will be executed to the bank account indicated in this stage.

ATTENTION: change the bank details only within the project platform, after entering with your credentials. Keep your bank information secret and be wary of emails or calls from people asking for your bank details or other information: they could be scammers! Check that your ID card uploaded is still valid and, if not, kindly, upload the new one before signing your application form!

→ Read the instruction you received and click on **OK** (#3.4)

NOTICE
**Are you sure you entered the correct
and updated bank details?**
Attention!

The payment will be made on the bank
details indicated in this financial benefit
form.

CANCEL OK

3.4

4

Sign the Monthly Subsistence Payment Allowance Request Form with the One Time Password code (OTP)

→ By clicking on **Complete** the Candidate **Application for Monthly Payment of Subsistence Allowance Request** preview automatically opens (#4.1). Click on the **Send OTP** to receive the code by e-mail (#4.2)

4.1

4.2

SEND OTP

→ Read carefully the **Terms and Conditions** then click on **Accept** (#4.3)

4.3

SEND OTP

Please, scroll down to display the button to accept T&C.

→ Enter the **OTP** you received by e-mail (#4.4) and sign the **Monthly Payment of Subsistence Allowance Request** by clicking on **Confirm** (#4.5)





With the support from
the European Union Programme
EaSI 2014-2020



Agenzia Nazionale Politiche Attive del Lavoro

Dear Mr. Rossi

4.4

Here is the OTP code you need to sign the document you are sending to us.
717328

Please Note:
If it wasn't you, please contact the technical support.

PLEASE NOTE: The OTP will be sent to the email address you provided in the registration form!

Best Regards,
The project team
EURES National Coordination Office Italy

TMS ©2022

4.5

DOCUMENT SIGNATURE

Entering the One time password (OTP), you SIGN the request form

Enter the OTP code that you will find in your email and press the CONFIRM button. The code will expire in 10 minutes

CANCEL
CONFIRM

PLEASE NOTE:

The OTP expires within 10 minutes!

→ Your **Monthly Payment of Subsistence Allowance Request** has been correctly signed, click on **OK** to complete the procedure (#4.6)

4.6

INFORMATION

The document was successfully signed

OK

→ Your **Monthly Payment of Subsistence Allowance Request** has been **Sent** and it is ready to be checked by your Adviser (#4.7)

Please Note: every time your status changes, you will receive an e-mail or a notification on your dashboard

The screenshot shows the EURES dashboard with a sidebar on the left containing links: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area displays 'Supplementary Allowances Relocation: 0' and 'Subsistence Allowance: 1'. Below this is a table with columns 'ID', 'EMPLOYER', and 'VACANCY'. The table contains one row with ID '5061', Employer 'Employer', and Vacancy 'Job Vacancy IP'. To the right of the table is a 'Forms List' link. Below the table, there are two boxes for 'Subsistence n.5061'. The left box shows 'Job Vacancy IP', 'Payment request n.195', and 'SENT'. The right box shows 'Job Vacancy IP', 'Authorization n.126', 'AUTHORIZED', and '\$ 1000.00'. A red circle with the number '4.7' is placed over the 'SENT' status in the left box.

→ Once your Adviser and the Project Staff have approved your **Monthly Payment of Subsistence Allowance request**, the status will change to **Approved** (#4.8)

The screenshot shows the EURES dashboard with the same sidebar as the previous image. The main content area displays 'Supplementary Allowances Relocation: 0' and 'Subsistence Allowance: 1'. Below this is the same table with ID '5061', Employer 'Employer', and Vacancy 'Job Vacancy IP'. To the right of the table is a 'Forms List' link. Below the table, there are two boxes for 'Subsistence n.5061'. The left box shows 'Job Vacancy IP', 'Payment request n.195', 'APPROVED', and '\$ 100.00 | TO PAY'. The right box shows 'Job Vacancy IP', 'Authorization n.126', 'AUTHORIZED', and '\$ 1000.00'. At the bottom of each box is a 'Download Document' link. A red circle with the number '4.8' is placed over the 'APPROVED' status in the left box.

→ Once the Project Staff has finalized the payment of the request, you will find your request in the **Benefit Requests' Archive** with the status **Terminated** (#4.9)

The screenshot shows the EURES portal interface. On the left is a sidebar with navigation links: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area is titled 'Subsistence Allowance: 1'. It contains a table with columns 'ID', 'EMPLOYER', and 'VACANCY'. A single row is visible with ID '5061', Employer 'Employer', and Vacancy 'Job Vacancy IP'. To the right of the table are links for 'Forms List' and 'Active New Monthly Payment'. Below the table, there are two detailed views of the request. The left view, titled 'Subsistence n.5061', shows 'Job Vacancy IP', 'Payment request n.195', and a status of 'TERMINATED' with a date '25/11/2022' and a note 'HESITATE'. The right view, also titled 'Subsistence n.5061', shows 'Job Vacancy IP', 'Authorization n.126', and a status of 'AUTHORIZED' with a date '25/11/2022' and a note 'HESITATE'. Both views include a 'Download Document' link. A blue circle with the number '4.9' is overlaid on the left side of the screenshot.

→ To activate a new monthly payment request, click on **Activate a new monthly payment request** in **Activates benefit box/Subsistence allowance** and repeat the process (#4.10)

The screenshot shows the EURES portal interface. On the left is a sidebar with navigation links: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area is titled 'Supplementary Allowances Relocation: 0' and 'Subsistence Allowance: 1'. It contains a table with columns 'ID', 'EMPLOYER', and 'VACANCY'. A single row is visible with ID '5061', Employer 'Employer', and Vacancy 'Job Vacancy IP'. To the right of the table are links for 'Forms List' and 'Active New Monthly Payment'. A blue circle with the number '4.10' is overlaid on the right side of the screenshot, highlighting the 'Active New Monthly Payment' link.

Did anything go wrong? Are you not able to sign the form?

Please check that all required annexes are uploaded (please, refer to the FAQ at the end of the document to make sure that you have correctly uploaded the attachments), and verify that all items in the form are filled in, then send the form again!

What happens next?

When the form is filled in and the documentation is attached, your application is ready to be checked by the Adviser and project staff.

If there are doubts about the application or if the application is incorrect, your Adviser will ask you for more information or clarification.

If all documents and information are right, after the project staff document check, you will receive your benefit as soon as possible.

Please Note: the amount will be paid from Fondazione Giacomo Brodolini, co-applicant of the project, charged with the benefit payment responsibility.

Do you need more information or clarification on procedures? Please do not hesitate to contact your project Adviser!

EURES - TARGETED MOBILITY SCHEME (TMS)

Frequently Asked Questions

Subsistence allowance

1. Who can claim for this measure?

Candidates hired through the EURES TMS project as trainees or apprentices.

2. Which documents should I upload in the attachments box to apply for the authorization for subsistence allowance?

To request the EURES TMS authorization, you shall upload in the platform:

- The contract/agreement duly signed by you and the employer. Please, make sure the contract specifies the duration of the traineeship/apprenticeship experience. If not, provide this information by uploading an addendum signed by you and your employer. You can request the addendum from your Adviser or you can directly download it from your dashboard.
- Employer declaration attesting the difference between your remuneration and the remuneration of a worker performing equivalent tasks, or Country Labour legislation/ or Adviser declaration/ or other document confirming the above-mentioned difference.

3. Which documents should I upload in the attachments box to complete the form *Candidate application for monthly payment of subsistence allowance*?

You have to upload the monthly pay slip (every month) or other document attesting the payment done by the employer (to calculate the difference and enter the amount in the amount in application form).

Please Note: the payment request can be filled in only once a month.

4. I signed a contract that does not indicate a duration or other essential information. Are there other forms I can fill in to attest these circumstances?

Yes, you can upload an addendum to specify/integrate the required information not included in the contract. You can request the addendum from your Adviser or you can directly download it from your dashboard.