

REQUEST FOR A CAREGIVER'S ALLOWANCE TO CARE FOR A SICK FAMILY MEMBER

Instructions for completing this form

Complete this form if you are a parent applying for a caregiver's allowance because you care for a family member other than a child.

Family members include: a child's parent, a spouse, parents, a stepfather, a stepmother, adoptive parents, in-laws, grandparents, grandchildren, siblings.

1. Complete in BLOCK LETTERS.
2. Write X in the answer box.
3. Complete in black or blue ink (not a pencil).
4. Please read the attached Information before completing this form.
5. When completing item 3 in the section *I declare that* and item 2 in the section *Data of your spouse and Data of the other family member* and, do not include in the days of a caregiver's allowance to care for a child up to the age of 14 an additional allowance of up to 56 days to care for a new-born baby up to 8 weeks after the birth if the baby's mother covered by insurance is in hospital/ has abandoned the baby/ holds a certificate of inability to live independently/ holds a certificate of severe disability.

Your data

PESEL

Date of birth
dd / mm / yyyy

Please complete if you do not have a PESEL number.

ID type, series and number
 Please complete if you do not have a PESEL number.

Name

Surname

Street

House number Flat number

Postcode

City/Town

State

Please complete for residence other than Polish.

Phone number

Write your phone number to facilitate contacting you. This field is optional.

Data of social contributions payer

NIP	<input type="text"/>
REGON	<input type="text"/>
Please complete if they do not have NIP	
PESEL	<input type="text"/>
Please complete if they do not have NIP, REGON.	
ID type, series and number	<input type="text"/>
Please complete if they do not have NIP, REGON, PESEL.	
Company name or name and surname	<input type="text"/>

Bank account number

<input type="text"/>

This field is optional. Please complete it if you wish to be paid the allowance into your bank account. If you leave this field blank, the allowance will be transferred in cash by post to the address given above.

Period of the caregiver's allowance

<input type="text"/>

Please write the date(s) (from-to) during which you will provide care and if you received a doctor's certificate, please write the series and number of this sick leave (if you remember).

Data of the person you provide care to

PESEL	<input type="text"/>
Date of birth	<input type="text"/>
dd / mm / yyyy	
Please complete if they do not have a PESEL number.	
ID type, series and number	<input type="text"/>
Please complete if they do not have a PESEL number.	
Name	<input type="text"/>
Surname	<input type="text"/>
Degree of kinship	<input type="text"/>
Please specify the degree of kinship to you.	

I declare that

1. There is a household member able to provide care to a sick family member in the period stated in the request. YES NO

<input type="text"/>

If YES, please write on which days the household member can provide care.

2. I share the household with a sick family member for the period of care provision. YES NO
3. If your social security payer has changed in a given calendar year, please state if you have received a caregiver's allowance from the previous payer or not YES NO

If **YES**, please state the number of days:

For care of children up to the age of 8, including disabled children, sick children up to the age of 14, including disabled children for days.

For care of sick children over 14 or a sick family member for days.

For care of disabled children from the age of 8 to 18 due to sickness, childbirth, a hospital stay of the child's permanent caregiver, for care of sick disabled children from the age of 14 to 18 for days.

Data of your spouse

PESEL

Date of birth
dd / mm / yyyy

Please complete if they do not have a PESEL number.

ID type, series and number

Please complete if they do not have a PESEL number.

Name

Surname

1. My spouse works. YES NO

2. My spouse has received a caregiver's allowance this calendar year. YES NIE

If YES, please write the number of days:

For care of children up to the age of 8, including disabled children, sick children up to the age of 14, including disabled children for days.

For care of children over 14 years old or sick family member for days.

For care of disabled children between 8 and 18 years old due to sickness, childbirth or hospital stay of the parent permanently caring for this child, care of sick disabled children from 14 to 18 years for days

Data of other family member

1. If another family member has received this calendar year a caregiver's allowance to provide care for a child for whose care you request an allowance, please write their data and the number of days of caregiver's allowance used by this family member.

PESEL

Date of birth
dd / mm / yyyy

Please complete if they do not have a PESEL number.

ID type, series and number

Please complete if they do not have a PESEL number.

Name

Surname

received a caregiver's allowance for days.

2. If another family member has received a caregiver's allowance this calendar year to provide care for children or other family members, please write their data and the number of days of care used for these persons.

PESEL

Date of birth

dd / mm / yyyy

Please complete if they do not have a PESEL number.

ID type, series and number

Please complete if they do not have a PESEL number.

Name

Surname

Number of days of caregiver's allowance received by another family member:

For care of children up to the age of 14 for days.

For care of sick children over 14 or a sick family member for days.

The care was provided by

to

Please state the degree of kinship of these persons to you.

Other data

If you or your spouse have received a caregiver's allowance this calendar year for the care of disabled children from 8 to 18 years of age due to sickness, childbirth, stay in hospital of the child's parent permanently providing care to this child, care for disabled children from 14 to 18 years of age, please state if you or your spouse have any other children up to the age of 14.

YES

NO

Comments:

I declare that the data provided in the request are true and correct. Should they change, I shall notify the allowance payer about this change

Date

dd / mm / yyyy

Signature

Information mentioned in Article 13 sections 1 and 2 of the **Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016** on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), is available in the headquarters or field organizational units of ZUS on the ZUS website: <https://bip.zus.pl/rodo>.

INFORMATION

on the caregiver's allowance

I. When are you eligible for a caregiver's allowance?

You are eligible for a caregiver's allowance if you provide care to:

- **a healthy child up to the age of 8 due to the following reasons:**
 - The creche, children's club, nursery or school the child attends have been closed and you received notification in a time shorter than 7 days before its closing.
 - A babysitter with whom the parents have concluded an activating contract or a daily carer looking after the child have become sick.
 - Childbirth or sickness of your spouse or the child's parent, who normally takes care of the child, prevents them from providing care.
 - Your spouse or the child's parent, who normally cares for the child, is in hospital or other medical institution providing stationary treatment or round-the-clock health services.
- **a disabled child up to the age of 18 due to the following reasons:**
 - Childbirth or sickness of your spouse or the child's parent, who normally takes care of the child, prevents them from providing care.
 - Your spouse or the child's parent, who normally cares for the child, is in hospital or other medical institution providing stationary treatment or round-the-clock health services.
- **a sick child**
- **a sick disabled child up to the age of 18**
- **another sick family member, including a sick child over 18**
- **a new-born baby within 8 weeks after the birth, if the mother, who is covered by insurance and receives a maternity benefit:**
 - is in hospital,
 - has abandoned the child,
 - holds a certificate of inability to live independently,
 - holds a certificate of severe disability.

A child

A child shall be:

- your own child,
- your spouse's child,
- an adopted child,
- a child in foster care.

A family member

Other family members shall include:

- a spouse,
- parents,
- a child's parent,
- stepparents,
- in-laws,
- grandparents,
- siblings,
- grandchildren,
- children over 14,

provided you live in the same household during the caregiving period.

II. How long can you receive the caregiver's allowance?

- If you provide care to a healthy child up to the age of 8 or a sick child up to the age of 14, or a disabled child of this age, you are eligible for the caregiver's allowance for 60 days in one calendar year.
- You are eligible for the caregiver's allowance for 30 days in a calendar year if you provide care to a healthy disabled child from 8 to 18 years old because:
 - Childbirth or sickness of your spouse or the child's parent, who normally takes care of the child, prevents them from providing care.
 - Your spouse or the child's parent, who normally cares for the child, is in hospital or other medical institution providing stationary treatment or round-the-clock health services.
- You are eligible for the caregiver's allowance for 30 days in a calendar year if you provide care to a sick disabled child from 14 to 18 years old.
- You are eligible for the caregiver's allowance for 14 days in a calendar year if you provide care to a sick child over 14 or another sick family member.

The total period of eligibility for a caregiver's allowance to provide care to sick children and other family members for various reasons shall be no longer than 60 days in a calendar year. This restriction applies to all family members eligible for a caregiver's allowance, irrespective of their number and irrespective of the number of children and other family members requiring care.

If in a calendar year you provide care to a disabled child or another sick family member and you have no other children under 14, you are eligible for the caregiver's allowance for a total period no longer than 30 days in a calendar year, including no longer than 14 days for care for a sick family member.

The 60-, 30- or 14-day limit for care in a calendar year shall include the care of a new-born child for 8 weeks after birth when the mother covered by insurance:

- is in hospital.
- has abandoned the child.
- holds a certificate of inability to live independently.
- holds a certificate of severe disability.

You are eligible for a caregiver's allowance to provide care for this child for a maximum of 8 weeks, i.e., until the 56th day of the child's life.

III. Eligibility for the allowance – fundamental principles

- A caregiver's allowance is granted without a waiting period, i.e., you are eligible from the first day you are eligible for your sickness insurance.
- You are eligible for a caregiver's allowance provided there are no other family members able to provide care. If, however, you provide care to a sick child up to the age of two, you are eligible for a caregiver's allowance even if there are other family members able to provide care.
- A family member able to provide care shall not be:
 - a person unable to work,
 - a sick person,
 - a physical or mentally disabled person due to age-related issues,
 - a person working under an employment contract resting after a night shift,
 - a person running non-agricultural activities,
 - a person unobligated to provide care based on the laws of the Family and Care Code if they refuse to do so.
- You are not eligible for a caregiver's allowance for the period in which:
 - You are eligible for a salary based on the regulations for remuneration.
 - You are eligible for unpaid leave or childcare leave.
 - You are under temporary arrest or serving a sentence in prison.

- You are on sick leave due to the necessity to provide care, and you performed paid work or misused this time. You are not eligible for a caregiver's allowance if the aforementioned is confirmed in the assessment of sickness absence conducted by the allowance payer.
- The doctor's certificate is no longer valid after the assessment of correct issuing certificates of temporary incapacity to work and issuing sick leave.

IV. Documents to submit

If you apply for a caregiver's allowance, you should submit the following:

1. A request for a caregiver's allowance

- **Z-15A** — if you provide care to a sick child, including a child over 18, or a healthy child up to the age of 8, a disabled child up to the age of 18, or if you provide care to a new-born child for the first 8 weeks after birth, or
- **Z-15B** – if you provide care to a sick family member, other than a child.

2. Documents required independently of the reason you provide care

Care for a sick child or other sick family members

The doctor's certificate:

- issued electronically by a doctor (certificate e-ZLA),
- printed certificate issued electronically (printed certificate e-ZLA), or
- a certificate issued by a doctor on a form printed out from an ICT system, or
- a certificate issued by a doctor abroad including a Polish translation which should contain
 - the name of a foreign healthcare centre or name and surname of the doctor,
 - date of issue.
 - doctor's signature.
 - initial and final date of incapacity to work due to providing care to a sick family member.
- If the certificate is issued in an EU member state, European Economic Community, Switzerland or a country with which Poland has signed an international agreement, you should submit the certificate in the official language of that state; there is no need to have it translated into Polish.

Care for a healthy child up to the age of 8

- Your statement that a creche, children's club, nursery or school the child attends have been unexpectedly closed
- A certificate issued by a doctor on a regular form if you provide care to a child due to:
 - **Childbirth or sickness** of a spouse or child's parent who is permanent a child's carer if childbirth or sickness prevents the spouse or parent from providing care,
 - If a spouse or child's parent who is a permanent child's carer is in **hospital** or a unit of the health centre providing treatment or round-the-clock health services.

The certificate should include:

- name and surname of the spouse or child's parent who is a permanent child's carer,
- period and reason for providing care for the child,
- the surname of the child for whom the care is to be provided and their name if the child has already been given a name,
- a stamp and signature of a doctor who has issued the certificate.

Care for a disabled child up to the age of 18

- A document confirming the disability, i.e., a certificate of severe disability or a certificate of disability indicating the necessity of permanent or long-term care or help provided by another person linked to the considerably limited possibility of independent living and the necessity of constant daily co-participation of the child's carer in the process of the child's treatment, rehabilitation and education.
- If the child is sick: a doctor's certificate issued abroad including a translation into Polish which includes:
 - the name of the foreign healthcare provider or the name and surname of the doctor,
 - date of issue,

- doctor's signature,
- initial and final date of inability to work due to the necessity of providing care to a sick family member.
If the certificate is issued in an EU member state, European Economic Community, Switzerland or a country with which Poland has signed an international agreement, you should submit the certificate in the official language of that state; there is no need to have it translated into Polish.
- A doctor's certificate issued on a regular form if you provide care to a disabled child due to:
 - childbirth or the sickness of spouse or child's parent who is a permanent a child's carer if childbirth or sickness prevents the spouse or parent from providing care,
 - if spouse or child's parent who is permanent child's carer is in hospital or a unit of the health centre providing treatment or round-the-clock health services.

Care for a new-born child within the first 8 weeks

- Your statement that the mother receives a maternity benefit within 8 weeks after childbirth.
- A legally binding certificate of the incapacity of the child's mother to live independently issued by a certifying doctor of ZUS, the medical committee of ZUS, certifying doctor of KRUS, the medical committee of KRUS, and in the case of a severe disability – a certificate of a severe disability issued by a team for certifying disabilities, or its copy certified to be true by the insurance payer or ZUS.
- A doctor's certificate confirming the stay of the child's mother in hospital.
- Your statement on the mother abandoning the child containing the date of abandonment.

If the allowance is payable by ZUS

Additionally, it is indispensable to provide a certificate of the insurance payer issued on a form:

- ZUS Z-3 – if you are an employee,
- ZUS Z-3b – if you conduct non-agricultural activities, you are a partner of a person conducting non-agricultural activities or a person defined in Article 18 section 1 of the Act of 6 March 2018 – Law on Entrepreneurs, or are a member of the clergy,
- ZUS Z-3a – if you are entitled to social insurance coverage for another reason,
- ZAS-12 – if the request applies to deciding on the eligibility for the caregiver's allowance for a further period.