

PRACTICAL GUIDE

FAMILY BENEFIT FOR CHILDREN AND YOUNG PEOPLE

INSTITUTO DA SEGURANÇA SOCIAL, I.P.

TECHNICAL FILE

TITLE

Practical Guide - Family Benefit for Children and Young People
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The information in this practical guide does not waive the consultation of the law.

A – Family benefit for children and young people - What is it?

It is a monthly cash benefit aimed to support families in the care and education of their children and young people.

B1 – Who is entitled?

Entitlement conditions to the family benefit for children and young people

Family benefit for young people aged 16 or more

Entitlement conditions to the family benefit for children and young people

Children and young people:

- resident in Portugal or *treated as residents* (see *Glossary – Persons treated as residents*);
- whose families hold movable assets (bank accounts, shares, bonds) that do not exceed the value of €105,314.40 at the date of the application submission;
- whose families reference income is below the threshold value;
- who are accommodated in social support establishments.

Young people:

- who are not working, unless the work is carried out under an employment contract during school holidays.

For more information about the means-testing condition for the granting of non-contributory social security benefits, please consult the *Guia Prático – Condição de Recursos* (Practical Guide – Means-testing)

Note 1: The amount of family benefit for children and young people is determined according to the household income level, which varies according to the household reference income and the year in which the income level is established.

Households in the 4th income level are entitled to the family benefit only if they have children aged up to 72 months. If these households are in the 5th income level, they will not be entitled to the family benefit for children and young people.

Note 2: children and young people accommodated in social support establishments are entitled to the 1st income level benefit amount.

- Children and young people are entitled to the family benefit until the age of 16.

- Young people aged 16 or more are entitled to the family benefit only if they are studying or have a disability (see Table 1).

Family benefit for young people aged 16 or more

Table 1 – Family benefit payment to young people aged 16 or more

| | Age (completed during the school year: from 1 September to 31 August) | Who are not studying | In the basic level of education (until 9 th grade) or equivalent | In the secondary level of education (until 12 th grade) or equivalent | In the higher level of education or equivalent |
|--------------------------------------|---|----------------------------|--|---|--|
| Young people without disabilities | 16 - 18 | No | Yes | Yes | Yes |
| | 18 - 21 | No | Yes, in the event of sickness or accident | Yes | Yes |
| | 21 - 24 | No | No | Yes, in the event of sickness or accident | Yes |
| | 24 - 27 | No | No | No | Yes, in the event of sickness or accident |
| Young people with disabilities | 16 - 24 | Yes | Yes | Yes | Yes |
| | 24 - 27 | No | No | No | Yes |

Definition of age limits according to the education level

For the purpose of granting the family benefit to a young person aged 16 or more, it is considered the age of that person in the beginning of the school year (1 September).

If, during the school year, the young person reaches the age limit established according to the respective education level (basic, secondary or higher), he/she will be entitled to the family benefit until the end of the school year in question.

Example: On 1 September of the school year 2019/2020, the young person is aged 17 and enrolled in the basic level of education. He/she will turn 18 in January 2020; therefore, he/she is entitled to the family benefit until 31 August 2020.

Young people without disabilities

- aged 16 to 18 - are entitled to the family benefit, if they are enrolled at least in the basic level of education or *equivalent*;
- aged 18 to 21 - are entitled to the family benefit, if they are enrolled at least in the secondary level of education or *equivalent*;

- aged 21 to 24 - are entitled to the family benefit, if they are enrolled in the higher education level or *equivalent*.

Note: If, due to an accident or sickness situation, the young person is unable to finish school successfully, he/she may continue to be entitled to the family benefit:

- up to the age of 21, if he/she is enrolled at least in the basic level of education or *equivalent*;
- up to the age of 24, if he/she enrolled at least in the secondary level of education or *equivalent*;
- up to the age of 27, if he/she is enrolled in a higher education level or *equivalent*.

Specific cases

If the young person has completed the 12th grade and failed to be admitted in the university because the rules for access to higher education have changed, he/she will be entitled to the family benefit:

- in the following year, if he/she is aged under 24;
- up to the age of 21, provided that he/she finishes the 12th grade before that age.

If the young person cannot enrol the following year due to curricular reasons (i.e., reasons that are not of his/her responsibility), he/she will be entitled to the family benefit:

- up to the age of 18, if he/she is attending basic school subjects;
- up to the age of 21, if he/she is attending secondary school subjects;
- up to the age of 24, if he/she is attending higher education subjects.

Young people with disabilities

Young people with disabilities are entitled to the family benefit up to the age of 24. If they are attending a higher education course or equivalent, they will continue to be entitled to the child benefit until they finish their course or complete the age of 27.

B2 - How does this benefit relate to others already received by the applicant?

The young person cannot accumulate the family benefit with...

The young person can accumulate the family benefit with...

The family benefit for children and young people cannot be accumulated with

- Unemployment benefit

- Unemployment social benefit
- Social pension
- Parental Benefit

The family benefit for children and young people can be accumulated with...

- Increase in the family benefit amount for single-parent families (if the child or young person lives with only one adult)
- Increase in the family benefit amount for the second, third or following children (for households with two or more children aged between 12 and 36 months and up to the 4th income level)
- Scholarship
- Increase in the amount of the family benefit for children and young people with disabilities
- Allowance for the attendance of special education establishments
- Allowance for the care provided by a third party
- Prenatal family benefit
- Social integration income
- Orphan's pension
- Survivor's pension
- Death grant
- Social Benefit for Inclusion

C - How to apply? C1 – Necessary forms and documents

Application for the family benefit for children and young people

Forms

Necessary documents

Who may submit the application?

Where to submit the application?

Until when the application may be submitted?

Application for the family benefit for children and young people

Note: Pregnant women who have applied for the prenatal family benefit (before the child's birth) are exempt from applying for the family benefit for children and young people. They only have to submit the child's identification document at the Social Security customer information services.

Beneficiaries who are already registered in the Social Security Online Service may submit the application online (See "Where to submit the application?")

Forms

- Form [RP5045/DGSS](#) – *Requerimento abono de família pré-natal/Abono de família para crianças e jovens* (Application for prenatal family benefit/family benefit for children and young people).
- Form [RP5045/1/DGSS](#) – *Requerimento abono de família pré-natal/Abono de família para crianças e jovens – Folha de continuação* (Application for prenatal family benefit / family benefit for children and young people – Continuation sheet).
- Form [RP5045/2-DGSS](#) – *Requerimento abono de família pré-natal/Abono de família para crianças e jovens. Instruções de preenchimento* (Application for prenatal family benefit / Benefit for children and young people. Filling instructions).
- Form [GF54-DGSS](#) – *Declaração/Alteração – Composição e Rendimentos do Agregado Familiar* (Statement/Change – Household Composition and Income).
- Form [GF54/1-DGSS](#) – *Composição e Rendimentos do Agregado familiar - Folha de continuação da Declaração/Alteração* (Statement/Change – Household Composition and Income – Continuation sheet).
- Form [GF54/2-DGSS](#) – *Declaração/Alteração - Composição e rendimentos do agregado familiar. Informações e instruções de preenchimento* (Statement/Change – Household Composition and Income. Information and filling instructions).
- Form [GF58-DGSS](#) - *Pedido de Reavaliação do Escalão de Rendimentos* (Request for Income Level Reassessment).

Children or young people with disabilities

- Form [RP5039-DGSS](#) - *Prova da deficiência – Prestações familiares (prova anual, no caso da deficiência não ser considerada permanente)* (Proof of disability - Family benefits (annual proof, if the disability is not considered a permanent disability)).
- Form [RP5034-DGSS](#) - *Requerimento de bonificação por deficiência* (Application for an increase in the amount of the family benefit for children and young people with disabilities)

These forms/templates are available at www.seg-social.pt; in the **Documentos e Formulários** (Documents and Forms) menu select **Formulários** (Forms) and in the Search field insert form number or template name.

For example, if you want to apply for the family benefit for children and young people, you must insert "[RP5045-DGSS](#)" or "*Requerimento abono de família para crianças e jovens*" (Application for the family benefit for children and young people) in the *Search* field.

Necessary documents

- **Portuguese citizens**

Portuguese citizens residing in Portugal, as well as Portuguese citizens working abroad and whose remuneration is fully or partially paid by the Portuguese State.

- Valid identification document (Citizen card, ID document, civil registration certificate or passport).
- Tax identification document (NIF), in case they do not have a citizen card.

Note: If the household members are already identified in the Social Security Information System, the submission of these documents is not necessary.

- **Foreign citizens (children/young people)**

- 1. Not covered by an international agreement or Community legislation**

Valid document proving that they are legally resident in Portugal or in a similar situation (see Glossary - Persons treated as residents).

- 2. Covered by an international agreement or Community legislation**

Citizens of the European Union, European Economic Area and third countries that have an agreement on the free movement of persons within the European Union do not need to submit these documents – they are treated as if they were Portuguese citizens.

Note: Other cases (non-residents in Portugal) - See **Frequently Asked Questions**

International Affairs

- **Young people aged 16 to 24**

- ✓ Photocopy of the student card or certificate of enrolment issued by the educational establishment.
- ✓ Statement issued by the educational establishment certifying that the person concerned cannot enrol for the following school year (if the young person cannot enrol for a reason that is not of his/her responsibility)
- ✓ Medical statement, if the young person reaches the age limit established according to the respective education level and he/she cannot complete the school year successfully due to an accident or sickness situation.

- **If the application of the family benefit for children and young people is submitted by someone other than the mother, father or the young person himself/herself:**

- ✓ Document certifying that the person submitting the application has the child or young person under his/her care.

Who may submit the application?

- The parents
- The legal representatives
- The person or entity taking care of the child or young person.
- The young person himself/herself, if he/she is aged 18 or more.

Please note: If there is more than one child or young person entitled to the family benefit in the same household, the application must always be submitted by the same person.

Exception: After the child's birth, when the mother applies for the prenatal family benefit, she is also applying for the family benefit for children and young people.

Note: A person can make a written request for the change of the family benefit holder, provided that this person proves that he/she is legitimately entitled to do so.

This request and the respective documents shall be examined on a case-by-case basis. When the request to change the family benefit holder also involves the change of the household composition and/or income, the form [GF54 - DGSS – Declaração/Alteração - Composição e rendimentos do agregado familiar](#) (Statement/Change – Household Composition and Income) must also be submitted.

Where to submit the application?

Preferably through the Social Security Online Service, taking the following steps:

(Note: The application can only be submitted through Social Security Online Service if the child and the applicant already have a Social Security Identification Number (NISS).

Step 1: On the **Família** (Family) menu, click on **Abono de família e pré-natal** (Family and prenatal benefit).

The following options are available:

- ✓ **Pedir e Consultar** (Request and Consult) - used to consult and submit applications for the Family Benefit for Children and Young People and the Prenatal Family Benefit.
- ✓ **Consultar Pagamentos** (Consult Payments) - used to consult information concerning the Family Benefit for Children and Young People and the Prenatal Family Benefit payments, the last benefit amount paid and the respective date, the data concerning the beneficiary and the holder.
- ✓ **Declaração de Situação** (Situation statement) – used to ask for a statement about the current status of a particular family benefit.
- ✓ **Entregar prova escolar** (Submit school proof) - used to submit the school proof concerning the current school year.
- ✓ **Consultar prova escolar** (Consult school proof) - used to consult information on the school proofs submitted.

Step 2: Click on **Pedir e Consultar** (Request and consult)

This menu provides information concerning all your family benefit applications. The information is organised by Application Date (from the most recent to the oldest) and indicates the Type of Benefit, the Beneficiary and the Benefit Status. To consult detailed information on each benefit, click on **Ações** (Actions) and select the option **Consultar** (Consult).

In this menu you may consult your family benefits and their current status and submit new applications for family benefits, by clicking on **Pedir novo abono pré-natal** (New application for the prenatal family benefit) and **Pedir novo abono de família** (New application for the family benefit for children and young people).

Very important note: Before you start your Family Benefit application submission, make sure that you have the following information/documents:

- The social security identification number (NISS) or tax identification number (NIF) of each one of the family benefit beneficiaries;
- The document attesting your legal residence in Portugal, if you are a foreign citizen;
- If you have received family benefits from another institution, the document attesting that you no longer receive family benefits from that institution;
- If you have dependent children or young people still entitled to family benefits from another institution, a document stating their entitlement to family benefits from that institution;
- The form Mod. [GF54 - DGSS – Declaração/Alteração - Composição e rendimentos do agregado familiar](#) (Statement/Change – Household Composition and Income) already filled and recorded on your computer/mobile device.

This form is available for download in the **Documentos** (Documents) menu. Note: this procedure does not apply to Institutions/Legal Persons.

Note: To learn more on how to apply for the family benefit for children and young People, click on the **Ajuda** (Help) icon at the top of the screen.

Alternatively, you may submit the paper application form and necessary documents at the Social Security customer information services.

Until when the application must be submitted?

The application must be submitted within 6 months from the first day of the month following the date in which the person is entitled to family benefits (for example, the child's birth).

If the application is not submitted within this time limit, the beneficiary will only be entitled to the family benefit from the month following the date in which the application was submitted.

D - How does this benefit work? D1 - How much will the applicant receive and when will he/she receive it?

How is the benefit calculated?

What are the reference income levels?

When will the benefit be paid?

Entitlement period

How to request the reassessment of the household income level?

Please note: To learn more about the means-testing condition for the entitlement to the family benefit for children and young people, please consult the relevant practical guide.

How is the benefit calculated?

The following income categories are considered in the calculation of the household monthly income:

- Employment income (including Holiday pay and Christmas Bonus)
- Income from self-employment work (business and professional)
- Capital Income (please consult the *Guia Prático da Condição de Recursos* – Practical Guide on Means-Testing)
- Property income (please consult the *Guia Prático da Condição de Recursos* – Practical Guide on Means-Testing)
- Pensions (including alimony)
- Social benefits (all social security benefits, except family, disability and dependency benefits granted within the scope of the family protection subsystem)
- Allowances to support rent payments or other regular housing supports from the State

The benefit amount varies according to:

- the household income level;
- the child's age;
- the number of children;
- the number of adults (in the case of single-parent households).

There are five income levels; households with lower income levels receive higher benefit amounts

Households in the 1st, 2nd, 3rd and 4th income levels are entitled to the family benefit for children and young people. Households in the 4th income level are entitled to the family benefit only if they have children aged up to 72 months. Households in the 5th income level are not entitled to the family benefit for children and young people.

The income level is calculated according to the household reference income

1. First, it is calculated the total value of all household members annual income
2. Then, it is added the number of children and young people entitled to the family benefit, plus one.
3. The first value is divided by the second to calculate the *reference income*.
4. This *reference income* is equivalent to one income level (from the 1st to the 5th).

What are the reference income levels?

income from 2018 - used to calculate the income level for the family benefit to be paid from 1 January 2020 to 31 December 2020 to children or young people who are already receiving the

family benefit (continued entitlement to the benefit - proof of income made in October 2019), based on the value of the social support index (*IAS – Indexante dos Apoios Sociais*), in force on the year of the household reference income taken into account (IAS in 2018 = € 428.90)

income from 2019 - used to calculate the income level for the family benefit payment as from 2020 (new applications submitted in 2020), based on the value of the social support index (*IAS – Indexante dos Apoios Sociais*), in force on the year of the household reference income taken into account (IAS for 2019 = € 435.76).

| Income Levels | | | | | |
|----------------------------|-----------------------------------|--|--|--|------------------------|
| | 1 st | 2 nd | 3 rd | 4 th | 5 th |
| Household Reference Income | Equal to or lower than 0.5xIASx14 | Higher than 0.5xIASx14 and equal to or lower than 1xIASx14 | Higher than 1xIASx14 and equal to or lower than 1.5xIASx14 | Higher than 1.5xIASx14 and equal to or lower than 2.5xIASx14 | Higher than 2.5xIASx14 |
| Income from 2018 | Up to 3,002.30€ (inclusive) | From 2,949.24€ to 3,002.30€ to 6,004.60€ | From 6,004.60€ to 9,006.90€ | From 9,006.90€ to 15,011.50€ | More than 15,011.50€ |
| Income from 2019 | Up to 3,050.32€ (inclusive) | From 3,050.32€ to 6,100.64€ | From 6,100.64€ to 9,150.96€ | From 9,150.96€ to 15,251.60€ | More than 15,251.60€ |

IAS value in 2018 = € 428.90 | IAS value in 2019 = € 435.76.

Benefit amount

Tables with benefit values - Household income levels

| Household income levels | Total monthly value | | | | | |
|------------------------------------|--------------------------------|--|--|--|--|--|
| | Per child aged up to 12 months | Per child aged more than 12 months and up to 36 months | | Per child aged more than 36 months and up to 72 months | | Per child or young person aged more than 72 months |
| | | Until 30 June 2019 | As of 1 July 2019 | Until 30 June 2019 | As of 1 July 2019 | |
| 1st income level | 149.85€ | 130.31€ | 149.85€ | 43.44€ | 49.95€ | 37.46€ |
| 2nd income level | 123.69€ | 107.56€ | 123.69€ | 35.85€ | 41.23€ | 30.93€ |
| 3rd income level | 97.31€ | 85.22€ | 97.31€ | 28.41€ | 32.44€ | 28.00€ |
| 4th income level | Per child aged up to 36 months | | Per child aged more than 36 months and up to 72 months | | Per child or young person aged more than 72 months | |
| | | From July 2019 onwards | | From July 2019 onwards | | |
| | | 58.39€ | | 19.46€ | 0€ | |
| 5th income level | | 0€ | | 0€ | 0€ | |

Note: All students aged between 6 and 16 (during the current calendar year) and whose household reference income is in the 1st income level, are entitled to twice the family benefit amount in September.

Younger children are entitled to higher benefit amounts

Children aged up to 36 months are entitled to a higher benefit amount.

Families with two or more children

Large households with children aged up to 36 months are entitled to an increase in the family benefit, whose monthly amounts are currently as follows:

Household with **two children**:

- 37.46€: 1st income level
- 30.93€: 2nd income level
- 28.00€: 3rd income level
- 14.60€: 4th income level

Household with more than **two children**:

- 74.92€: 1st income level
- 61.86€: 2nd income level
- 56.00€: 3rd income level
- 29.20€: 4th income level

Single-parent households (only one adult)

Single-parent families - where the child or children live with only one adult - are entitled to more 35% of the family benefit amount.

For more detailed information about increases in family benefit for children and young people, please consult the *Guia Prático - Majoração do abono de família, abono de família pré-natal e bonificação por deficiência* (Practical Guide – Increase in the family benefit for children and young people, prenatal family benefit and family benefit for children and young people with disabilities).

When will the benefit be paid?

| If the application is submitted | The family benefit will be paid |
|---|---|
| Within the established time limit (6 months from the month in which the person is entitled to the family benefit) | In the month following that in which the person is entitled to the family benefit |
| Out of time | From the month following the date in which the application was submitted |

Entitlement period

Children and young people without disabilities

- Up to the age of 16.

- From the age of 16, only if they are studying (see Table 1).

Children and young people with disabilities

- Up to the age of 24.
- From the age of 24, only if they are studying (see Table 1).

How to request the reassessment of the household income level?

After the annual income proof submission, whenever there is a change in the household income or composition, the person concerned may request the reassessment of the household income level, submitting the form [GF58-DGSS – Pedido de Reavaliação do Escalão de Rendimentos](#) (Request for Income Level Reassessment).

This request will only be accepted within 90 continuous days after:

- the end of the time limit established for the annual income proof submission (31 October); or
- the date in which the previous statement of changes in the household income and composition, submitted in the form [GF58-DGSS – Pedido de Reavaliação do Escalão de Rendimentos](#) (Request for Income Level Reassessment), took effect.

The annual value to be considered in the income level reassessment is calculated by multiplying the gross monthly value received (earnings, pensions or social benefits, except cash benefits granted within the scope of the family protection subsystem, aimed to ensure compensation for family, disability and dependency expenses) with the number of months per year in which these values will be paid.

income from 2020 - used only for **income level reassessment requests**, based on the value of the social support index (*IAS – Indexante dos Apoios Sociais*) in force on the year of the household reference income taken into account (IAS for **2020** = EUR **438.81**).

| Income Levels | | | | | |
|----------------------------|-----------------------------------|--|--|--|------------------------|
| | 1 st | 2 nd | 3 rd | 4 th | 5 th |
| Household Reference Income | Equal to or lower than 0.5xIASx14 | Higher than 0.5xIASx14 and equal to or lower than 1xIASx14 | Higher than 1xIASx14 and equal to or lower than 1.5xIASx14 | Higher than 1.5xIASx14 and equal to or lower than 2.5xIASx14 | Higher than 2.5xIASx14 |
| | Up to 3,071.67€ (inclusive) | From 3,071.67€ to 6,143.34€ | From 6,143.34€ to 9,215.01€ | From 9,215.01€ to 15,358.35€ | More than 15,358.35€ |

IAS value for 2020 = € **438.81**

D2 – Payment of the family benefit for children and young people

The family benefit for children and young people is paid by:

- bank transfer, or
- mail (postal order).

For greater convenience and safety, people should choose to receive their benefits by bank transfer.

The money goes directly into the beneficiary's bank account and becomes available immediately.

With this method, the payment of social security benefits is faster, safer and without delays and losses.

How can the beneficiary inform the social security services that he/she wants to receive his/her benefits by bank transfer?

Through the Social Security Online Service (*Segurança Social Direta*):

- Access the Social Security portal on the Internet at www.seg-social.pt
- Click on ***Segurança Social Direta*** (Social Security Online Service)
- Insert your ***NISS*** (Social Security Identification Number) and **Password**;
- In the ***Perfil*** (Profile) menu click on ***Alterar conta bancária*** (Change bank account) and then on ***Indicar novo IBAN*** (Indicate new IBAN).

The IBAN is immediately registered in the Social Security Information System.

In the Social Security customer information services

by filling in the form – Mod. MG 02-DGSS - Pedido de Alteração de Morada ou de Outros Elementos (Request for Change of Address or Other Elements), which is available for printing on the Internet, at www.seg-social.pt; in the ***Documentos e Formulários*** (Documents and Forms) menu select ***Formulários*** (Forms) and in the Search field insert the form number (*Modelo MG 02-DGSS*) or template name (*Pedido de Alteração de Morada ou de Outros Elementos*) (Request for Change of Address or Other Elements).

1. One of the following documents must be submitted as proof of the applicant's **IBAN** (International Bank Account Number):
 - Bank statement with the **IBAN**;
 - Photocopy of the first sheet of the bank passbook;
 - Photocopy of a blank cheque.
2. Valid civil identification document with the applicant's signature (citizen card, ID card, passport), to verify the authenticity of the signature.

Or, by sending the form and the necessary documents by letter addressed to the Social Security services of the beneficiary's residence area.

The map of the social security customer information services network is available at www.seg-social.pt; in the ***A Segurança Social*** (Social Security) menu click on ***serviços de atendimento*** (customer information services).

Payment by mail (postal order)

Postal orders may be withdrawn at the Portuguese postal services (CTT) or deposited in banks. They may also be endorsed (passed or transmitted), and there can only be one endorsement on each postal order issued.

How to open a Minimum Banking Services account?

The Minimum banking services are a set of banking services considered essential which are available to citizens at a reduced cost.

More information about Minimum Banking Services may be found in the customer information services of credit institutions or on their websites, or at <https://clientebancario.bportugal.pt/www.todoscontam.pt>

D3 – Duties of the holder/beneficiary

The holder/beneficiary must:

- state any family benefits for children and young people received from another institution
- notify the Social Security services within 10 days of any change of circumstances that may affect the family benefit payment
- submit all the documents requested by the Social Security services
- submit the mandatory school proof
- submit documents supporting the household income and composition

The holder/beneficiary must state any family benefits for children and young people received from another institution

If the person concerned has applied for or is receiving family benefits for children and young people from another institution, including those granted by entities from other countries, he/she must state this fact in the application submitted to the Social Security services.

The holder/beneficiary must notify the Social Security services within 10 days of any change of circumstances that may affect the family benefit payment:

- If the young person stops studying.
- If the young person starts working, except if the work is carried out under an employment contract during his/her school holidays.
- If there is a change of residence (address)
- If there are changes in the household composition and/or income, namely in situations where the household becomes a single-parent household or *vice versa*.

The holder/beneficiary must fill in the form [GF54 - DGSS](#) – *Declaração/Alteração - Composição e rendimentos do agregado familiar* (Statement/Change – Household Composition and Income), which is

available for printing on the Internet, at www.seg-social.pt; in the **Documentos e Formulários** (Documents and Forms) menu select **Formulários** (Forms) and in the Search field insert the form number or template name.

This form may be submitted in any Social Security customer information service or sent by letter, addressed to the Social Security service from the beneficiary's residence area, or to the competent Social Security District Centre (the entity responsible for the family benefit payment).

Documents to submit when required by the social security services

The following documents must be submitted when required:

- Form [GF54/2020-DGSS](#) – *Declaração/Alteração - Composição e rendimentos do agregado familiar* (Statement/Change – Household Composition and Income),
- Civil registration certificate, ID document, Citizen card, birth certificate, passport of the child or young person and/or of the household members.
- Residence permit or document supporting a similar situation, in the case of foreign citizens not covered by any international agreement.
- Medical statement, If the young person reaches the age limit established according to the level of education he/she is in and cannot finish school successfully due to an accident or sickness situation
- Document proving that the applicant is the legal representative of the child or young person or has the child or young person under his/her care.
- Photocopy of the student card or certificate of enrolment issued by the educational establishment.
- Other documents requested by the Social Security services.

Mandatory submission of school proof

School proof submission is mandatory for young people aged 16 or over, or young people aged 24 or over in case of disability (exceptions: from the age of 15, if the young person completes the age of 16 during the school year, so that the social security services may *ex officio* grant a scholarship and continue to pay the family benefit after the young person has completed the age of 16).

For more detailed information, please consult the [Guia Prático da Prova Escolar](#) (Practical Guide on School Proof).

The school proof, in addition to being necessary for the continued payment of family benefit to young people from the age of 16, is also used by the social security services to the *ex officio* granting of a scholarship.

Note: As of the school year 2019/2020, information on the school proof of students from the basic and secondary levels of education or similar, enrolled in public schools or private establishments with an association contract, may be exchanged between the Social Security and the Education services. In this case, the school proof submission is carried out by the services and the date of submission appears automatically in the respective field, as in the example below:

Família > Abono de família e de pré-natal

Prova de Situação Escolar
Fazer e consultar a Prova Escolar do ano letivo 2019/2020.

Para os alunos do ensino básico e secundário, matriculados em estabelecimentos de ensino público, ou privado com contrato de associação, a prova anual da situação escolar pode também ser realizada através de troca de informação entre a Segurança Social e a área da Educação.

Caso a prova escolar já tenha sido realizada é apresentada a data de entrega. Nesse caso não necessita de fazer prova escolar.

Se a data de entrega não estiver preenchida, deve realizar a prova escolar. Para começar a Prova Escolar, clique no botão "Fazer prova".

Se houver mais do que titular repita os passos para cada um deles.

| N. Processo | NESG | Nome | Data Pedido | Ano Letivo | Entrega |
|---------------------|---------------------|---------------------|-------------|------------|------------|
| [input type="text"] | [input type="text"] | [input type="text"] | | 2019/2020 | 30/06/2019 |

[Verificar](#)

avaliação

Quero saber mais sobre este tema

If the date of submission does not appear automatically in the respective field, the holder/beneficiary must submit the school proof himself/herself.

To submit the School Proof, click on **Fazer prova** (Submit school proof).

If there is more than one young person entitled to the family benefit, repeat the steps for each one.

The 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 must always submit their school proofs through the Social Security Online Service (*Segurança Social Direta*).

Young people entitled to the family benefit for children and young people, who are also entitled to the survivor's pension, when submitting the school proof for the continuation of the family benefit entitlement are exempt from the submission of the same proof for the continuation of the survivor's pension entitlement.

School proof submission is mandatory for young people aged 16 or over (without disabilities) or young people aged 24 or over (in case of disabilities).

Note 1: A young person who completes the age of 16 during the school year must submit the school proof previously, in July.

Example: A 15-year-old person who will turn 16 during the school year beginning on 1 September must submit the school proof through the Social Security Online Service until the end of July.

Note 2: In the case of young people with disabilities, when the school proof is submitted only for the purpose of scholarship granting, this submission is essential for the respective payment.

Note 3: Young people enrolled in the 10th, 11th or 12th school grade, aged under 16, who are in the 1st or 2nd income level and, therefore, are not required to submit the school proof for family benefit purposes, must still submit the school proof until 31 July in order to be entitled to a scholarship.

Note 4: Young people with disabilities, aged under 24, do not have to submit a school proof to be entitled to the family benefit for children and young people.

For more detailed information on Scholarship granting, please consult the [Guia Prático - Bolsa de Estudo](#) (Practical Guide - Scholarship).

If the young person was unable to enrol in an educational establishment, or could not finish the school year successfully due to an accident or sickness situation, he/she must submit the documents supporting that situation (statement of the educational establishment or medical certificate).

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

School proof submission after the time limit established for that purpose:

- if it is submitted until 31 December of the school year concerned, the family benefit payment is resumed and the suspended amounts are paid;
- if it is submitted as of 1 January of the school year concerned, 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.

Note 5: The statement on the household income level for the granting of the family benefit for children and young people may be obtained through the Social Security Online Service. In the **Família** (Family) menu, click on the option **Emitir declaração de situação de prestações familiares** (Issue statement of family benefits situation).

Submission of documents supporting the household income and composition

The submission of the annual proof of income is mandatory for the purpose of determining the family benefit for children and young people.

It is carried out **ex officio**, through the exchange of information between the Social Security and the Tax Administration services, being also considered the amount of social benefits paid by the *Instituto da Segurança Social, I.P.* (Social Security Institute, P.I.)

- Note: In case the proof of income cannot be done *ex officio*, through the exchange of information between the aforementioned services (e.g. benefits paid by other institutions, foreign income not declared to the Portuguese Tax Administration for income tax purposes), in order to comply with the obligation to submit the documents supporting the household income and composition, the holder/beneficiary must fill in the form [GF54-DGSS](#) and submit it at the Social Security customer information services.

Submission of statement allowing the access to bank information or submission of requested documents

When the Social Security services consider that it is necessary to verify the movable assets declared, they may require the family benefit holder or any member of his/her household to submit a statement allowing the access to banking information or, alternatively, any banking documents considered relevant for that purpose.

What happens if the holder/beneficiary does not comply with his/her obligations?

If the statement allowing the access to banking information or the documents requested is/are not submitted within the established time limit, the examination of the family benefit application shall be suspended. In this case, the family benefit will be granted only in the month following the date of submission of the mentioned document(s).

If the family benefit is already being paid when the services request the submission of a statement allowing the access to banking information or bank documents and the holder/beneficiary does not submit it/them within the established time limit, the benefit payment shall be suspended and it will be resumed only in the month following the date of submission of the requested document(s).

D4 – Reasons for the end or suspension of the family benefit for children and young people payment

The family benefit payment is suspended if...

The family benefit payment ends when...

The payment of the family benefit for children and young people is suspended in one of the following situations:

- The holder/beneficiary does not submit the form [GF54-DGSS](#) – *Declaração/Alteração - Composição e rendimentos do agregado familiar* (Statement/Change – Household Composition and Income) within the time limit established for that purpose.
- The holder/beneficiary does not submit the School Proof during the month of July.
- The young person, aged 16 or more, exceeds the age limits established according to the respective education level (see Table 1).
- The young person aged 16 or more stops studying.
- The young person starts working, except if the work is carried out under an employment contract during school holidays.
- The young person starts receiving the parental social benefit.
- The household reference income is higher than the limit established for the 3rd income level, or the 4th income level in the case of children aged 36 months or more, or is placed in the 5th income level (for more details, please consult the reference income table in section D1).
- When the holder/beneficiary is requested to submit a statement allowing the access to property information from *Banco de Portugal* (Bank of Portugal), or any banking documents considered relevant for that purpose, and he/she does not submit it/them within the established time limit,

the right to the benefit payment shall be suspended until the requested document(s) is(are) submitted.

| If | The family benefit payment is suspended (the beneficiary stops receiving it) |
|--|---|
| The school proof is not submitted within the established time limit | In the beginning of the school year (September) |
| The young person stops studying | In the month following the date of communication to the social security services |
| The young person starts working, except if the work is carried out under an employment contract during his/her school holidays | In the month after the date of the activity beginning |
| The reference income of the household is higher than the limit established for the 3 rd income level, or the 4 th income level for children aged 36 months or more | From 1 January of the following year, or from the month following the income change communication |
| The young person starts receiving the parental social benefit | In the month following the date of the parental social benefit payment beginning |

The family benefit payment is resumed if

- The holder/beneficiary submits the documents requested by the Social Security services.
- The holder/beneficiary submits the School Proof.
- The young person stops working and goes back to school.
- The young person stops receiving the parental social benefit and goes back to school (young person aged 16 or more).
- The household *reference income* changes and returns to one of the income levels that give entitlement to the family benefit for children and young people.

The family benefit **payment is resumed** in the month following the date of submission of the supporting documents requested by the Social Security services, except in the situations foreseen for the school proof submission (see section **D3**).

The family benefit payment ends when...

- The young person with disability completes the age of 24 and is not enrolled in a higher education establishment.
- The young person with disability is enrolled in a higher education establishment and completes the age of 27 before the beginning of the school year.
- The child or young person dies.
- The child or young person does not provide proof of legal residence in Portugal.
- The child or young person changes his/her residence to another country.
- **The holder/beneficiary makes false statements** in what concerns the means-testing elements for the granting of a social benefit to which he/she was not entitled.

As a penalty, the person concerned **will not receive the family benefit for a period of 24 months (two years)** from the date in which the situation is detected by the Social Security services, and **any other social benefits** whose granting is subject to the means-testing condition (not only the benefit granted under false statements, as well as cash benefits granted

to compensate family expenses, the **Unemployment Social Benefit, the Social Integration Income (RSI) and Parental Social Benefits**).

E - Other Information. E1 - Applicable Legislation

In the *Documentos e Formulários* (Documents and Forms) menu, select *Legislação* (Legislation) and in the search field enter the **number/year** of the Law or Decree.

Ministerial Order no. 27/2020 of 31 January

Updates the Social Support Index (IAS) amount for 2020 (438.81€)

Ministerial Order no. 276/2019 of 28 August

Updates the amounts of the family benefit for children and young people, the prenatal family benefit and respective increases, as well as the death grant, the increase in the family benefit for children and young people with disabilities and the allowance for the care provided by a third party.

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.

Ministerial Order no. 24/2019 of 17 January.

Updates the value of the Social Support Index (IAS) amount to 435.76€ in 2019

Law no. 114/2017 of 29 December

Approves the State Budget for 2018. Amends Article 11 (b) and Article 22 (2), (3) and (4) of Decree-Law no. 176/2003 of 2 August, amended and republished by Decree-Law no. 133/2012 of 27 June.

Amends Article 6 (2) of Decree-Law no. 70/2010 of 16 June, in its current wording.

Ministerial Order no. 344/2012 of 26 October

Establishes the terms and procedures for the reassessment of income levels.

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.

Law no. 15/2011 of 3 May

Changes the wording of Article 3 (1) (h) of Decree-Law no. 70/2010 of 16 June.

Ministerial Order no. 249/2011 of 22 June

Approves the application forms for the social integration income, the prenatal family benefit, the family benefit for children and young people, the statement on the household composition and income, the unemployment social benefit and the parenthood allowance.

Decree-Law no. 77/2010, of 24 June

Determines that the increase in the amount of the family benefit for children and young people is only applicable to the first income level.

Decree-Law No. 70/2010 of 16 June

Establishes the means-testing rules for the granting of and continued entitlement to benefits from the family protection subsystem and the solidarity subsystem.

Ministerial Order no. 984/2007 of 27 August

In the wording given by Decree-Law no. 133/2012 of 27 June - regulates the annual proof of school situation.

Decree-Law no. 201/2009 of 28 August

Creates a new benefit called scholarship and amends Decree-Law 176/2003 of 2 August, in the wording given by Decree-Laws no. 41/2006 of 21 February, no. 87/2008 of 28 May and no. 245/2008 of 18 December.

Law no. 4/2007 of 16 January, amended and republished by Law no. 83-A/2013 of 30 December - Social Security Framework Law.

Ministerial Order no. 458/2006 of 18 May

Permits that allow foreign citizens to be treated as residents.

Law no. 53-B/2006 of 29 December

Creates the Social Support Index (*IAS – Indexante dos Apoios Sociais*) and establishes new rules for updating pensions and other social benefits from the Social Security system.

Decree-Law No. 176/2003 of 2 August

In the wording given by Decree-Laws no. 41/2006 of 21 February, no. 87/2008 of 28 May, no. 245/2008 of 18 December and no. 133/2012 of 27 June - Regime jurídico da proteção nos encargos familiares (Legal scheme for the compensation of family expenses).

Regulation (EC) no. 883/2004

Establishes common rules aimed to the protection of social security rights of EU citizens when they move within the EU (as well as in Iceland, Liechtenstein, Norway and Switzerland).

Regulation (EC) no. 987/2009

Establishes the rules for the implementation of Regulation (EC) no. 883/2004

Regulation (EEC) 1408/71 of the Council, of 14 June

Application of Social Security Schemes to employed persons and members of their families moving within the community.

Regulation (EEC) 574/72 of the Council, of 21 March

Establishes the rules for the implementation of Regulation (EEC) no. 1408/71 of the Council, of 14 June

E2 – Glossary

School year

The period from 1 September to 31 August of the following year.

Persons treated as residents

The following persons are treated as residents:

- **Foreign citizens not covered by an international agreement or Community legislation**
Foreign citizens with a valid residence permit in Portugal. Other acceptable permits are: temporary protection permit, stay permits and respective renewals (the assessment must be carried out on a case-by-case basis).
- **Resident people**
National citizens whose habitual residence is in Portugal.
Foreign citizens, refugees and stateless persons with a valid residence permit.
- **Other persons:**
 - Portuguese citizens living abroad, who are civil servants working for the Portuguese State, as well as their household members.
 - Portuguese citizens who pay their contributions to the Portuguese Social Security system and work in a country with which Portugal is bound by a Social Security agreement (bilateral or multilateral agreement) and their household members.
 - Foreign citizens covered by an international agreement or Community legislation.

- In general, all nationals of European Union countries (and their household members): Germany; Austria; Belgium; Bulgaria; Cyprus; Denmark; Slovakia; Slovenia; Spain; Estonia; Finland; France; Greece; Hungary; Ireland; Italy; Latvia; Lithuania; Luxembourg; Malta; Netherlands; Poland; Portugal; United Kingdom; Czech Republic; Romania and Sweden. Citizens of Switzerland, Iceland, Norway and Liechtenstein are also covered by Community legislation.
- Currently, Portugal has international agreements covering the granting of family benefits with Brazil, Cape Verde, Morocco and Australia (for the latter country, only in what concerns children, or those treated as children, of pensioners from the Portuguese Social Security system).

Reference Income

The reference income is used to determine the household income level for the family benefit for children and young people granting.

There are five income levels.

Households in the 1st, 2nd, 3rd and 4th income levels are entitled to the family benefit for children and young people. However, the households in the 4th income level are only entitled to the family benefit if they have children aged up to 72 months. Households in the 5th income level are not entitled to the family benefit for children and young people. The households in the 1st income level are those with the lowest income and, therefore, receive the highest amount of the family benefit.

Vocational training equivalent to basic, secondary or higher education levels

A vocational training course equivalent to the level of education concerned (see **General Frequently Asked Questions**) or internship required to obtain the diploma of that level of education.

Frequently Asked Questions

General Frequently Asked Questions

Frequently Asked Questions – Determination of household composition and income

Frequently Asked Questions - International Affairs

General Frequently Asked Questions

How to determine the level of education corresponding to a vocational training course

It depends on the school grade required to enter the course:

- If it is not necessary to have completed the 9th grade, the course is equivalent to basic education.
- If it is necessary to have completed the 9th grade, the course is equivalent to secondary education.
- If it is necessary to have completed the 12th grade, the course is equivalent to higher education.

Do I have to declare the family benefit for children and young people amounts for income tax purposes?

No, you do not need to declare the family benefit for children and young people amounts for income tax purposes.

What should I do to change the family benefit holder?

You can make a written request to the change of the family benefit holder, provided that you prove that you are entitled to do so.

This request and the respective documents shall be examined on a case-by-case basis. When the request to change the Family Benefit beneficiary also involves the change of the household composition and/or income, you must also submit the form *GF54 - DGSS – Declaração/Alteração - Composição e rendimentos do agregado familiar* (Statement/Change – Household Composition and Income).

Frequently Asked Questions – Determination of the household composition and income

Who is considered a household member?

In addition to the family benefit holder, the following persons living with him/her in common economy belong to the same household:

- Spouse or *de facto* partner for more than two years.
- Adult relatives and kin, in straight line and in collateral line, up to the 3rd degree (Parents; Parents-in-Law; Stepfather, Stepmother, Children, Stepchildren, Son-in-law, Daughter-in-law, Grandparents, Grandchildren, Brothers/Sisters, Brothers-in-law/Sisters-in-law, Uncles/Aunts, Nephews/Nieces, Great-grandparents, Great-grandchildren).
- Minor relatives and kin, in straight line and in collateral line (there is no limit to the degree of kinship).
- Children and young people adopted and protected by the holder or by any member of the household and children and young people entrusted to the holder or to any member of the household, by judicial or administrative decision from entities or services legally competent for that purpose.

Note 1: The household concept used in the means-testing scheme is similar to the domestic household concept, i.e., people living in the same house and bound by family ties. However, there are exceptions. Those who are in any of the following situations are not considered as household members:

- A person bound by a contractual relationship (e.g. the person is accommodated in the house or has rented part of the house).
- A person working for a household member.
- A person who is staying in the house for a short time.
- A person living in the household against his/her will because of physical or psychological coercion or other conduct undermining his/her individual self-determination

Note 2: Children and young people accommodated in reception centres are considered separately.

In the case of income from self-employment work (business and professional), what is considered in the calculation of the household income level?

All gross annual income (before deduction of taxes and contributions) indicated in the household member's income tax returns. The gross income from self-employment work (business and professional) is considered in the following percentages:

| | |
|-----------------------------|---|
| Sales of goods and products | 20% of the value declared in the income tax returns |
| Services provision | 70% of the value declared in the income tax returns |

Note: The percentage of gross income is calculated by the Social Security services. The applicant must state the gross income from self-employment work (business and professional) in the application.

When can I request the reassessment of the household income level?

After the annual income proof submission, carried out ex officio until 31 October, whenever there is a change in the household income or composition, the person concerned may request the reassessment of the household income level, by submitting the form [GF58-DGSS – Pedido de Reavaliação do Escalão de Rendimentos](#) (Request for Income Level Reassessment).

However, this request will only be accepted within 90 continuous days after the end of the time limit established for the annual income proof submission, i.e., on 30 January of the following year.

If an income level reassessment has been requested before 31 October, a new request will only be accepted within 90 continuous days after the date in which the previous statement of changes in the household income and composition, submitted in form Mod. [GF58-DGSS – Pedido de Reavaliação do Escalão de Rendimentos](#) (Request for Income Level Reassessment), took effect.

Frequently Asked Questions - International Affairs

1 - If a person is working abroad and his/her spouse and descendants are residing with him/her, which country is competent for the family benefit payment?

Answer: If the person is working in a European Union Member State, Iceland, Norway, Liechtenstein, Switzerland, as well as Brazil, Morocco, Cape Verde or the Channel Islands of the United Kingdom, the family benefit payment is primarily *ensured* by the country where the person concerned works and pays his/her contributions.

2 - If a person is working abroad and his/her spouse and descendants are residing in Portugal, which country is competent for the family benefit payment?

Answer: If the person is working in a European Union Member State, Iceland, Norway, Liechtenstein, Switzerland, as well as Brazil, Morocco, Cape Verde or the Channel Islands of the United Kingdom, except Jersey*, the family benefit payment is primarily *ensured* by the country where the person

concerned is working, even if the family members do **not reside** with him/her. The family benefit payment will be primarily *ensured* by Portugal only if the other parent is also working in Portugal.

If the person concerned is a citizen of another country (for example, an Angolan citizen, legally resident in Portugal) and is working in **Germany** or **Austria**, these countries may require a minimum period of work or contributions payment in any of the EU Member States, in order to be entitled to the family benefit payment.

Therefore, if the person concerned has paid contributions in Portugal or in any other country of the **European Union**, Iceland, Norway, Liechtenstein or Switzerland, he/she must request the issuing of the **E 405** form, indicating his/her contribution payment periods and information on the last family benefit received.

**Note: When a person is working and paying contributions in the island of Jersey (UK), the family benefit is paid only if the descendants also reside there.*

3 – Is the family benefit amount I am going to receive from the other country equal to the amount I would receive from Portugal, if I paid my contributions in Portugal?

Answer: No. The amount of benefits is determined by the legislation of the paying country and may differ from country to country. If the worker is entitled to family benefits from the country where he is working (European Union, Iceland, Norway, Liechtenstein or Switzerland), and if by virtue of the descendants' residence and the exercise of a professional activity by the other parent, the right to family benefits should be primarily ensured by Portugal, your family will, as a rule*, receive the amount equivalent to the highest amount of family benefits provided by the legislation of one of those Member States. In such cases, the worker must apply for payment of the differential supplement in the other Member State where he works.

**Note: The payment of a differential supplement is not foreseen in the bilateral agreements between Portugal and Brazil, Cape Verde, Morocco and the UK Channel Islands.*

4 - My husband is working in England and pays his contributions to the British Social Security system.

We have two children, who live with me in Portugal and receive family benefits from the Portuguese Social Security system.

As the value of family benefits is higher in England, can my husband ask for the benefits to be paid by the British Social Security competent institution?

Answer: No. If the family member is entitled to family benefits from Portugal - for example, the mother pays her contributions to the Portuguese Social Security - the beneficiary who is working in an EU Member State, Iceland, Norway, Liechtenstein, Switzerland, as well as Brazil, Morocco or Cape Verde, may apply for the differential supplement, i.e., the amount resulting from the difference between the amount paid in the country where he/she is working and the amount received in Portugal. In this case,

the institutions from the countries concerned will establish the amounts paid in the Member State of residence of the descendants, using form **E 411**.

Note: The form E 411 has two parts: A and B. Part A (Request for certificate) must be completed by the competent institution responsible for the payment of family benefits in the Member State where the employed or self-employed person works. Part B (Certificate) must be completed by the social security district centre of the place of residence of the descendants, indicating if the beneficiary is entitled to the family benefits or not; if yes, the respective amount must be indicated; if not, the reasons must be stated.

The payment of a differential supplement is not foreseen in the bilateral agreements between Portugal and Brazil, Cape Verde, Morocco and the UK Channel Islands.

5 - The French Social Security institution has asked my husband to provide proof of the household composition and residence with a view to granting family benefits. As I live in Portugal with my children, which is the entity responsible for the issuing of this supporting document?

A: The certificate concerning the household composition is issued by the parish council of your residence area, using **E 401** form; after being duly completed, this form must be sent to the French institution.

6 - My husband is working in Belgium and receives family benefits from the Belgian Social Security Institution.

Our son studies and lives with me in Portugal.

The Belgian social security institution is asking for proof of continuation of studies with a view to granting family benefits. Which is the entity responsible for the issuing of this supporting document?

A: The certificate attesting the continuation of studies must be issued by the educational establishment where your child is studying, using form **E 402**; after being duly completed, this form must be sent to the Belgian institution.

7 - My husband is Angolan, works in Germany and pays his contributions to the German Social Security. My son and I are legally resident in Portugal and I do not work or pay contributions in Portugal. Is my son entitled to the family benefit from Germany?

A: Yes. Your husband must submit an application at the German institution competent for the family benefits granting. As you are legally resident in Portugal, you are entitled to benefit from the EU Social Security Regulations as if you were an EU citizen.