

<p>Period of receiving social assistance</p> <p>Social assistance is designated for 6 months period starting first day of a month by those who applied before the 15th day of the same month and for those who applied after the 15th day of a month starting 1st day of the next month</p> <p>Poor families have right to apply for repeated social assistance.</p> <p>Family members who are not considered during the period of designation of social assistance:</p> <ul style="list-style-type: none"> • persons who are fully under social provision (those who live in children's homes and boarding schools, hostels for aged and disabled); • persons who are on actual military service; • imprisoned personed in jails; • persons who are under investigation; • citizens of the 	<p>Picture of children here</p> <p>Ministry of Labour and Social Protection of Population of Azerbaijan Republic Pension and Social Assistance Project</p> <p>Address: str. Hajibayov , 40, Govenment Building, Baki city, AZ 1000 Hot line: 4933252, 4938392</p> <p>Emblem of Azerbaijan and World Bank</p> <p>Ministry of Labour and Social Protection of Population of Azerbaijan Republic</p>	<p>Targeted Social Assistance</p> <p>Memory Book</p> <p>Insert picture here</p> <p>Always State is with YOU</p>	<p>What is targeted social assistance?</p> <p>Targeted social assistance is monetary assistance rendered by state to poor families. Poor family is family with average family income per family member which is below consumer criteria sum (since 2006 it is a family with income per family member less than 150 000 AZM)</p> <p>Poverty criteria is limit which is approved with state budget each year for purpose of identificatin of targeted social assistance depending on minimum living level based on social-demographic groups of population</p> <p>Family average income is indicator of family's average monthly income.</p> <p>Families who have right to receive social assistance</p> <p>Families who correspond to below-given criteria have right to receive social assistance in monetary form correlative to difference occured between family average monthly income and poverty criteria sum per family member:</p> <ul style="list-style-type: none"> • Those who live in the territory of Azerbaijan Republic; • Poor families whose average family income per family member is below
--	--	--	---

<p>Azerbaijan Republic who don't live in the territory of the Azerbaijan Republic;</p> <ul style="list-style-type: none"> foreigners <p>Designation of social assistance can be rejected in the below-given cases:</p> <p>None submission of necessary information about cases which can affect designation of social assistance, or submission of not full information or documents about family composition and family members' income</p> <p>Attention ! In cases if amount of social assistance changes or it stops , family getting social assistance should report about this to relevant bodies of executive power during 7 days period. If the information is not submitted that family loses the right to receive social assistance during 2 years period!</p> <ul style="list-style-type: none"> If family purchased flat, car or made sale-purchase transactions at cost thrice more than amount of its monthly income 6 months before its application 	<p>This brochure has been prepared in the framework of Pension and Social Assistance Project signed between the Government of Azerbaijan and World Bank Group/International Development Association.</p>		<p>consumption criteria sum due to reasons not depending on them during 6 months period (for those who are engaged in agriculture and seasonal works 12 months) before the application was made .</p> <p>These reasons are:</p> <ul style="list-style-type: none"> Disablement of family members to work; Registration of of abled family member as unemployed at Head Employment Office and its local office; Death, considered by court as lost or dead; Imprisonment; Lack of information about living place of family member etc. <p>Picture here</p>
--	--	--	--

for social allowance; <ul style="list-style-type: none"> • If by day of application family has a car manufactured not before 20-years ago (excluding transportation means which were given by state for rehabilitation purposes); • If family took credit irrespective of its amount; • If family living in village has more than one cow per family and 5 sheep per family member (or relevant conventional cattle) 			
---	--	--	--

Rules for calculation of family's average income. Ministry of Labour and Social Protection of Population-Memory Book.

Application rules 1. For receiving social assistance person representing the family applies to Centre of Social Protection of Population according to his living place, region (town) with special application form and "Statement about family's income and property" 2. Person representing family is chosen voluntarily by family members among adult	3.1 Copies of documents about marriage, divorce, birth and death; 3.2 Copy of order of local executive body about children who are under guardianship; 3.3. reference about income from workplace(including payments given for harm caused in the result of manufacture accident or profession illness); 3.4. reference of body	Payment of social assistance Social assistance is paid once a month according to living place of poor family by payment institutions (banks or communications division) Payment of social assistance is seized in the following cases: 1. if person representing poor family	For ex., family consisting of 4 members has income of amount 1 200 000 manat (240AZN) from all resources during previous 6 months period before its day of application for targeted social assistance. Average monthly income of this family is $1\,200\,000 / 6 = 200\,000$ manat (40 AZN). (240AZN). Average monthly income per
---	---	--	---

<p>members of the family who have working ability. Application regarding this issue is submitted by family members approved by notary or representative of local executive power of the region.</p> <p>3. Person representing family submits “Statement about family’s income and property”, copies of documents proving identity of family members, reference from living place about family composition as well as below0given documents if necessary:</p>	<p>which designates pensions and allowances about amount of all type pensions and allowances received by family members;</p> <p>3.5. reference about amount of all kinds of pensions and scholarships received by family members;</p> <p>3.6. Copy of execution sheet from court proving that any of family members pays aliment;</p> <p>3.7. reference from tax inspection about income made on business activities;</p> <p>3.8. copy of ID of family economy member;</p> <p>3.9. reference from military commissariat about any of family members being on actual military service;</p> <p>3.10. copies of relevant documents about land plots which are property or under use by family;</p> <p>3.11. reference from educational institution about paid education received by any of family members;</p> <p>3.12. reference about any of family members being registered at employment centre as unemployed;</p> <p>3.13. copy of contract about property rent</p> <p>3.14. copy of document (ID) of any family member who is invalid, war veteran,</p>	<p>dies or if there changes in family’s composition and icome which may change amount of social assistance or stops it (in these cases when change in payment of social assistance occurs, its designation stops from next month and is revised next month considering income and composition of family);</p> <p>2. if information about reasons which may cause decrease in amount of social assistance or seize its designation is not provided (family’s composition and income) or information provided is not full and correct;</p> <p>3. if social assistance has not been received by family for more than 3 months unreasonably;</p>	<p>family member is $200\,000/4 = 50.000$ manat (10 AZN). It means that each family will get 150 000-50 000=100 000 manat (20 AZN) social assistance. Total amount of social assistance for family will be $100\,000 \times 4$ (persons)=400 000 manat (AZN).</p> <p>Family’s income from land plot will be calculated by multiplying land’s relevant normative price correspondent to quality group number at land area. For ex., family has 2 hectares of land 1st cadastre. Lets presume that 1 hectar land of 1 st cadastre quality is 1 000 000 manat (200AZN). As this family has 2 hectares of land, income of this family is $1\,000\,000 \times 2 = 2\,000\,000$ manat (400AZN) And this shows family’s monthly income made on this land during a year.</p>
---	--	--	---

	member of family which was martyr for faith, refugee or forced migrant.	as shown in article 2 and 3 payment of social assistance stops from the day when such cases are revealed. Amount of social assistance Amount of social assistance is calculated as difference in the amount between average monthly income per family member and need criteria sum.	
--	---	--	--

Ministry of Labour and Social Protection of Population

<p>Special form “Statement about family’s income and property” filled in by Family representative about all family members income during 6 months period before the application was made (for those who are engaged in agriculture and seasonal works 12 months)</p> <p>During calculation of family’s average income money and natural form of all type of income in the territory of Azerbaijan Republic as well as national and foreign currency amounts coming from other countries.</p> <p>During calculation of family’s average income all official and none-official sources will be used</p>	<p>Insert picture here.</p> <p>Ministry of Labour and Social Protection of Population of Azerbaijan Republic Pension and Social Assistance Project</p> <p>Address: str. Hajibayov , 40, Govenment Building, Baki city, AZ 1000 Hot line: 4933252, 4938392</p> <p>Insert here Emblems of Azerbaijan and World Bank</p> <p>This brochure has been prepared in the framework of Pension and Social Assistance Project signed between the Government of Azerbaijan and World Bank Group/International Development</p>	<p>Rules for calculation of family’s average monthly income</p> <p>Memory Book</p> <p>State is always with you!</p>	<p>What is targeted social assistance?</p> <p>Targeted social assistance is monetary assistance rendered by state to poor families.</p> <p>Poor family is family with average family income per family member which is below consumer need criteria sum (since 2006 it is a family with income per family member less than 150 000 AZM)</p> <p>Consumer need criteria is limit which is approved with state budget each year for purpose of identificatin of targeted social assistance depending on minimum living level based on social-demographic groups of population</p> <p>Family average income is indicator of family’s average monthly income.</p> <p>Families who have right to receive social assistance</p>
---	---	---	--

<p>to prove information's correctness.</p>	<p>Association.</p>		<p>Families who correspond to below-given criteria have right to receive social assistance in monetary form correlative to difference occurred between family average monthly income and poverty criteria sum per family member:</p> <ul style="list-style-type: none"> • Those who live in the territory of Azerbaijan Republic; • Poor families whose average family income per family member is below consumption criteria sum due to reasons not depending on them during 6 months period (for those who are engaged in agriculture and seasonal works 12 months) before the application was made . <p>These reasons are:</p> <ul style="list-style-type: none"> • Disablement of family members to work; • Registration of of abled family member as unemployed at Head Employment Office and its local office; • Death, considered by court as lost or dead; • Imprisonment; • Lack of information about
--	---------------------	--	---

			living place of family member etc. Picture here
--	--	--	--

Rules for calculation of family's average income Ministry of Labour and Social Protection of Azerbaijan Republic-Memory Book

<p>The following are included into family's income:</p> <ol style="list-style-type: none"> 1. salary (tariff(position) salary, additions to tariff (position) salary or additions to salary, bonuses paid on salary, salary for substitution, salary for temporary public works, salary paid for keeping employee's working place and salary for the period stipulated by legislation, other monetary provisions, salary paid in natural form; 2. Payments made to workers who damaged their health during accident in course of production or as a result of profession illness 	<p>pensions given to unemployed during period of profession preparation, reparation and specialization;</p> <ol style="list-style-type: none"> 6. aliments; 7. business activities and income of those who work in family economies, income made according to civil legal contracts, honorariums; 8. savings and percentage counted on it (excluding unindexed savings of former USSR's Saving Bank up to January 1992); 9. dividends made on securities; income received from property presented to family or any of family member 10. National and Foreign currency 	<p>Calculation of Family's income is made as following:</p> <ol style="list-style-type: none"> 1. Income in foreign currency is calculated according to exchange rate of the National Bank of the Azerbaijan Republic on the day when this income was made; 2. income of persons engaged in business activities and those who work on base of civil legal contracts is identified according to information given in documents about payments made for licenses, contracts, patent and social insurance according to Azerbaijan Republic's Tax Code, 	<p>First profit coming from all types of (cattle, poltry, fish, bee, spinning, fur production), and then by deducting expenses spent in the process, pure income is calculated.</p> <ol style="list-style-type: none"> 8. when land or real estate is rented or given for rent, this rent amount is considered in family's income. When land or real estate is given for rent, rent amount is added to the amount of family's income and family rents smth, it is deducted from the amount of family's income. When rent is paid by natural form, its cost is calculated according to rule of calculating income in natural form. 9. Profit made on
---	--	--	---

<p>(excluding additional expenses);</p> <p>3. other types of income stipulated by legislation (one-time payment to civil servants related to their resign, money substitution to employee who didn't use main vacation, payments made to employee in cases if enterprise has been liquidated, staff reduced, employment contract liquidated, money assistance to workers from work place etc);</p> <p>4. all types of pensions and allowances, as well as life allowance, allowance for temporary loss of working ability, allowance for unemployment, allowance for pregnancy and birth, allowance given during partly paid social vacation for care of child until 3</p>	<p>coming to family from any resources in the territory Azerbaijan Republic or other countries;</p> <p>11. value of assistance made to family in natural form;</p> <p>12. grants and assistance received by any family member from none-governmental organizations, international humanitarian organizations, charity and other societies, businessmen and physical persons;</p> <p>13. other payments and compensations considered by legislation (uniforms and shoes, cost of other individual security, free treatment given to those who work in harmful conditions, difficult condition in underground-excluding prophylactic food, milk and other products equal to</p>	<p>Law "About social insurance", "About patent" and "About Copyrights and other related rights".</p> <p>3. When average monthly income made on seasonal job activities being calculated, income made during previous season is divided by 12 considering salaries of other workers in relevant fields of economy;</p> <p>4. in family's average monthly income cost of income in natural form (assistance consisting from medical equipment, cloth, food and other materials and salaries given to workers in natural form at enterprises) is calculated according to official average market prices in relevant region at time when income</p>	<p>sale of property is calculated as difference in amount received in result of this transaction and expenses related to sale-purchase which are approved by formal documents;</p> <p>10. bonuses paid within salary system are counted for month it was given, salary, pensions and other payments are considered in accounting period's income;</p> <p>11. income of citizens working under employment agreement for physical persons or subjects engaged in business activities is defined according to information of those physical persons and subjects engaged in business activities, but under condition that amount is not less than shoe</p>
--	--	---	---

<p>years, monthly payment given to forced migrants for food, other social allowances (excluding additional monthly payments and one-time payment made to poor families for children less than 1 year old), allowances paid to forced migrants and homeless refugees for utilities, transportation expenses as compensation for concessions they had on these services;</p> <p>5. all types of pensions, as well as individual pensions, Pension of the President of Azerbaijan Republic for National Heroes, monthly pension for honorary name, pensions given to unemployed during period of profession preparation, reparation</p>	<p>those);</p> <p>14. profit made on private farming (cattle, poultry, fish, bee, spinning, growing animals which give fur etc.)</p> <p>Following are not included in family's income:</p> <p>1. Amount (cost) of assistance given to family by state or employer during natural disasters (floods, fire, epidemics), war and other unexpected accidents;</p> <p>2. allowances paid only once to family (when child is born, allowance for funeral, allowance given to persons who worked on liquidation of radiation accident and received harm in result of it etc) and additional monthly allowance given to poor families who have children under 1 year old;</p>	<p>is made</p> <p>5. Income made on land plot is calculated according to "Regulations of Azerbaijan Republic on identification of normative price of land" approved by order #158 of the Cabinet of Ministers on 23d July, 1998.</p> <p>According to this regulations income is calculated by multiplying land's identified cadastre price according to quality group number relevant normative price at its area located in region or semiregion. In cases when citizen's land share consists of land shares of different quality in order to identify income made on total area, income from all land shares are summed;</p> <p>6. when calculating income made on farmland areas lands which are beyond norm are considered according to article 8 of the Law of Azerbaijan Republic "About management</p>	<p>in employment agreement;</p> <p>12. Aliments paid to teenagers are deducted from sum of family's income, received aliments are considered;</p> <p>13. In defining social assistance right of children who lost parents and deprived from parents' patronage and are under guardianship, income of guardian who is not living with those children is not taken into consideration;</p> <p>14. Income from work is defined according to reference given by employer;</p> <p>15. taxes, social insurance fees and other compulsory payments are deducted from income.</p>
---	---	---	---

and specialization;	<p>3. when family applies again for social assistance, during calculation of family's income, the amount of social assistance paid for previous period,</p> <p>when calculating average monthly income per family member, family's income for 6 months (for those who are engaged in seasonal works 12 months), received amount is is divided on number of family members.</p>	<p>of municipal lands". At that time income made on land which was beyond norm, in case if family has land share according to the the lowest quality group of that share, if there is no land share relevant normative price according to the lowest quality group number by multiplying to excess area;</p> <p>7. profit made from private subsidiary farming is calculated based on official data submitted by Ministry of Agriculture of Azerbaijan Republic.</p>	
------------------------	---	---	--