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the European Union Programme
EaSI 2014-2020



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.

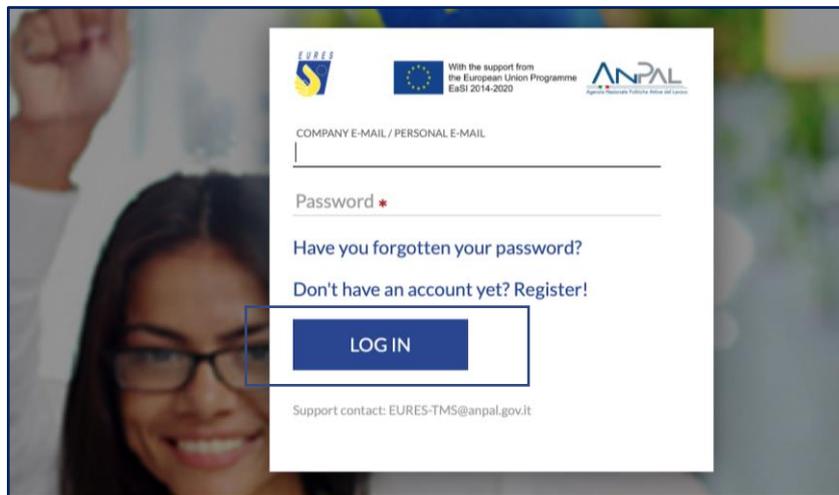
HOW TO GET THE SUPPLEMENTARY ALLOWANCE IN 4 STEPS

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 ANPAL web interface. On the left is a navigation menu with items: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area is titled '(Personal data processing acknowledgement)'. Below this are three links: '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)'. The 'Relocation' section is highlighted with a circle labeled 2.1. Below it, there is a table with columns: ID, EMPLOYER, and VACANCY. The first row contains: 4938, Employer ND, and New Platform. To the right of the table is a 'Forms List' dropdown menu, and the 'Active Supp. Allowances Request Form' button is highlighted with a circle labeled 2.2.

→ 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 says: '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 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)

ID	EMPLOYER	VACANCY
4941	Employer ND	New Platform

Forms List

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)

→ 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)

→ 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

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

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

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

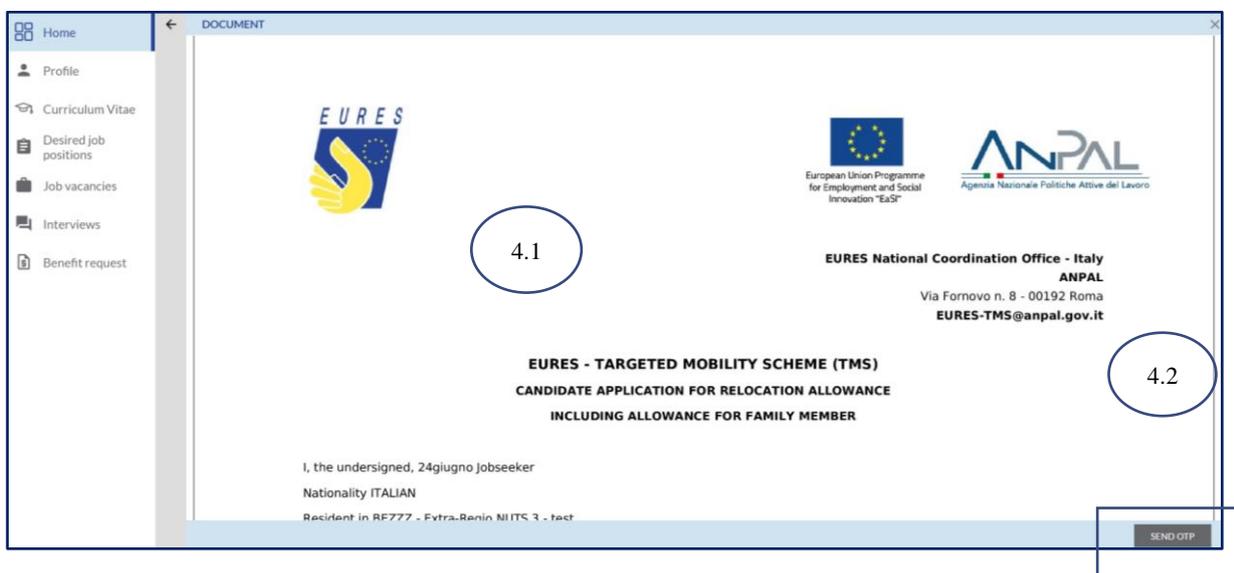
The payment will be made on the bank details indicated in this financial benefit form.

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)



→ 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?

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 artt. 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? Follow

DECLINE ACCEPT

4.3

Please, scroll down to visualize the button to accept T&C

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

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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

4.4

PLEASE NOTE: The OTP code expires within 10 minutes!

4.5

DOCUMENT SIGNATURE

[Click on the signature button](#)

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

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)

→ 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)

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



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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.