
Instruccions

INSTRUCTIONS FOR INDIVIDUAL SCHOOL CANTEEN SERVICE AID FROM THE COUNTY COUNCIL FOR ACADEMIC YEAR 2021-2022**(ATTENTION! THIS PROCEDURE IS FREE)****A) FAMILIES THAT APPLIED FOR SCHOOL CANTEEN SERVICE AID FOR ACADEMIC YEAR 2020/2021**

During the week of May 10th, 2021. These families will receive an SMS message.

If in the last year their situation has not substantially changed (same school, same type of large family or single parent, same people with disabilities and no changes in separation custody of minors) this SMS message **will allow them to confirm an online request for aid for the academic year 2021/2022.**

B) FAMILIES THAT DID NOT APPLY FOR SCHOOL CANTEEN SERVICE AID FOR ACADEMIC YEAR 2020/2021*, OR FAMILIES THAT HAVE SUBSTANTIALLY CHANGED THEIR SITUATION

In these cases, **they will have to make a new application** (only one per family), which can be submitted:

- **ONLINE (preferably):** from May 10th until May 28th of 2021 (both included). It can be done through the web from Ajuntament de Mataró (<https://seu.mataro.cat>).
- **IN THE OFFICE:** from May 17th until May 28th of 2021 (both included). It is necessary to have an **appointment arranged**, at the Citizen Service offices (*Oficines d'Atenció Ciutadana*), in *Pla d'en Boet*, *Cerdanyola* and *Rocafonda*.
 - The appointment can be settled from May 12th of 2021 through the web www.mataro.cat/citaprevia or calling at the Citizen Service offices 010 (it is free of charge, if you call from inside Mataró). If you call from outside Mataró: 900 859 009
 - The applications will be available in paper at the following Citizen Service offices: La Riera, Pla d'en Boet, Cerdanyola i Rocafonda, from May 12th of 2021.

** In the application it is necessary to inform about the IDALU number of the applicant child. If it is the first time that you apply for the school canteen service for a minor, and you do not have this code, you can check here: <http://educacio.gencat.cat/es/tramits/tramits-temes/identificador-alumne> or you can contact with the school.*

REQUIREMENTS OF APPLICANTS

- Aimed at students **enrolled in some school and registered in Mataró during the 2021-2022 academic year**, in infant education centers, primary school, middle school or/and secondary school (from 3 years old to 16 years old).
- Aimed at students **registered in Mataró and enrolled in a school in Maresme, during the 2021-2022 academic year**, in infant education centers, primary school, middle school or/and secondary school (from 3 years old to 16 years old).
- Aimed at **minors attending schools with canteen service** (included the primary and secondary schools).

DOCUMENTATION TO BE SUBMITTED

- In case of applying in the office (in-person), it will only be accepted the standard application form, which is available in the web from Ajuntament de Mataró: <https://seu.mataro.cat> or the one provided at the Citizen Service offices from May 12th of 2021.
- In case of applying in-person, it is required to bring the original ID or a copy from the solicitand person (father, mother or tutor).
- In case of applying in-person, it is required the original large family document, or the current single-parent document. In case of applying online, it will be enough to inform the number of the document (large family of single-parent).
- Agreement, divorce decree or final mediation agreement from the Justice Department in case that one of the parents no longer lives in the child's home.
- In the case of receiving rental aid in 2020, it is required aid certificates from the *Agència Catalana d'Habitatge* (Catalan Housing Agency). It can be requested by email at ajutslloguer@pumsa.cat

GRANTING OF AIDS AND CLAIMS DEADLINE

Maresme's Council president will dictate the resolution on the granting of individual aid for the canteen service.

Maresme's Council president will inform the result of the granting to the applicant families through schools.

Families will be able to process a claim against the granting resolution between the 30 calendar days after the granting notification.