



Checklist: what to do?

DD/MM/YYYY *DONE*

- 1 Go to your the pediatrician or general practitioner and ask for a specialist examination request
- 2 With the medical examination request you have to take an appointment for the specialist examination
- 3 Pass the examination of the specialist of the Local Health Office - ASL (UFSMIA) which will issue a medical report
- 4 Give the medical report to the pediatrician or general practitioner which fills in the online medical certificate on the website of INPS and he issues a signed copy of the certificate and a receipt with the Certificate Number (valid for 90 days)
- 5 With the Certificate Number you have to submit the online application for the Medical Commission examination on the website of INPS (through Unions - Patronati or by yourself), the system will issue a receipt
- 6 Hand in the medical report and the receipt of application submitted to INPS to the School
- 7 Wait for the notification letter of the date of the examination by the Medical Commission
- 8 Pass the Medical Commission examination
- 9 Wait for the post sending of the examination result of the Medical Commission
- 10 Hand in the examination result to the competent office (School, AS)

RECOGNITION OF DISABILITY (pursuant to art. 3 Law 104/92) AND INVALIDITY (under Law 118/71 and Law 295/90) IN CHILDHOOD AND ADOLESCENCE

FOR MORE INFORMATION ON OPPORTUNITIES
AND RIGHTS PLEASE CONTACT:
URP MULTIENTE
ph: 800 058850 (free) - 0574 1836096
urpmultiente@po-net.prato.it
Monday and Thursday 9:00am - 1:00pm and 3:00 - 5:00pm
Tuesday, Wednesday, Friday 9:00am - 1:00pm



URP AZIENDA USL 4 PRATO
ph: 800 017835 (free) - 0574 805052
urp@usl4.toscana.it - www.ausl4.toscana.it

HOW TO OBTAIN THE RECOGNITION OF THE HANDICAP OR CIVIL INVALIDITY STATUS

In the presence of a disability in childhood and adolescence, the family turns to its pediatrician or to the general practitioner.

1. The pediatrician and/or the general practitioner requires for the child/adolescence an assessment of the child psychiatrist and/or psychologist of the Functional Unit Child and Adolescent Mental Health (Unità Funzionale Salute Mentale Infanzia e Adolescenza – UFSMIA).
2. With the medical examination request of the pediatrician/general practitioner must be taken an appointment for the assessment. For children up to the age of the 5th year the appointment will be taken by phone at:
 - Neuropsychiatry (UFSMIA) Local Health Office - ASL 4 Prato, tel. 0574 807879 on Monday, Wednesday and Friday from 11:00am to 1:00pm. For children/young people from 5 up to the age of 18 years the appointment will be taken by phone at:
 - CUP (healthcare booking service) of the Local Health Office - ASL 4 Prato - Tel. 0574 805050 (to cancel 0574 805080)

Personally:

- CUP District Locations of the Local Health Office - ASL 4 Prato
- Booking service of authorized Pharmacies and Parapharmacies
- Booking service of authorized Medical studies

Information on addresses and opening hours: Welcome offices - URP Multiente and URP Local Health Office - ASL 4 Prato (www.usl4.toscana.it)

3. Pass the examination of a psychiatrist or psychologist UFSMIA. The Psychiatrist or psychologist issues a medical report (service subject to health cost-sharing- ticket- with the exception of the exemptions of the Law).
4. Take the medical report, issued by the UFSMIA, to the pediatrician or general practitioner. The personal doctor fills in the online medical certificate by registering on the website of INPS (paid service) and issues a document that includes:
 - a signed copy of the introductory medical certificate which has to be handed over to the Medical Commission (see point 8). The certificate may contain the application for the recognition of disability as well as invalidity status, and is transmitted online to the Medical Commission .
 - a receipt of transmission with a code number (certificate number) which must be entered in the application for examination. The certificate number is valid for 90 days; if it expires you have to turn back to the doctor.

5. Apply for a medical examination to INPS
The application can only be submitted online to INPS, website www.inps.it in one of the following ways:
 - Free of charge at:
 - AMNIC - Associazione Nazionale Mutilati e Invalidi Civili (Association of Mutilated and Civil Invalids) - tel. 0574 35030 from Monday to Friday 9:00 -12:00am and Monday and Wednesday from 3:00 – 6:00pm
 - ENS - Ente Nazionale Sordi (National Institute for the Deaf) - tel. 0574 571050, Tuesday 5:00-7:00pm and Thursday 10:00-12:00am, Saturday 10:00-12:00am upon request
 - UIC - Unione Italiana Ciechi Ipovedenti (Italian Union of the Blind)- tel. 0574 24243 Tuesday 10:00-12:00am and Thursday 16:00-18:00pm
 - Through other Unions (Patronati) requiring a membership card
 - YourselfAfter filling in the online application form, the system will issue a receipt.
6. All the documents (report of the psychiatrist or psychologist, certificate; application receipt for the medical examination INPS) must be handed in to your Educational Institute.
7. Wait for the notification of the date of the medical examination by the Commission of medical examiner of the Local Health Office - ASL 4.
8. Pass the examination of the Medical Commission at Medicina Legale of the ASL 4 Prato.
For the medical examination you need:
 - A introductory medical certificate (see point 3)
 - Any other medical records and documents on the assessment
 - A valid identity document of the child/young personIt is possible, for those who want, to be accompanied by the personal doctor (at own expense).
9. Wait for the post sending of the examination result of the Medical Commission
In case of failure (failure to recognize disability / invalidity status) it is possible to appeal in court against the INPS within 180 days of notification of the health report. You can consult the status of your application on the website www.inps.it or by calling the Contact Center INPS at 803164.
10. The medical report must be handed in to the competent office :
 - Disability (Act 104) to the school office
 - Disability (Act 104) and/or invalidity (Act 118) at the Administrative Offices of the ASL 4 Prato
 - Invalidity (Act 118) to the Unions (Patronati) or directly to INPS