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EaSI 2014-2020



# 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.



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## *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)*

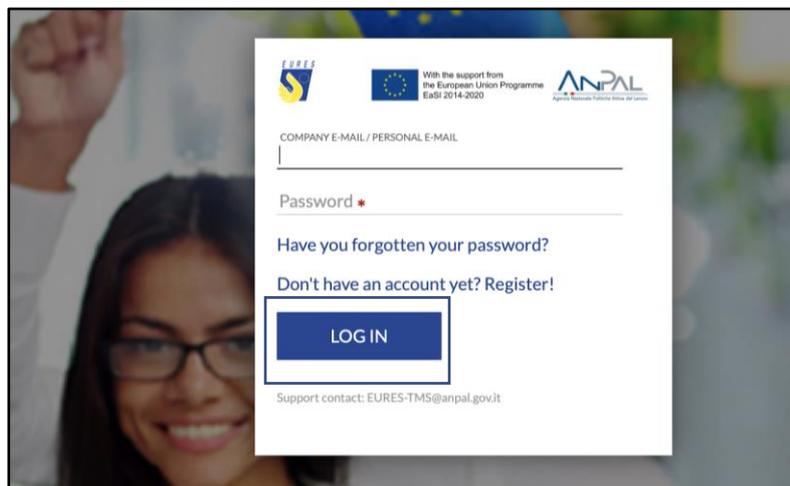
## HOW TO GET THE SUBSISTENCE ALLOWANCE IN 5 STEPS

1

### Login to the project platform

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

1.1



COMPANY E-MAIL / PERSONAL E-MAIL

Password \*

Have you forgotten your password?

Don't have an account yet? Register!

LOG IN

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

# 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 a user dashboard with a sidebar on the left containing navigation options: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area is divided into several sections:

- Profile:** Includes contact information (jobseeker10novembre2@gmail.com, 00389734567).
- Bank Data:** Shows the user is a Job Seeker with IBAN IT71X0200824800000000000015 and SWIFT UNICRITMMXX.
- Curriculum Vitae:** Lists Native Language as Italian and Mastered Languages.
- Job Vacancies:** Labeled with a circled '2.1', it shows 'My Vacancies: 2' and 'Published Job Vacancies: 61'. Two job listings are visible:
  - n. 1302 - test 10 novembre:** Employer, 01/12/2022, CZ - Česko/Czech Republic, Armed forces occupations, other ranks.
  - n. 1305 - Job Vacancy IP:** Employer, 30/11/2022, BE - Belgique/België/Belgium, Armed forces occupations, other ranks. This listing is circled with a '2.2'.
- Activate Requests:** Two sections are shown. The first has a 'Language Course' button with a plus sign. The second has a 'Subsistence Allowance' button with a plus sign, circled with a '2.3'.

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

The dialog box is titled 'INFORMATION' and contains the following text:

**Subsistence Allowance Benefit Request Form**

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'. The 'OK' button is highlighted with a grey background and is circled with a '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)

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

↑ ID	EMPLOYER	VACANCY
5061	Employer	Job Vacancy IP

# 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 displays 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 main content area is titled "Subsistence Allowance: 1" (annotated with 3.1). 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" button (annotated with 3.2). Below the table is a "Subsistence n.5061" section (annotated with 3.3) containing a list of items: "Job Vacancy IP", "Authorization n.126", and "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)

Home

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

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

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

Click on COMPLETE

4.3

SAVE TO DRAFT | COMPLETE | CANCEL

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

4.4

**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

# 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)

The screenshot shows a web application interface with a sidebar menu on the left containing: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area displays a document titled 'DOCUMENT'. The document features the EURES logo, the European Union flag, and the ANPAL logo. The text on the document reads: 'EURES National Coordination Office - Italy ANPAL Via Fornovo n. 8 - 00192 Roma EURES-TMS@anpal.gov.it'. Below this, it states 'EURES TARGETED MOBILITY SCHEME (TMS) CANDIDATE REQUEST OF AUTHORISATION FOR SUBSISTENCE ALLOWANCE'. At the bottom of the document, it says 'I, the undersigned, Seeker Job Nationality ITALIAN'. A 'SEND OTP' button is located in the bottom right corner of the document preview. Two callouts, 5.1 and 5.2, are present: 5.1 points to the main content area, and 5.2 points to the 'SEND OTP' button.

→ 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)

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**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

OTP code

[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*

The screenshot shows a dashboard with a sidebar menu on the left containing: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area is titled "Subsistence Allowance: 1" and contains a table with the following data:

ID	EMPLOYER	VACANCY
5061	Employer	Job Vacancy IP

Below the table, a callout box displays the following details for the selected request:

- Subsistence** n.5061
- Job Vacancy IP
- Authorization n.126
- SENT

A "Download Document" link is visible at the bottom of the callout box. A circled "5.7" is placed next to the "SENT" status.

→ 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)

The screenshot displays the ANPAL web application interface. On the left is a navigation menu with options: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area is titled "Subsistence Allowance: 1" and features a table with columns for ID, EMPLOYER, and VACANCY. A table row shows ID 5061, Employer, and Job Vacancy IP. Below the table are two summary cards. The first card, labeled "5.8", is titled "Subsistence n.5061" and lists "Job Vacancy IP", "Payment request n.195", and "DRAFT". The second card, labeled "5.7", is titled "Subsistence n.5061" and lists "Job Vacancy IP", "Authorization n.126", "AUTHORIZED", and "\$ 1000.00". A "Download Document" link is located at the bottom right of the second card.

↑ ID	EMPLOYER	VACANCY
5061	Employer	Job Vacancy IP

**Subsistence n.5061**

- Job Vacancy IP
- Payment request n.195
- DRAFT

**Subsistence n.5061**

- Job Vacancy IP
- Authorization n.126
- AUTHORIZED
- \$ 1000.00

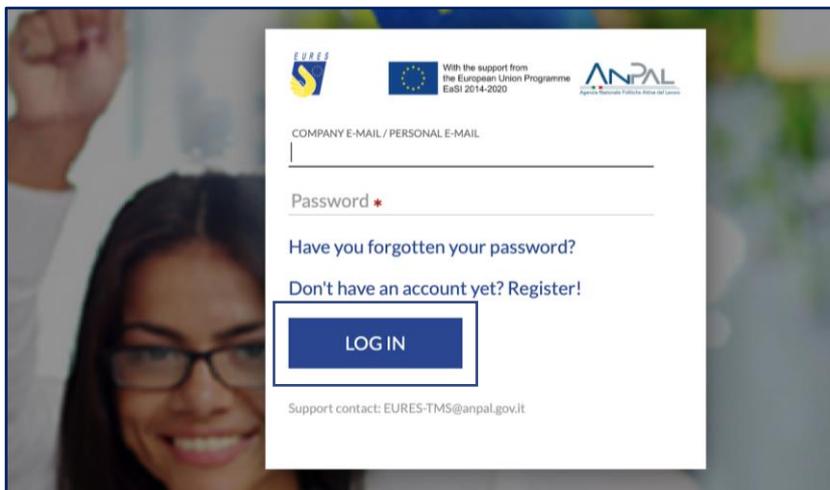
[Download Document](#)

## 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



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

## 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 a dashboard with a sidebar menu on the left containing: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area is titled "Subsistence Allowance: 1" and contains a table with the following data:

ID	EMPLOYER	VACANCY
5061	Employer	Job Vacancy IP

Annotations on the screenshot:

- 2.1**: Points to the "Subsistence Allowance: 1" header.
- 2.2**: Points to the "Forms List" dropdown menu.
- 2.3**: Points to the "Subsistence n.5061" summary card, which lists: Job Vacancy IP, Payment request n.195, and DRAFT.

Below the table, there are two detailed cards for "Subsistence n.5061":

- The first card shows: Job Vacancy IP, Payment request n.195, and DRAFT.
- The second card shows: Job Vacancy IP, Authorization n.126, AUTHORIZED, and \$ 1000.00. A "Download Document" button is located below this card.

# 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

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

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

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

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

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

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)

DOCUMENT

EURES

4.1

European Union Programme for Employment and Social Innovation "EaSI"

ANPAL  
Agenzia Nazionale Politiche Attive del Lavoro

EURES National Coordination Office - Italy  
ANPAL  
Via Fornovo n. 8 - 00192 Roma  
EURES-TMS@anpal.gov.it

EURES TARGETED MOBILITY SCHEME (TMS)  
CANDIDATE APPLICATION FOR MONTHLY PAYMENT OF SUBSISTENCE ALLOWANCE

I, the undersigned, Seeker Job  
Nationality ITALIAN  
Resident in BEZZZ - Extra-Regio NUTS 3 - test  
Country BE - Belgique/België/Belgium  
Region BEZZ - Extra-Regio NUTS 2  
Telephone 00389734567

4.2

SEND OTP

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

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?**

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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

4.3

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

SEND OTP

→ 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)

The screenshot shows an email header with EURES, European Union, and ANPAL logos. The body of the email is addressed to Mr. Rossi and contains the following text:

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

A callout box on the right contains the text: "PLEASE NOTE: The OTP will be sent to the email address you provided in the registration form!". A circled number "4.4" is placed near the OTP code.

The screenshot shows a form titled "DOCUMENT SIGNATURE". The text on the form reads:

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

OTP code:

CANCEL CONFIRM

A callout box on the right contains the text: "PLEASE NOTE: The OTP expires within 10 minutes!". A circled number "4.5" is placed to the left of the form.

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

The screenshot shows a dialog box titled "INFORMATION" with the text: "The document was successfully signed". At the bottom right of the dialog box is an "OK" button. A circled number "4.6" is placed to the left of the dialog box.

→ 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 a dashboard with a left sidebar containing navigation options: 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'. A row shows ID '5061', Employer 'Employer', and Vacancy 'Job Vacancy IP'. To the right of the table are two summary cards for 'Subsistence n.5061'. The left card lists 'Job Vacancy IP', 'Payment request n.195', and 'SENT'. The right card lists 'Job Vacancy IP', 'Authorization n.126', 'AUTHORIZED', and '\$ 1000.00'. A blue circle with the number '4.7' is overlaid on the 'SENT' status.

→ 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 same dashboard as above, but the status of the request has changed to 'APPROVED'. The left summary card now lists 'APPROVED' and '\$ 100.00 | TO PAY'. The right summary card remains the same, showing 'AUTHORIZED' and '\$ 1000.00'. A blue circle with the number '4.8' is overlaid on the 'APPROVED' status. At the bottom of the summary cards, there are 'Download Document' links.

→ 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 'Subsistence Allowance' section of the ANPAL portal. On the left, a navigation menu includes 'Home', 'Profile', 'Curriculum Vitae', 'Desired job positions', 'Job vacancies', 'Interviews', and 'Benefit request'. The main content area displays 'Subsistence Allowance: 1' with a table listing one entry:

ID	EMPLOYER	VACANCY	Forms List	Active New Monthly Payment
5061	Employer	Job Vacancy IP	Forms List	Active New Monthly Payment

Below the table, two detailed views for 'Subsistence n.5061' are shown. The first view, highlighted by a red box, shows a 'Payment request n.195' with a status of 'TERMINATED' and a value of '100.00 | 25/11/2022 | HESITATE'. The second view shows an 'Authorization n.126' with a status of 'AUTHORIZED' and a value of '1000.00'. Both views include a 'Download Document' link.

→ 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 'Supplementary Allowances Relocation: 0' and 'Subsistence Allowance: 1' section. The table from the previous screenshot is visible, with the 'Active New Monthly Payment' button highlighted by a red box. A red circle in the bottom right corner of the screenshot contains the number 4.10.



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## *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?**



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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.