

## **PUBLIC NOTICE FOR THE DISBURSEMENT OF EXPENDITURE VOUCHERS PROVIDED FOR BY MUNICIPAL COUNCIL RESOLUTION NO. 1490 OF 23.12.2020.**

### **1. OBJECT OF THE NOTICE**

With this notice, the Municipality of Milan intends to support families living in Milan who, as a result of the COVID-19 health emergency, have found themselves in difficulty and have seen their purchasing power reduced.

Support will take the form of vouchers in accordance with the following procedures.

### **2. ADDRESSEES OF THE NOTICE**

Applications for shopping vouchers may be submitted by citizens of Milan who meet the requirements set out below, on the basis of the provisions of Municipal Council Resolution no. 1490/2020, which provided the guidelines for the preparation of this Notice.

### **3. REQUIREMENTS**

Households that meet the following requirements can apply for vouchers:

- a) residence of the applicant in the Municipality of Milan on the date of publication of the Notice;**
- b) ORDINARY ISEE 2020 or alternatively valid ORDINARY ISEE or alternatively valid CURRENT ISEE of the applicant's household less than or equal to 20,000.00.**

Please note that it is possible to apply for the CURRENT ISEE (which is valid for 6 months) when one of the following two situations has occurred:

- a change in the activity of self-employed or employee (or of welfare, social security or indemnity treatments, also exempt from IRPEF);
- alternatively, a change in the total income of the household of more than 25%.

### **4. DEADLINES FOR SUBMITTING APPLICATIONS**

Applications for vouchers may be submitted from **the day of publication of the notice on the Municipality's website until 1 p.m. on the -26-8th February-March 2021.**

If, once the list of eligible applicants has been exhausted, there are still undisbursed funds or new funds are received, the deadline for submitting the application may be reopened for a further period under the same conditions provided for in this notice.

### **5. PROCEDURES FOR SUBMITTING APPLICATIONS**

Applications for vouchers can be submitted online via the municipal website using the Elixform platform.

The online application is completed by the applicant in the form of a declaration in lieu of affidavit pursuant to Articles 46 and 47 of Presidential Decree 445/2000.

In the application, the applicant, in addition to entering his/her personal data, declares under his/her own responsibility to be in possession of the requirements, indicated in point 3, which entitle him/her to receive the vouchers.

You can also receive assistance in completing your application by contacting 020202.

The Municipality of Milan will carry out checks on the declarations made in order to verify possession of the requirements. If these checks reveal that the content of the declarations is untrue, the applicant will forfeit any benefits granted on the basis of the untrue declaration, pursuant to Article 75 of Presidential Decree 445/2000. Please note that untruthful declarations constitute an offence punishable under the Criminal Code and the special laws on the subject (art. 76 DPR 445/2000).

No other method of submitting applications is permitted.

Only one application may be submitted per household; if several applications are submitted by members of the same household, the last application submitted in chronological order will be considered.

## 6. CRITERIA FOR THE COMPOSITION OF THE RANKINGS

On the basis of the applications received, the Municipal Administration will carry out checks on the possession of the admitted requirements.

The rankings will be composed of:

- Applicants declared **Eligible and funded**, as they meet the requirements and - on the basis of the score assigned and referred to the priority criteria - placed in a useful position in the ranking list to receive the contribution;
- Applicants who have been declared **admitted but not financed** because, although they meet the requirements, they are in a position in the ranking list such as to be unable to take advantage of the benefit on the basis of the score assigned by the priority criteria. These applicants will be able to receive the benefit at the time when useful resources are found in order to circulate the ranking lists;
- applicants declared **ineligible**, i.e. not meeting the requirements on the basis of the established procedures, and therefore excluded;
- any applicants declared **Suspended**, i.e. for whom it will be necessary to carry out further checks on the fulfilment of the requirements, due to lack of attached documentation or incomplete applications;

In the event of requests exceeding the available appropriations, eligible applicants will be admitted to the benefit on the basis of the ranking order defined by the following criteria:

1. 2020 ORDINARY ISEE value or valid CURRENT ISEE value of the household;
2. presence of minors in the household;
3. presence of elderly people aged 65 years and over in the household;
4. presence of disabled persons in the household;

5. not be beneficiaries of citizenship income or other economic support from the Social Policies Department of the Municipality of Milan, including shopping vouchers already granted in 2020.

The scores awarded for the composition of the ranking list are as follows:

CRITERIA		Points	
1	ISEE value of the household	Score awarded on the basis of the ISEE value according to the formula $1-(4 \cdot \text{DICATED ISEE} / 20,000.00)$	4
2	Presence of minors in the household	Absence of minors	0
		Up to 2 minors	0,5
		from 3 minors upwards	1
3	Presence of elderly people aged 65 and over	Absence of elderly people	0
		1 elderly person	0,5
		from 2 seniors upwards	1
4	Household members with disabilities;	Absence of people with disabilities	0
		1 person with a disability	0,5
		from 2 persons with disabilities upwards	1
5	Household in receipt of economic support	Citizenship income	0
		Municipal income support measures	1
		Shopping vouchers	2
		none	3
<b>Total points awarded</b>			<b>10</b>

In case of applications with the same score, the following priority criteria will be followed:

1. more children 0-3 years old
2. more elderly people aged 65 and over
3. absence of real estate owned by the household, based on information to be obtained by the Administration itself

## 7. AMOUNTS AND TERMS OF PAYMENT OF VOUCHERS

Beneficiary families will receive a total voucher of € 300.00 for families with up to three members and € 700.00 for families with more than three members.

Admitted beneficiaries will be notified of their admission by email

Vouchers will be disbursed as indicated on the application form.

The choice of which of the proposed modes to use is made by the applicant when completing the application.

The beneficiary will be able to spend the voucher in the outlets that have an agreement with the manager. The list of sales outlets will be published on the municipal website.

The vouchers can be used until 30 November 2021.

## 8. NOTICE OF NON-ADMISSION

All applicants will be notified of the outcome of their application at the e-mail address indicated at the time of application.

## 9. DATA PROCESSING

The Data Controller is the Municipality of Milan with registered office in Piazza della Scala, 2 - 20121 Milan.

The Data Protection Officer (DPO) of the Municipality of Milan.

The processing of data is aimed at managing and granting vouchers to citizens in need within the framework of the Ordinance no. 658/2020 of the Protezione Civile.

Personal data are processed in accordance with the conditions set out in Articles 6 and 9 of EU Regulation 2016/679 and in particular for the performance of a task and for reasons of relevant public interest in accordance with Legislative Decree 196/2003 and Law 328/2000.

Processing is carried out in compliance with fundamental rights and freedoms and is based on the principles of correctness, lawfulness, transparency and protection of confidentiality. It is also carried out with the aid of electronic instruments in line with the operations indicated in Article 4, point 2, of EU Regulation 2016/679.

The processing involves comparison with information already in the possession of the Municipality or third parties, public or private, for the purpose of ascertaining possession of the declared requirements. The data may therefore be communicated to third parties in implementation of art. 71 of Presidential Decree 445/2000 to verify the truthfulness of the declarations made and to the judicial authorities in the event of false declarations.

The provision of the data set out in this online application form is compulsory and failure to provide such data precludes the possibility of proceeding with the voucher disbursement process as well as the subsequent fulfilments.

Without prejudice to specific legal provisions on the subject, personal data will not be disseminated, and will therefore not be disclosed and/or made available in any form to unspecified parties.

Processing is carried out by persons authorised and committed to confidentiality and in charge of the relevant activities in relation to the purposes pursued.

The data processing will also be carried out by third parties acting on behalf of the Municipality as specially designated data processors pursuant to Article 28 of EU Regulation 2016/679.

The data will be kept for the time necessary to achieve the purposes for which they were collected and in any case for a further period in accordance with the rules on the keeping of administrative records and documents.

Data provided for the above purposes are not transferred to third countries or international organisations outside the European Union.

Data subjects may exercise the rights provided for in art. 15 et seq. of EU Regulation 2016/679 and, in particular, the right to access their personal data, to ask for them to be corrected or limited, updated if they are incomplete or incorrect and deleted if the conditions are met, as well as to oppose their processing by addressing their request:



-to the Municipality of Milan as owner, Largo Treves, 1 - 20121 Milan - Social Policies Department or:

-to the Data Protection Officer of the Municipality of Milan (DPO)

Finally, we inform you that the data subjects, if they believe that the processing of personal data relating to them takes place in violation of the provisions of EU Regulation 2016/679 (art. 77) have the right to lodge a complaint with the Guarantor, ([www.garanteprivacy.it](http://www.garanteprivacy.it)) or to take legal action (art. 79 of the Regulation).

## 10. INFORMATION AND PUBLICITY

This notice is published on the institutional website of the Municipality of Milan [www.comune.milano.it](http://www.comune.milano.it) so that all interested citizens are informed.

For information, interested parties can contact 020202.

Pursuant to and for the purposes of Article 4 of Law 241 of 7 August 1990, we inform you that the person in charge of the procedure is Mr Alessandro Cassuto, Head of the Income Support and Social Titles Unit - Largo Treves n. 1 - 20121 Milan.

**The Director of Social Policy  
Michele Petrelli**