

# DEAF WORK

## DEAF PERSON IN CONTACT WITH ADMINISTRATION



### INTRODUCTION

- In Poland each citizen has the same rights and duties. It is guaranteed by the Constitution.
- Deaf persons have the same rights as other inhabitants of Poland.
- Nevertheless, sometimes they do not enjoy them to the fullest. They either have not any knowledge or experience difficulties when communicating with clerks.
- Our materials illustrate where and how deaf people can independently run their errands.



### Notice:

All the forms and applications have been translated into sign language and could be found at the following address:

<http://dobrekadry.pl/deaf-work-model-zwiekszenia-dostepu-do-zatrudnienia-gluchych/>



### Notice:

*The Act on Sign Language and Other Means of Communication requires all the Polish offices to provide a deaf person with proper conditions to communicate freely.*



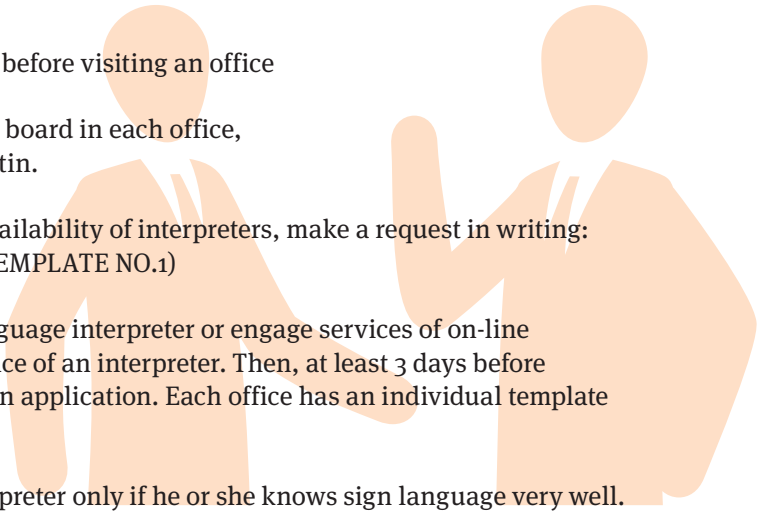
## DEAF WORK – Model Dedicated to Improve Employment Accessibility Among the Deaf People

### THE OFFICES ARE REQUIRED TO ENLIST SERVICES DEDICATED FOR DEAF PEOPLE, E.G.:

- a sign language interpreter
- an on-line sign language interpreter
- the need to book a sign language interpreter before visiting an office

This kind of information can be found on bulletin board in each office, on its website and in the Public Information Bulletin.

- If you cannot find any information on the availability of interpreters, make a request in writing: APPLICATION FORM to send to an Office. (TEMPLATE NO.1)
- If a particular Office does not hire a sign language interpreter or engage services of on-line interpreters, then you can require the presence of an interpreter. Then, at least 3 days before visiting the office, one has to submit a written application. Each office has an individual template of such application.
- An office clerk could take the role of an interpreter only if he or she knows sign language very well. If you cannot understand what the interpreter says or means, then report it to the Director of the office you are currently visiting.



## EXAMPLES



### MUNICIPALITY OFFICE / CITY HALL

#### *The most popular errands are:*

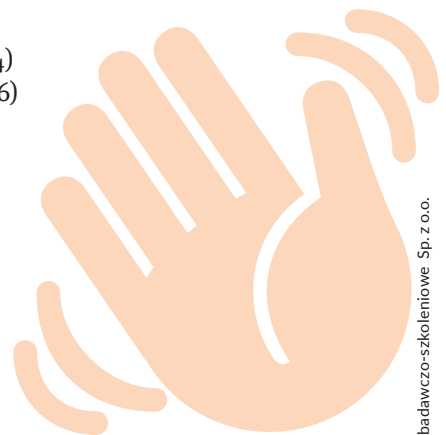
- Obtaining an identity document (TEMPLATE NO. 4)
- Obtaining an identity document for a child (TEMPLATE NO. 4)
- Loosing or damaging an identity document (TEMPLATE NO. 6)
- Reporting permanent residence (TEMPLATE NO. 7)
- Applying for the PESEL number (TEMPLATE NO.8)



### CIVIL REGISTRY

#### *The most commonly run errands:*

- Birth record
- Change of the first and last name (TEMPLATE NO. 9, TEMPLATE NO. 10)
- Death record (TEMPLATE NO. 11)
- Copies of certificates (TEMPLATE NO. 12, TEMPLATE NO. 11)





## COUNTY OFFICE

### *The most popular errands are:*

- Registration of vehicles (TEMPLATE NO. 13)
- Deregistration of vehicles
- Sale of a vehicle
- Driving license (TEMPLATE NO. 14)

County Office is superior to District Social Assistance Centre or District Unemployment Office (see below).



## VOIVODESHIP OFFICE

### *The most popular errands are:*

- Issuing passports
- Directory of sign language interpreters



## EMPLOYMENT OFFICE

Polish employment offices engage in labour market research, give the unemployed necessary information and provide career counselling for job seekers. In Poland there are two types of employment offices – Voivodeship Employment Office and District Employment Office.



## TAX OFFICE

The tax office supervises, controls and oversees tax settlements. Each Polish person that receives remuneration, allowance, pension, income from business activity pays taxes and has to be registered in the tax office. Such person is called a taxpayer.

### *The registration in the tax office is obligatory for:*

- a person that has changed personal identifiable information, e.g. address or surname. In this case an application form ZAP-3 has to be filed (TEMPLATE NO. 15)



## CITY SOCIAL WELFARE CENTRE

If your living conditions have worsened and you cannot improve them on your own then you can ask support institutions for help, e.g. (Community/City Social Welfare Centre).

### *What other errands can you run at CSWC?*

- a one-time payment of PLN 1,000 for a child, i.e. „Becikowe” (TEMPLATE NO. 17)
- a monthly payment of PLN 1,000 for a child which is disbursed for 12 months, i.e. “Kosiniakowe”



## DISABILITY ASSESSMENT BOARD

Disability assessment boards issue disability certificates thanks to which a disabled person is entitled to benefits and privileges, such as: tax deductions, allowances, reduced fares, placement in a social welfare home, a parking card (TEMPLATE NO. 27).



## DISTRICT FAMILY SUPPORT CENTRE / MUNICIPAL FAMILY SUPPORT CENTRE

### *What errands can you run there?*

- getting a subsidy for the services of a sign language interpreter – each entity has a different template and that should be taken into consideration when submitting an application (TEMPLATE NO. 19)
- getting a subsidy for rehabilitation equipment
- getting a subsidy for removing architectural, technical and communication barriers (in case of deaf persons these may be a personal computer or tablet) which requires filing an application (TEMPLATE NO. 20)
- getting a subsidy for rehabilitation holiday – only if you have been referred by a GP and the place you are to visit is in the register of holiday organisers

#### **NOTICE!**

A form has to mention an interpreter that is registered in the Voivodeship Office,



## SOCIAL INSURANCE INSTITUTION (ZUS)

The Social Insurance Institution is a state insurance institution that collects health insurance contributions from citizens and makes benefit payments, such as: pensions, health or accident benefits.

### *What errands can you run at ZUS?*

- social pension (TEMPLATE NO. 21)
- an attendance allowance if you take care of a healthy child under the age of 8 (T. NO. 22)
- an attendance allowance if you take care of a sick child (TEMPLATE NO. 22)
- a pension due to incapacity for work (TEMPLATE NO. 23)