临

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流

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永城市民政局

2020.12

临时救助流程图

**申 请**

**申请人提出临时救助申请**

乡镇民政所接收临时救助申请材料

**受 理**

**收到申请材料之日起，乡镇民政所2日内决定是否受理**

申请材料齐全、符合法定形式，或者申请人按照本行政机关的要求提交全部补齐申请材料的，予以受理，并向申请人出具加盖本行政机关专用印章和注明日期的书面凭证。虽然申请材料不齐全或不符合法定形式，但自接收材料2日内不告知申请人补正材料的，自收到申请材料之日起即为受理。

申请材料不齐全或不符合法定形式的，应当当场或者在2日内一次告知申请人需要补正的全部内容

不属于临时救助范畴或不属于本机关职权范围的，不予受理，并向申请人出具加盖本行政机关专用印章和注明日期的书面凭证

**审　查**

**乡镇民政所审查、核查（15日内完成）**

不准予临时救助

准予临时救助救助，上报市民政局

**市民政局审批作出决定（10日内完成）**

符合临时救助的，市民政局准予救助

对不符合临时救助的家庭，民政局或委托乡镇民政所书面通知申请人，并说明不予救助理由

**市民政局社会化发放临时救助资金，立卷归档**

备注：流程图所指的“日”均为工作日

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **永城市城乡困难群众临时生活救助金申请审批表** | | | | | | | | | **申请人 姓名** | **性别** | **身份证号码** | | | **联系电话** | **是否低保、 五保、扶贫户** | **家庭人口** | |  |  |  | | |  |  |  | | **家庭详细住址** | |  | | | **申请人账号 （农村信用社）** |  | | | **家庭成员 基本信息** | **姓名** | **与户主关系** | | **年龄** | **身份证号码** | **从事职业** | **月收入情况** | |  |  | |  |  |  |  | |  |  | |  |  |  |  | |  |  | |  |  |  |  | |  |  | |  |  |  |  | | **申请理由** |  | | | | | | | | | **申请人( 签名)：** | | | |  |  |  | |  | | | |  | **年 月 日** | | | **乡镇 审查 意见** | **经调查 乡（镇） 因 ， 导致家庭生活十分困难，符合临时生活救助条件。** | | | | | | | | **分管领导（签名）： 单位（盖章）：** | | | | | | | |  | | | |  | **年 月 日** | | | **救助范围** | **因突发事件、意外伤害、重大疾病或其他特殊原因导致陷入困境，其他社会救助暂时无法覆盖或救助之后生活仍有严重困难的家庭或个人，给予应急性、过渡性的临时救助。** | | | | | | | | **市民政局 审批意见** | **经核实，其符合临时生活救助条件，建议一次性发放临时生活救助金** | | | | | | | | **元。** | | | | | | | |  |  |  |  | **审 核 人（签名）：** | |  | |  |  |  |  | **分管领导（签名）：** | |  | | **同意发放临时救助金 万 仟** | | | | **单位负责人（签名）：** | |  | | **佰元。** | | | | **单 位（盖章）：** | |  | | **年 月 日** | | | | | | | | **注：** | | | | | | | | | **（一）申请临时生活救助金应提交如下材料：** | | | | | | | | | **1.申请人身份证、户口本复印件；2.申请人书面申请；3.重大支出证明；4.申请人账户号码复印件（农村信用社）；5.民政所调查报告（民政所长签字并盖章）； 6.民政部门认为需要提供的其它相关证明材料。** | | | | | | | | | **（二）此表一式两份（乡镇一份、市民政局一份）。** | | | | | | | |   **申请临时生活救助金需要提供材料**    **一、申请人申请书。**  **二、申请人及申请人家庭人口身份证、户口本复印件。**  **三、重大支出证明（如交通事故、火灾、矿难、重特大疾病）。**  **四、申请救助人农村信用社账号复印件。**  **五、临时生活救助金申请审批表。** |

**办理地点：永城市东城区府后路西段民政局**

**办理时间：夏(秋)季：上午:8:00 一 12:00，下午:3:00 一 6:00；冬（春）上午:8:00 一 12:00，下午:2:30 一 5:30**

**电话：0370-5185092**