PRACTICAL GUIDE

SCHOOL PROOF

[Family Benefit for Children and Young People, Scholarship and Survivor's Pension]

INSTITUTO DA SEGURANÇA SOCIAL, I.P.

TECHNICAL FILE

TITLE

Practical Guide – School Proof

[Family Benefit for Children and Young People, Scholarship and Survivor's Pension]

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The information in this practical guide does not waive the consultation of the law.

A – School Proof – What is it?

It is a document proving a young person's enrolment in an educational/training establishment. The School Proof must be submitted every year during the month of July, so that the young beneficiary continues to be entitled to the respective social security benefits.

The School Proof may be carried out *ex officio* by the services or submitted by the person concerned. The *ex officio* School Proof results from the automatic exchange of information between the Social Security services and the Ministries of Education and Higher Education. In this case, the benefit holder cannot change the situation through the Social Security Online Service (*Segurança Social Direta*).

If the School Proof is not carried out by the services, the citizen may submit a statement indicating that he/she is enrolled in the basic, secondary, higher education level or equivalent

For the purposes of the Family Benefit granting, the School Proof submission applies to young beneficiaries aged 16 or more, or who complete the age of 16 during the school year.

For the purposes of Survivor's Pension granting, the School Proof submission is applied to all young people aged 18 or more, or who complete the age of 18 during the school year.

The School Proof is also used to assess the entitlement to a Scholarship of a young person enrolled in the secondary level of education.

Please note: Young people aged 14 or more, or who complete the age of 14 until 31 August 2023, are not required to submit a School Proof to be entitled to the Family Benefit; however, if they are enrolled in the 10th, 11th or 12th school grade and are in the 1st or 2nd family benefit income level, they must submit the School Proof in order to be entitled to a Scholarship.

B – Purposes of the School Proof submission. B1 – Who has to submit it?

Purposes of the School Proof submission

> To maintain the entitlement to Family Benefit
>
> Scholarship granting
>
> Survivor's Pension granting

Who may submit the School Proof?

Purpose(s) of the School Proof submission

To maintain the entitlement to Family Benefit

The Family Benefit continues to be granted to young people aged 16 or more (24 or more, in the case of young people with disabilities) or who complete the age of 16 during the school year and are enrolled

in basic, secondary, higher education level or equivalent (vocational training course equivalent to the level of education concerned).

Scholarship granting

Young people are entitled/continue to be entitled to a Scholarship, provided that, in the school year 2023/2024, they are:

- enrolled in the 10th, 11th or 12th school grade or equivalent;

- in the 1st or 2nd family benefit income level;

- aged less than 18 before the school year beginning.

Please note: For more detailed information on Scholarship granting, please consult the *Guia Prático - Bolsa de Estudo* (Practical Guide – Scholarship)

Survivor's Pension granting

The Survivor's Pension is granted to young people aged 18 or more, under the following conditions:

- young people aged from 18 to 25, who are enrolled in the secondary, post-secondary or higher education level;
- young people up to the age of 27, who are enrolled in postgraduate studies, master's and PhD study cycles or undergoing an internship essential for obtaining the respective degree.

Please note: If the vocational training course or end-of-course internship is subsidised, the survivor's pension will only be paid if the amount received does not exceed two thirds of the minimum wage guaranteed to most workers.

Who may submit the School Proof?
1. The School Proof may only be submitted by the young beneficiary himself if he/she is aged 18 or more (or aged 16 or more and the respective marital status registered in the Social Security Information System is "married")
2. In the case of a non-institutionalized minor, the School Proof is registered/submitted by the person legally representing him/her. The legal representative must be one of the following persons and must live in the same household as the minor:
   - Father/Mother
   - Tutor
   - Person to whom the minor is entrusted by a judicial or administrative decision.

3. In the case of minors accommodated in Guardianship institutions, the representation by an institution must be validated by the Social Security Institute, P.I. (ISS, I.P – *Instituto da Segurança Social, I.P.*), so that the school proof may be registered/submitted by the person of the institution that represents the minor, or the institution must be the recipient of the minor's Family Benefit.

Please note: The legal representative of the child/young person, before submitting the School Proof, must make his/her registration as legal representative on the Social Security Online Service at www.seg-social.pt; in the **Perfil>Representações** (Profile>Representations) menu, click on **Registar Representação Legal** (Register Legal Representation).

B2 – Who is exempt from the School Proof submission?

Young people with disabilities, aged under 24, do not have to submit a School Proof to maintain their entitlement to the Family Benefit.

Young Survivor's Pension holders who, due to their disabilities, are also entitled to Family Benefit or to the Social Benefit for Inclusion, are also exempt from submitting the School Proof.

Note: If a young person with disabilities, enrolled in the secondary level of education, meets the conditions for the entitlement to a Scholarship, the School Proof submission is essential for the payment of this benefit. In this case, the document attesting the young person's enrolment in an educational/training establishment must be submitted at the Social Security services of his/her residence area.

Note: The School Proof for students from the basic and secondary levels of education or similar, enrolled in public schools or private establishments with an association contract, must be submitted during the month of July.

As for students enrolled in private establishments without an association contract, in vocational training courses equivalent to the primary or secondary levels of education, or in higher education establishments, they must always submit their school proofs through the Social Security Online Service.

Whenever the School Proof submission is carried out *ex officio* by the services, the date of submission appears automatically in the **Provas registadas** (Registered School Proofs) tab and the citizen is not required to make any additional registration. In the case it was not possible for the services to carry out *ex officio* the School Proof, it must be registered by the citizen in the **Provas por registar** (School Proofs to be registered), as in the example below:

Provas por registar	Provas registadas

NISS

Ano letivo

Todos ⌄

Limpar   Pesquisar

Provas Escolares por registar

Ano letivo	NISS	Nome	Ações
2023/2024	1	P	Registar Prova Escolar
2023/2024	1	D	Registar Prova Escolar
2022/2023	1	D	Registar Prova Escolar

C – How to submit the School Proof

Where to submit the School Proof

The Social Security Online Service School Proof features

Time limits for the School Proof submission

How to submit the School Proof through the Social Security Online Service

People already registered in the Social Security Online Service

How to consult the School Proof

How to request the correction of the School Proof information

Where to submit the School Proof

The School Proof is submitted through the **Segurança Social Direta** (Social Security Online Service)**,** available at www.seg-social.pt. In the **Família** (Family) tab, click on **Abono de Família e Pré-Natal** (Family Benefit and Pre-Natal Family Benefit) and in the **Prova Escolar** (School Proof) tab or in the **Pensões** (Pensions) tab > click on **Prova Escolar** (School Proof).

The Social Security Online Service School Proof features:

- To consult the School Proof status

- To submit the School Proof

- To correct School Proof data stated by the citizen

Please note: The submitted School Proof applies to all the mentioned social benefits, regardless of whether they are registered in the **Família** (Family) tab or in the **Pensões** (Pensions) tab.

Please note: The following features are now available on the Social Security Online Service for:

- Young people who could not enrol in the following school year due to the application of the rules for access to higher education.

- Consultation of School Proofs from previous school years.

Time limits for the School Proof submission

The School Proof must be submitted **during the month of July**.

If the school proof is not submitted within the time limit established for that purpose, the benefits payment will be suspended right from the beginning of the school year (September).

If the School Proof is submitted until 31 December of the school year concerned, the benefits payment is resumed from the first day of the month following the School Proof submission, and the suspended amounts are paid;

If the School Proof is submitted as of 1 January of the year following the one in which it should have been submitted, without a reasonable justification, the family benefit payment will be resumed only in the first day of the month following the date of school proof submission and the beneficiary will no longer be entitled to the suspended amounts.

How to submit the School Proof through the Social Security Online Service

In order to submit the School Proof through the *Segurança Social Direta* (**Social Security Online Service)**, the Family Benefit holder (usually the father or mother) or the beneficiary himself/herself (in the case of a young person aged 18 or more).

- be registered in the Social Security Online Service

- have the password to access the service

- update the respective data

If you are already registered in the Social Security Online Service, please take the following steps:

a) Access the *Segurança Social Direta* (Social Security Online Service), inserting the following access data:

- *NISS* (Social Security Identification Number) of the person receiving the Family Benefit and/or Survivor's Pension;

- Password.

b) Check if the inserted data are correct and click on *Entrar* (Enter)

Please note: The Family Benefit and Survivor's Pension holders must submit only one School Proof, choosing any of the aforementioned tabs.

To submit the School Proof, you must click on *Família* (Family) > *Abono de Família e pré-natal* (Family Benefit and Pre-natal family benefit), > *Prova Escolar* (School Proof), or *Pensões* (Pensions) > *Prova Escolar* (School Proof).

The 2 following tabs are displayed on the screen:

Tab 1 – *Provas por registar* (School Proofs to be registered), whose information is organised in the following columns:

    Ano Letivo (School Year) - the school year in which the student is enrolled;

    NISS – The Social Security Identification Number of the child/young person;

    Nome (Name) – Full name of the child/young person;

    Ações (Actions) - Column through which you can access the action *Registar prova escolar* (Register School Proof).

Tab 2 – *Provas registadas* (Registered School Proofs), whose information is organised in the following columns:

    Ano Letivo (School Year) - the school year in which the student is enrolled;

    NISS – The Social Security Identification Number of the child/young person;

    Nome (Name) – Full name of the Child/Young person;

    Data registo (Registration date) – The School Proof registration date;

    Ações (Actions) - Column through which you can access the actions *Consultar detalhe prova escolar* (Consult School Proof details) and *Corrigir prova escolar* (Correct School Proof)

In the tab *Provas por registar* (School Proofs to be registered), access the column *Ações* (Actions), click on *Registar prova escolar* (Register School Proof) and then:

read the authorization and certification information displayed on the screen and click on *Autorizo e certifico* (I Authorize and certify the provided information).

To complete the School Proof registration form, please take the following steps:
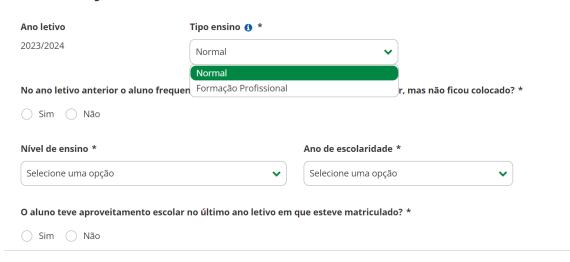
Step 1: *Tipo de Ensino* (Type of education).

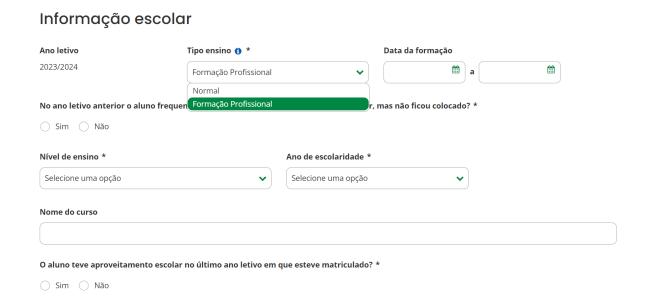This field is prefilled with the designation ***Normal***.

If the student is attending vocational training courses with equivalence to the primary or secondary education level, the prefilled option with the designation ***Normal*** must be kept, as displayed in the following image:

Informação escolar

Ano letivo
2023/2024

Tipo ensino ⓘ *
Normal ⌄

| Normal |
| Formação Profissional |

No ano letivo anterior o aluno frequen... r, mas não ficou colocado? *

◯ Sim   ◯ Não

Nível de ensino *
Selecione uma opção ⌄

Ano de escolaridade *
Selecione uma opção ⌄

O aluno teve aproveitamento escolar no último ano letivo em que esteve matriculado? *

◯ Sim   ◯ Não

If the student is attending Vocational Training actions, you must click on the **Formação Profissional** (Vocational Training) option, as displayed in the following image:

Informação escolar

Ano letivo
2023/2024

Tipo ensino ⓘ *
Formação Profissional ⌄

| Normal |
| Formação Profissional |

Data da formação
📅 a 📅

No ano letivo anterior o aluno frequen... r, mas não ficou colocado? *

◯ Sim   ◯ Não

Nível de ensino *
Selecione uma opção ⌄

Ano de escolaridade *
Selecione uma opção ⌄

Nome do curso

O aluno teve aproveitamento escolar no último ano letivo em que esteve matriculado? *

◯ Sim   ◯ Não

Step 2: Click on **Nível de ensino ou equivalente** (Education level or equivalent).

If you select the option **Superior ou equivalente** (Higher education level or equivalent), complete the fields **Nível ensino superior** (Higher education level) and **Designação do curso** (Course designation).

Additional notes:

- If the young person is attending a **Higher Professional technical course** in a private or cooperative educational establishment with a legal operating authorization, this may be equivalent to attending higher education. In this case, you must select the option **Licenciatura ou equivalente** (Bachelor's degree or equivalent).

- If the young person is attending vocational training actions provided by official entities or other entities accredited for this purpose by official bodies, namely the Employment and Vocational Training Institute (IEFP – *Instituto de Emprego e Formação Profissional*), when these actions do not require any degree of qualification for admission, you must select the option that corresponds to the subsequent academic level that the holder of the benefits has.

- In the case of a young person who has attended or completed the 12th grade and who, due to different reasons, could not enrol in Higher Education, he/she may deepen and consolidate his/her knowledge in the subject areas for access to the desired courses in order to obtain better results in the National Final Exams for access to Higher Education. In this situation, the entitlement to the benefit is maintained:
    a) In the school year following the 12th grade, for students who are already within the age limits established for attending higher education courses.
       In this case, you must indicate - ***Ensino Superior*** (Higher Education Level)
    b) Until the age limit established for attending secondary education, for students who complete the 12th grade before that age limit.
       In this case, you must indicate – ***Ensino Secundário*** (Secondary Education Level).

- Whenever, for curricular reasons, the young person is prevented from enrolling in the following school year, the right to the benefit remains up to the age limit established for the education level whose subjects the student needs to obtain approval.

Step 3: Select the ***Ano de escolaridade*** (School Year).

Step 4: Answer the question ***Titular teve aproveitamento escolar no ano letivo anterior?*** (Did the holder successfully complete the previous school year?).

Step 5: In the field ***Estabelecimento de ensino*** (Educational establishment) insert the name of the establishment where the child/young person is studying.

Step 6: Select the option ***Tipo de estabelecimento de ensino*** (Type of educational establishment) – this option will not be available if, in Step 2, you selected the option ***Superior ou equivalente*** (Higher education level or equivalent).

Step 7: Select the ***País do estabelecimento de ensino*** (Country where the educational establishment is located).
This field is prefilled with the option ***Portugal.***
If you indicate a foreign country, you just have to complete the field ***Localidade estab. ensino no estrangeiro*** (Place where the educational establishment is located) and go directly to **step 11**.

Step 8: Select the ***Distrito do estabelecimento de ensino*** (District where the educational establishment is located).

Step 9: Select the ***Concelho do estabelecimento de ensino*** (Municipality where the educational establishment is located).

Step 10: Select the ***Freguesia do estabelecimento de Ensino*** (Parish where the educational establishment is located).

If you click on **Cancelar** (Cancel), you go back to the home screen.

Step 11: Click on **Registar prova escolar** (Register School Proof).

Please note: If there is more than one young person, the aforementioned steps will have to be repeated for each one of them.

D – What are my duties?

The person submitting the School Proof is required to:

- Keep in his/her possession the document proving the young person's educational status (photocopy of the student card or document issued by the educational establishment) for a period of 5 years;

- Submit this document to the Social Security services, whenever it is requested for the purpose of clarifying doubts or monitoring the situation.

- Communicate the following circumstances to the Social Security services:

  o Change of address; made through the submission of form MG2 – *Requerimento de Alteração de Dados* (Application – Change of personal details);

  o Change in the bank account identification numbers (*NIB/IBAN*);

  o Change of marital status (marriage/*de facto* relationship);

  o Changes in enrolment (if possible, correcting the registered information).

E – Other information. E1 – Applicable legislation

Ministerial Order no. 191/2019 of 24 June

Regulates the terms and rules for the submission of the annual proof of school situation, foreseen in Article 43 of Decree-Law no. 176/2003 of 2 August, which defines the compensation for family expenses within the scope of the family protection subsystem.

It also regulates the terms and rules for the submission of the proof of school situation within the scope of the legal protection scheme in the event of death of beneficiaries from the social security general scheme, foreseen in Article 12 of Decree-Law no. 322/90 of 18 October, in its current wording.

Decree-Law no. 133/2012 of 27 June

Amends the legal schemes of social protection in the events of sickness, maternity, paternity, adoption and death, within the scope of the welfare system, the legal schemes of compensation of family expenses under the family protection subsystem and of the social integration income, the legal scheme regulating the recovery of unduly paid benefits and the means-testing law within the scope of the Social

Security system, the rules on survivors' pensions for public servants and the legal scheme of social protection in the event of maternity, paternity and adoption within the scope of the converging social protection scheme for public servants.

F – Frequently Asked Questions

1. **I am 15 years old and I will turn 16 during this school year. Do I have to communicate my Social Security Identification Number to the School at the time of enrolment?**

   Answer: Yes, you must do this and also submit the School Proof through the Social Security Online Service until the end of July, for the purposes of:

   - Family Benefit
   - Scholarship

2. **I am already enrolled in the Primary/Secondary education level. What do I have to do next? Communicate my Social Security Identification Number to the School, or submit the School Proof through the Internet?**

   Answer: It is mandatory that you do both things. You must submit the School Proof during the month of July and communicate the **Social Security Identification Number** to the School, for the purposes of:

   - Family Benefit
   - Scholarship
   - Survivor's Pension (pensioners aged 18 or older)

3. **What do I have to do in order to maintain the entitlement to the Survivor's Pension?**

   Answer: All pensioners aged 18 or older are required to submit the School Proof in order to continue to be entitled to the Survivor's Pension. This document is submitted through the Social Security Online Service - in the *Pensões* (Pensions) tab, click on *Prova Escolar* (School Proof). However, young pensioners who, due to their disability, are also entitled to family benefits or the Social Inclusion Benefit, are not required to submit the School Proof.

4. **Which Social Security Identification Number must be communicated to the School? The one of the person receiving the Family Benefit (parent or person responsible for the young student), or the student's Social Security Identification Number?**

   Answer: The only Social Security Identification Number that must be communicated to the School is the student's Number.

   If you have already communicated the student's Social Security Identification Number, please confirm if it is correct.

5. Who has to be registered in the Social Security Online Service to submit the School Proof? Is it the father/mother or the son/daughter?

Answer: It is the person who receives the Family Benefit. Normally, it is the father or mother who receives the Family benefit and is required to submit the School Proofs of their children.

Please note: If the child/young person is legally represented by a third person, before submitting the School Proof, the person concerned must make his/her registration as legal representative on the Social Security Online Service.

In what concerns the Survivor's Pension, the School Proof is submitted by the young pensioner himself/herself.

6. How can I access the *Segurança Social Direta* (Social Security Online Service) for the first time?

Answer: If you are going to use the Social Security Online Service for the first time and do not have a password yet:

1. Access the Social Security Portal on the Internet at www.seg-social.pt;

2. Click on *Segurança Social Direta* (Social Security Online Service)

3. Click on *Efetuar Registo* (register);

4. Insert your Social Security Identification Number (NISS), then click on *Passo seguinte* (Next step)

5. In the *Dados Adicionais* (Additional Data) menu, read the document *Política de Privacidade e Termos de Utilização* (Privacy Policy and Terms of Use)

Note: If you do not read this information, you will not be able to proceed with your registration. If you want, you may also print the document.

If you are an emigrant:

To access the Social Security Online Service, you must use the number registered in the Social Security Information System.

If you submitted a residence permit when you made your registration in the Social Security services, you must insert this document number to access the Social Security Online Service. In the field where the ID number is requested, you must insert the alphanumeric characters in **capital letters**.

Example: P000344545 and not p000344545

If you submitted a passport when you made your registration in the Social Security services, you must insert this document number to access the Social Security Online Service. In the field where the ID number is requested, you must insert the alphanumeric characters in **capital letters**.

Example: AH123456 and not ah123456

7. I am already registered in the Social Security Online Service, but I lost my password. How can I get a new password?

Answer: To get a new password, you must:

1 – Access the Social Security Portal on the Internet at www.seg-social.pt;

2 – Click on *Segurança Social Direta* (Social Security Online Service)

3 – Click on *Perdi a palavra-chave* (I lost my password).

Note: The password to access the service will be sent by post to the address registered in the Social Security Information System.

If you changed your residence, you must update your address information before requesting a new password.

Please note: When requesting the new password to access the Social Security Online Service, you are invalidating the previous one.

8. What do I have to do if my address is not correct and I need to change this information?

Answer: The change of address can be made as follows:

- In the case of **Citizen Card** holders, the change of address can be made via the Internet, by accessing the Citizen's Portal at www.portaldocidadao.pt, but the person concerned must be registered in advance. This service allows any adult to, simultaneously and online, notify the entities with which he/she wishes to update his/her address. It can also be made in person, in the relevant Customer Information Services (Citizen's Bureaus and other entities that issue the Citizen Card).

- In the case of **ID Card** holders, the change of address may be requested in person, in the Social Security customer information services, or by letter sent to the Social Security District Centre of the person's residence area, using the Form Model MG 2 – DGSS – *Pedido de Alteração de morada ou de outros elementos (*Request for Change of address or other elements).

9. How can I access the Social Security Online Service using the Citizen Card?

Answer: Access the Social Security Website at www.seg-social.pt. Then, click on *Segurança Social Direta (SSD)* (Social Security Online Service).

To use the **Citizen Card**, connect the **card reader** and make sure the software is correctly installed.

1 – Insert the card into the card reader

2 – Click on the *entrar* (enter) button

and

3 - Insert the authentication PIN.

After inserting the authentication PIN and clicking on *enter*, you will have access to your Social Security Online Service restricted area.

10. I have submitted my school proof manually through the Social Security Online Service (*Segurança Social Direta*); however, there was an *ex officio* change in my school situation, carried out by the Ministry of Education. How can I correct this situation?

Whenever the proof of school situation is carried out automatically by the Ministry of Education, the family benefit holder will not be able to change this situation through the Social Security Online Service. If, when consulting the school proof in the Social Security Online Service, you find that the information is not correct, you must contact the Social Security customer information services and submit a statement issued by the educational establishment certifying your school situation, so that the services may correct the information and regularise the family benefit situation.