

EURES – TARGET MOBILITY SCHEME (TMS)

Candidate application for Supplementary Relocation Allowance

Instructions for jobseekers

(Version 2 - November 2022)

Did you receive an offer to take a job/traineeship/apprenticeship from an employer registered in EURES TMS? If so, please verify the eligibility conditions with your Adviser to apply for the **Supplementary Relocation allowance**.

EURES TMS can provide you with a Supplementary Relocation allowance in order to better support your job-mobility experience by helping you with any extraordinary expenditures involved in moving to the host Country.

The Supplementary Relocation allowance is eligible for:

- participants with disabilities
- participants from disadvantaged backgrounds (social/economic condition, temporary economic or social inclusion difficulties, e.g., LT unemployed, candidates from welfare/care institutions, ethnic minorities, other)
- participants coming from EU outermost regions¹
- participants coming from EU/EEA peripheral Countries²

If you belong to any of the categories indicated above and you wish to move to the Country where you have been/will be hired, you can apply for an additional financial support **up to a maximum of 550 EUR**.

Please Note: you can apply for a **Supplementary Relocation allowance** only after submitting the **Relocation allowance** request (for further information on Relocation allowance, please refer to the dedicated instructions).

¹ The nine EU outermost regions that form integral part of the EU are: Martinique, Guadeloupe, French Guiana, Reunion, Mayotte, Saint-Martin (FR), Madeira and the Azores (PT) and the Canary Islands (ES)

² Candidates moving between countries or regions located in opposite peripheral areas of the EEA territory e.g. between Cyprus or Malta or Southern Italy and Northern Scandinavia; between Estonia or Finland and Portugal, etc.

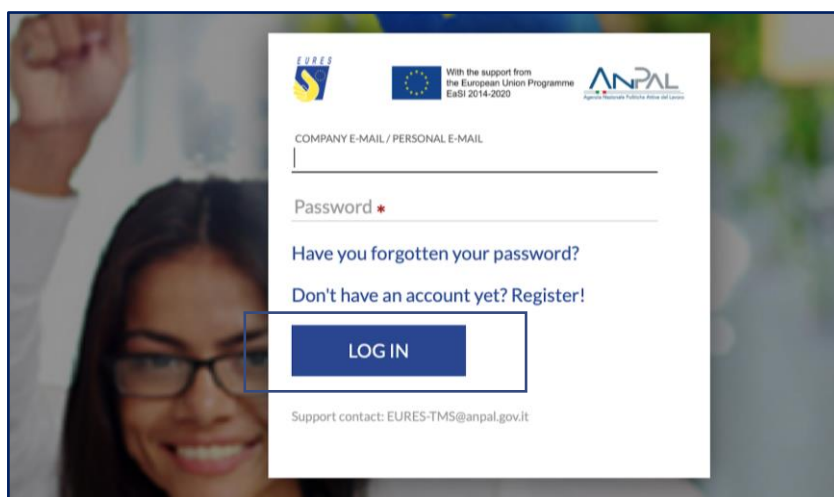
HOW TO GET THE SUPPLEMENTARY ALLOWANCE IN 4 STEPS

1

Login to the project platform

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

1.1



COMPANY E-MAIL / PERSONAL E-MAIL

Password *

Have you forgotten your password?

Don't have an account yet? Register!

LOG IN

Support contact: EURES-TM5@anpal.gov.it

2

Activate the financial benefit

→ From **Home** go to **Activated Benefit**, go to **Relocation** section (#2.1) and click on **Activate Supplementary Allowance Requests Form** (#2.2)

The screenshot shows the EURES portal interface. On the left is a navigation menu with options: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The 'Benefit request' option is selected. The main content area is titled 'Activated Benefit' and contains a list of links: (Personal data processing acknowledgement), Family member declaration (privacy conditions), Family member self-declaration attesting the physical relocation with family member, and Participant estimate of extraordinary expenditures (special conditions allowance). Below this is a table with columns: ID, EMPLOYER, and VACANCY. The first row shows ID 4938, Employer ND, and New Platform. To the right of the table is a 'Forms List' dropdown menu, and a button labeled 'Active Supp. Allowances Request Form' is highlighted with a circle labeled 2.2. Above the table, there are two circles: one labeled 2.1 containing the text 'Relocation: 1' and another labeled 2.2 containing the text 'Active Supp. Allowances Request Form'.

→ Read carefully and click on **OK** (#2.3)

The dialog box is titled 'SUPPLEMENTARY ALLOWANCES ...' and contains the text 'Supplementary Allowances Relocation Benefit Request Form'. Below this, it states 'You satisfy the requirements to ask a benefit for RELOCATION supplementary allowances.' At the bottom, there are two buttons: 'CANCEL' and 'OK'. The 'OK' button is highlighted with a circle labeled 2.3.

→ Read carefully and click on **OK** (#2.4)

The dialog box is titled 'INFORMATION' and contains the text 'The benefit request form has been successfully activated. It can be filled in under the homonymous sub-item of the menu 'Benefits Requests''. At the bottom, there is an 'OK' button, which is highlighted with a circle labeled 2.4.

→ The **Supplementary Relocation application form** page will automatically launch. You have the option to complete the form later by clicking on **Save to Draft** (#2.5)

→ You can now find the supplementary relocation allowance form in the **Activated Benefit Requests/ Supplementary Allowance Relocation** section (#2.6)

3

Fill in the Supplementary Relocation Allowance request form

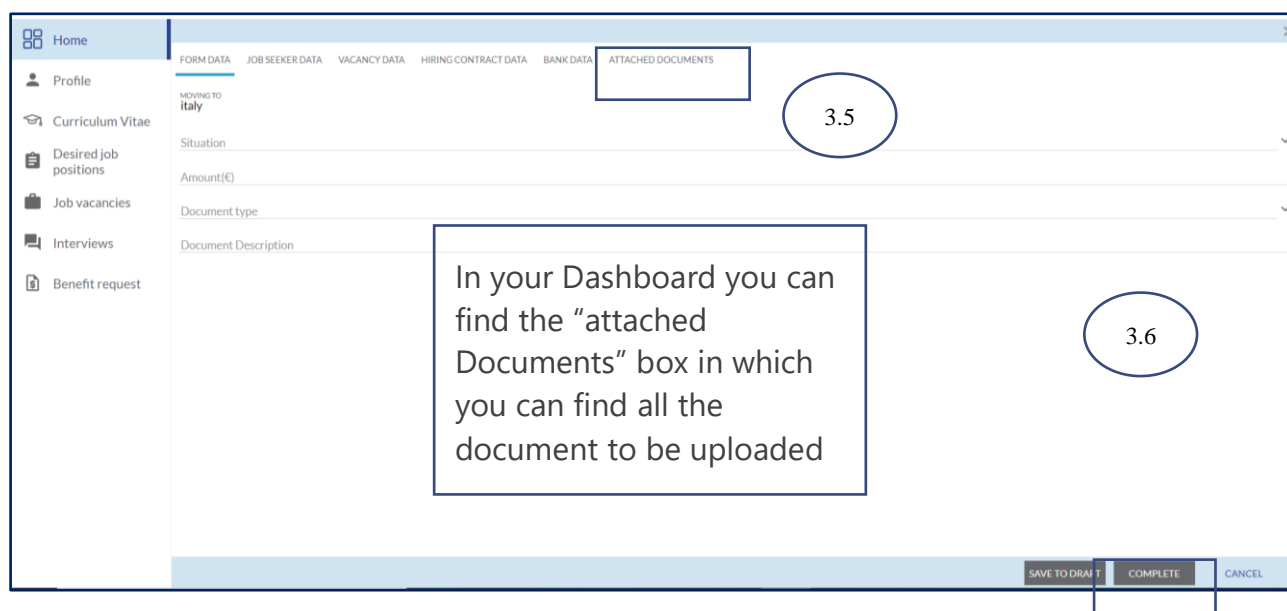
→ From **Home** go to **Activated Benefit**, go to **Supplementary Allowance Relocation** you section (#3.1), select **Form List** (#3.2) and click on **Special Need Relocation Draft** (#3.3)

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 main content area is divided into sections. Section 3.1 is the 'Supplementary Allowances Relocation' section, which contains a table with columns 'ID', 'EMPLOYER', and 'VACANCY'. The table has one row with values '4941', 'Employer ND', and 'New Platform'. To the right of this table is a 'Forms List' button. Section 3.2 is the 'Special needs relocation' section, which shows a list of items: 'New Platform', 'Request n.195', and 'DRAFT'. Section 3.3 is the 'Form List' button, which is highlighted with a blue box.

→ After the Form opened, insert all the data required in **Form Data** and check that all information you provided (**Jobseeker**, **Vacancy**, **Hiring Contract** and **Bank Data**) is correct (#3.4)

The screenshot shows the 'Form Data' section of the EURES portal. The top navigation bar includes 'Home', 'Profile', 'Curriculum Vitae', 'Desired job positions', 'Job vacancies', 'Interviews', and 'Benefit request'. The main content area is divided into sections: 'FORM DATA', 'JOB SEEKER DATA', 'VACANCY DATA', 'HIRING CONTRACT DATA', 'BANK DATA', and 'ATTACHED DOCUMENTS'. The 'FORM DATA' section is active and shows fields for 'Situation', 'Amount(€)', 'Document type', and 'Document Description'. A 'Please note' box is visible, stating: 'The payment will be executed to the bank account indicated during the previous Relocation payment request.' Section 3.4 is the 'Form Data' section, which is highlighted with a blue box.

→ Upload the required **Attached Documents** (#3.5) and the click on **Complete** (#3.6)
Please refer to the FAQ at the end of the document to make sure that you have correctly uploaded the attachments



Home

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

MOVING TO Italy

Situation

Amount(€)

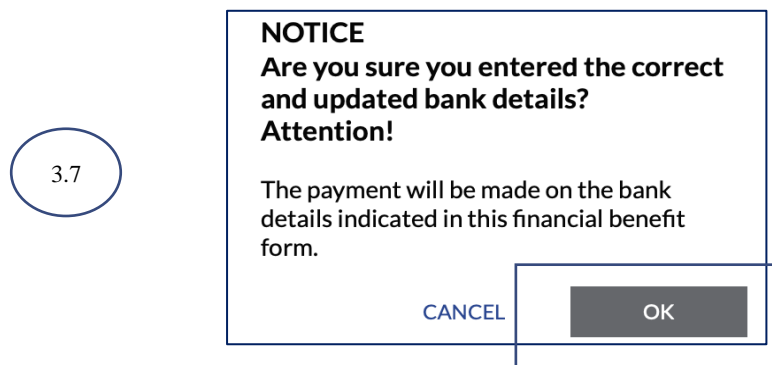
Document type

Document Description

In your Dashboard you can find the "attached Documents" box in which you can find all the document to be uploaded

SAVE TO DRAFT | COMPLETE | CANCEL

→ Read the instruction you received and click on **OK** (#3.7)



3.7

NOTICE

Are you sure you entered the correct and updated bank details?

Attention!

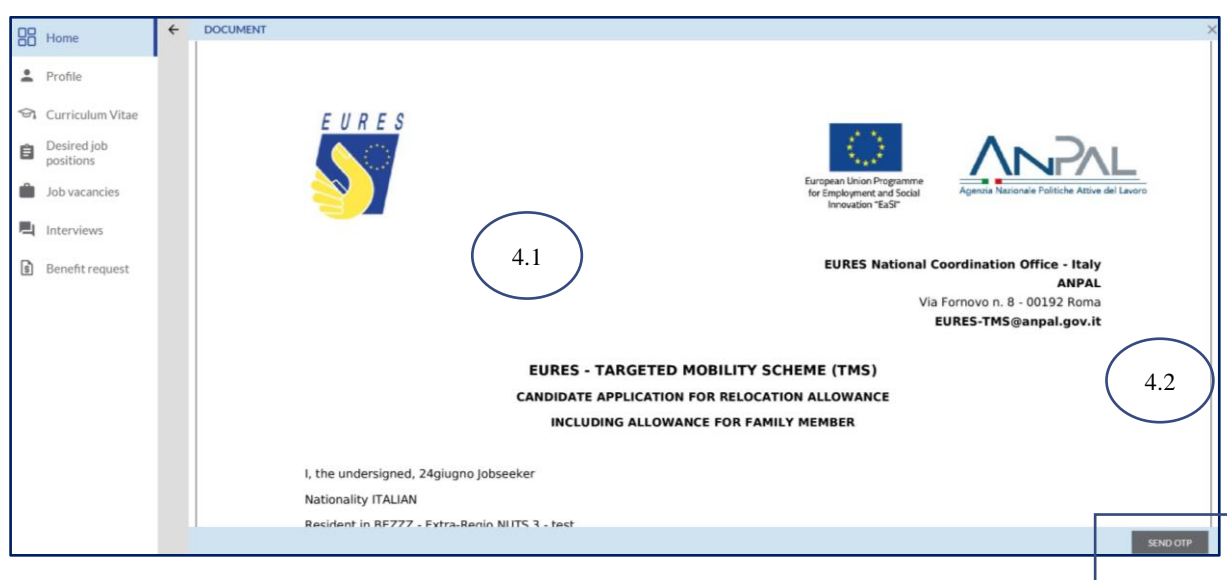
The payment will be made on the bank details indicated in this financial benefit form.

CANCEL | OK

4

Sign the Supplementary Relocation Allowance request with the One Time Password code

→ By clicking on **Complete**, the **Candidate Application for Supplementary Relocation Allowance** 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)

→ Enter the **OTP** you received by e-mail (#4.4) and sign the **Supplementary Relocation Allowance Request** by clicking on **Confirm** (#4.5)

4.5

DOCUMENT SIGNATURE

[View document signature history](#)

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

OTP CODE
832927

CANCEL CONFIRM

PLEASE NOTE: The OTP expires within 10 minutes!

→ Your **Supplementary Relocation Allowance Request** has been correctly signed, click ok **OK** to complete the procedure (#4.6)

INFORMATION

The document was successfully signed

OK

4.6

→ Your **Supplementary Relocation Allowance Request** has been **Sent** (#4.6) and it is ready to be checked by your Adviser

Please Note: you will be notified via email and a notification on your dashboard

Home

- Profile
- Curriculum Vitae
- Desired job positions
- Job vacancies
- Interviews
- Benefit request

Supplementary Allowances Relocation: 1

ID	EMPLOYER	VACANCY
4941	Employer ND	New Platform

[Forms List](#)

Special needs relocation
n.4941

- New Platform
- Request n.195
- SENT

[Download Document](#)

4.7

→ Once your Adviser has checked and approved your **Supplementary Relocation Allowance Request**, the status will change to **Approved** (#4.8)

Home

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

Special needs relocation

n.4941

New Platform

Request n.195

APPROVED

\$ 300.00 | TO PAY

4.8

Download Document

→ When the payment request is paid, it is removed from the Activated Benefit Requests section. You can now find it in the **Benefit Requests Archive** with the status **Terminated** and **ready for download** (#4.9)

Job vacancies

Interviews

Benefit request

Benefit Requests' Archive

REQUEST ID	REQUEST	EMPLOYER	VACANCY
4941	Special needs relocation	Employer ND	New Platform Forms List

Special needs relocation

n.4941

New Platform

Request n.195

TERMINATED

\$ 300.00 | 03/10/2022 | HESITATE

4.9

Did anything go wrong? Can't you 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 of procedures? Please do not hesitate to contact your Project Adviser!

EURES - TARGETED MOBILITY SCHEME (TMS)

Frequently Asked Questions

Supplementary Relocation allowance

1. Who can apply for the Supplementary Relocation allowance?

All EURES TMS candidates, hired for a job/traineeship/apprenticeship, who have already been approved as beneficiaries for a Relocation allowance and that present one of these conditions:

- participants with disabilities
- participants from disadvantaged backgrounds (social/economic condition, temporary economic or social inclusion difficulties, e.g., LT unemployed, candidates from welfare/care institutions, ethnic minorities, other)
- participants coming from EU outermost regions³
- participants coming from EU/EEA peripheral Countries⁴

2. Which documents should I upload in the attachments box to apply for the Supplementary Relocation Allowance?

To apply for the Supplementary Relocation allowance, you should upload in the Platform:

- declaration/certificate/other document attesting the belonging to any special category. You can request the declaration module from your Adviser or you can directly download it from your dashboard
- receipt/invoice, housing lease or other verifiable document of extraordinary expenditure (if your request is subsequent to your relocation) or a self-declaration with an estimate concerning the extraordinary costs you will incur (if your request is prior to

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⁴ Candidates moving between countries or regions located in opposite peripheral areas of the EEA territory e.g. between Cyprus or Malta or Southern Italy and Northern Scandinavia; between Estonia or Finland and Portugal, etc.

your relocation). You can request the self-declaration module from your Adviser or you can directly download it from your dashboard

3. What should I check before applying?

Check that all documents you are uploading are easy readable, bank data are up to date and all the required information you provided is correct.