

Guidelines

Guidelines of the Federal Employment Agency (Bundesagentur für Arbeit – BA) for Filling Out the Application Forms for Unemployment Benefit II

These guidelines are part of the application for benefits for securing a livelihood in accordance with Book Two of the German Social Code (SGB II). Further information can be found in the brochure on SGB II.

The guidelines as well as the electronic how-to-complete guidelines can also be accessed online in Arabic, Bulgarian, Croatian, English, French, Greek, Italian, Persian, Polish, Portuguese, Romanian, Russian, Serbian, Spanish and Turkish at www.arbeitsagentur.de.

Your application usually covers the entire month starting from the first day of each month (Section 37 Paragraph 2, Sentence 2 SGB II). Therefore, you must provide information - especially regarding the receipt of income - for the entire month of your application.

In general, please do not submit original documents. Please only submit copies.

The application for benefits according to SGB II consists of the main application (Hauptantrag) and various related appendices which must also be completed depending on your personal circumstances. To match these appendices with your person, you must enter your personal data again in each appendix.

Recipients of Unemployment Benefit II (Arbeitslosengeld II) are not liable for contribution payments in the statutory pension insurance scheme. Therefore, no contributions for pension insurance are made. The period of receipt of Unemployment Benefit II is, however, reported to the pension insurance provider, which then checks whether there is a period of credit to be considered. Please provide your pension insurance number for this report. You can find this number on your social security card.

Providing a telephone number and e-mail address is voluntary. By entering this information, any questions that we may have can be answered by phone or e-mail as well, which may accelerate the processing of your application. By providing a telephone number and e-mail address you agree to its internal use by us.

The BIC and IBAN numbers are usually provided on your bank statement. You can also find the BIC and IBAN numbers on your online banking website, for example under “My data” or “Account details”, depending on what this is called on your bank’s or savings bank’s website. This information is also provided on the debit or cash cards of most banks and savings banks. For technical reasons, you will still have to provide your BIC.

It is not technically possible to receive Unemployment Benefit (Arbeitslosengeld) and Unemployment Benefit II (Arbeitslosengeld II) into two different bank accounts at the same time.

Please note that with transfers to a credit card collection account specifying the credit card number in use is not technically possible, and may result in payment returns. It is therefore strongly recommended to use a checking account for the benefit payments.

In accordance with the Payment Accounts Act (Zahlungskontengesetz) every consumer who regularly resides in the European Union is entitled to open a so-called ‘basic account’. Please contact your bank or savings bank for further information. You can also receive your benefits in the form of a “clearing payment instruction” (Zahlungsanweisung zur Verrechnung) (postal cheque). This means that you can have benefits provided to you in cash at any payment office of Deutsche Post or Deutsche Postbank. However, this does incur a standard charge of €2.85 which is deducted from the amount to be paid out. The payment office can also charge additional fees for cash payments - these will be based on the amount to be paid out.

With receipt of the notification of admission in accordance with Section 26 of the Federal Expellee Act (Bundesvertriebenengesetz), you and your family can apply for benefits under SGB II. This also applies if you do not yet hold German citizenship.

If you are already a German citizen, the question of whether you are a repatriate is irrelevant.

Those who have entitlements under the Asylum Seekers Benefit Act cannot apply for benefits under SGB II.

People who are considered capable of work are those who:

- under the normal conditions of the general labour market for at least three hours per day, and
- who are not prevented from working due to illness or disability for at least six months

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Wichtige Hinweise Important information

① **Rentenversicherungsnummer**
Pension insurance number

② **Telefonnummer/ E-Mail-Adresse**
Telephone number/ email address

③ **BIC/IBAN**

Was ist, wenn ich kein Konto habe?

What if I don't have a bank account?

④ **Spätaussiedler/in**
Repatriate

⑤ **Berechtigte nach dem Asylbewerberleistungsgesetz**
Persons with entitlements under Asylum Seekers Benefit Act

⑥ **„Tätigkeit von mindestens drei Stunden“/ Erwerbsfähigkeit**

You are only entitled to benefits under SGB II if at least one person in your benefit community (Bedarfsgemeinschaft) is capable of work.

As the representative of the benefit community, you are also required to provide information – based on your own knowledge – on the capacity to work of the represented members of your benefit community. Please do not provide detailed information on illness or disability.

Persons also considered capable of work are those who, on a temporary basis, would not be able to work e.g. because they are raising children under the age of 3, caring for family members in need of assistance or attending school.

If you attend a vocational school, higher education or are in vocational training, you may be entitled to benefits under the Federal Educational Assistance Act (Bundesausbildungsförderungsgesetz - BAföG), a Vocational Training Grant (Berufsausbildungsbeihilfe - BAB) in accordance with Sections 51, 57, 58 of Book Three of the German Social Code (SGB III) or a Training Allowance (Ausbildungsgeld - ABG) in accordance with Section 122 of SGB III.

You are required to claim BAföG/BAB/ABG first if you are entitled to any of them. Where applicable, your Jobcenter will ask you to apply for BAföG/BAB/ABG if you have not yet made an application and your training course is eligible.

Generally, trainees are excluded from receiving Unemployment Benefit II (Arbeitslosengeld II) if their training can be supported by BAföG. However, if you meet the requirements of a so-called 'case of hardship' you do have an entitlement to an extra payment in accordance with Section 27, Paragraph 3, Sentence 2 of SGB II.

Also excluded are e.g. trainees whose training can be supported as part of a BAB or ABG and who are living in a residential home, residential school or with a training provider with full board and lodgings. This also applies to trainees with a disability who are provided with accommodation during vocational training or as part of a pre-training scheme and who are otherwise reimbursed for accommodation and board.

However, if they meet the relevant requirements, these trainees are also entitled to benefits that will cover their additional needs or in certain cases to the payment of a benefit in form of a credit.

You are required to provide evidence that during your vocational training you are staying in a residential home, residential school or with the training provider (e.g. by providing a notice of approval or certificate from the training provider). Providing a contract from a residential home or school is not usually required. When submitting a copy non-relevant parts can be blacked out.

The date on which schooling or a vocational training course is considered to end is the date of the leaving certificate (Abschlusszeugnis). If you are already attending school or vocational training, the estimated end date must be specified.

It is necessary to specify the type of facility (even for a correctional facility). In case of a hospital stay (including care or rehabilitation facilities), expected stays need to be specified.

A benefit community (Bedarfsgemeinschaft) consists of the person entitled to benefits and capable of work and usually

- the not permanently separated wife / husband,
- the not permanently separated registered female / male partner of the same sex, or
- a person living together with the person entitled to benefits and capable of work in a community of responsibility and support (Verantwortungs- und Einstehensgemeinschaft), i.e. a relationship similar to a marriage.

A benefit community also consists of children living in the household who are not married and capable of work and are under 25 years of age, insofar as they cannot sustain a livelihood from their own income (e.g. Child Benefit and maintenance payments) or assets.

Conversely, the benefit community also consists of parents or one parent living in the household of a single child capable of work who is at least 15 but not yet 25 years of age if the child applies for benefits according to SGB II.

If a community of responsibility and support exists, as part of an evaluation of the need for assistance the income and assets of the partner must also be assessed.

A community of responsibility and support is considered to exist if the partner lives in a household together with the person entitled to benefits and capable of work in such a way that following a reasonable assessment there is the mutual desire to bear responsibility for each other and support each other. A community of responsibility and support applies to same-sex as well as opposite-sex partners.

A partnership is assumed if there is a certain exclusiveness to the relationship which does not allow for another comparable partnership at the same time.

“Work of at least three hours”/ capacity to work

Was gilt bei Kindserziehung, Pflege Angehöriger oder Schulbesuch?

What applies in the case of raising children, caring for family members or attending school?

7 Schule/Studium/
Ausbildung
School/higher education/
vocational training

Wann ist die Schul- bzw. Berufsausbildung beendet?

When does schooling or vocational training end?

8 Stationäre Einrichtung
Residential facility

9 Bedarfsgemeinschaft
Benefit community

10 Verantwortungs-
und Einstehens-
gemeinschaft
Community of responsibility
and support

Furthermore, there must also be a general legal possibility of a marriage or registration of partnership in accordance with the Civil Partnership Act (Lebenspartnerschaftsgesetz) between the person capable of work but in need of assistance and their partner.

The mutual desire to bear responsibility for each other and support each other is assumed if partners:

- have been living together for more than one year,
- live together with a common child,
- jointly take care of children or relatives in the household, or
- have permission to have the other partner's income and assets at their disposal.

In addition to the above, other external factors can cause the existence of a community of responsibility and support. These can include, for example, the exchange of wedding vows, living together in joint property, or the actual caring for a partner in a shared household. For this, it might be necessary to collect further information.

You are permitted to refute this presumption. The claim that the presumption is incorrect, however, does not suffice. Instead, you must explain and prove that the criteria mentioned above have not been fulfilled or that the presumption is invalid due to other circumstances.

In particular, please provide information on the length of time spent living together and appropriate proof (e.g. registration at the registration office, rental agreement or insurance policies). Please direct any questions you may have regarding this matter to your local Jobcenter.

Generally, the applicant represents the benefit community.

Only one application is necessary for the whole benefit community. As a representative, you should include all represented persons when completing the application and coordinate with them in relation to any important information as well as information regarding them. The members of the benefit community can also be represented only in part. This means e.g. that they can complete and sign the EK and VM appendices themselves.

Members of the benefit community can also make an application themselves if they do not agree with representation by the applicant. When making such an application, members of the benefit community suspend the power of representation and represent their interests themselves (Section 36 Book One of the German Social Code applies accordingly). However, they remain in the existing benefit community. Another option is to only request payments to themselves. In this case the power of representation remains in place.

Persons who live in a household with you but are not members of your benefit community (Bedarfsgemeinschaft) belong to the household community (Haushaltsgemeinschaft), e.g.

- relatives and relatives by marriage (e.g. parents, grandparents, siblings, uncles, aunts),
- foster children and foster parents

A basic apartment-sharing community (e.g. in the case of students) is neither a benefit community nor a household community. This means that you do not need to provide information on the personal circumstances of other persons living there when applying for Unemployment Benefit II (Arbeitslosengeld II). In these cases, it is sufficient to specify in Appendix KDU the share of rent paid by the other person(s) or declare a sublease as income in Appendix EK.

Therefore in a shared apartment where there are several adults capable of work there can be as many benefit communities as there are people living in the shared apartment.

Appendix HG is to be separately completed in respect of each member of the benefit community who lives with relatives or persons related by marriage in a household.

Example:

A married couple live together with their two children and the father of the wife in a household. Appendix HG is to be completed in respect of both the wife and the husband as the wife is related to her father and the husband is related by marriage to the father of his wife. In addition, Appendix HG is to be completed in respect of both children as they are related to their grandfather.

Additional persons are persons living with you in a household and/or benefit community. You are not counted as one of these persons.

A pregnancy can be certified, for example, by providing a doctor's certificate or presenting a pregnancy record (Mutterpass). No copies will be taken for the file. A doctor's certificate can result in costs which will not be borne by the Jobcenter. The additional requirement during pregnancy is recognized from the 13th week of pregnancy.

If you require a costly diet due to reasons of health, a written confirmation by your attending physician is required. Please use the medical confirmation found on the back page of Appendix

Kann ich die Vermutung über das Vorliegen einer Verantwortungs- und Einstehensgemeinschaft widerlegen?

Can I refute the presumption of the existence of a community of responsibility and support?

11 Vertretung der Bedarfsgemeinschaft
Representation of the benefit community

Was ist, wenn Mitglieder der Bedarfsgemeinschaft die Vertretung nicht möchten?

What if members of the benefit community do not want to be represented?

12 Haushaltsgemeinschaft
Household community

Ist eine Wohngemeinschaft auch eine Haushaltsgemeinschaft?

Is an apartment-sharing community also a household community?

Wann und für wen ist die Anlage HG auszufüllen?

When and for whom should I fill out Appendix HG?

13 Weitere Person/en
Additional person(s)

14 Mehrbedarf für Schwangere
Additional needs benefit for pregnant women

15 Kostenaufwändige Ernährung
Costly diet

MEB for this or present a medical certificate which states the illness and the type of diet prescribed. The fees incurred for issuing the medical certificate can be borne up to an appropriate amount (currently €5.36) upon application.

If you have any reservations about providing information on your medical condition to a case worker, you can provide this information in a sealed envelope. This will then be forwarded to the Jobcenter's Medical Service who will carry out an evaluation of the special need but without stating the condition.

Disability-related benefits that you receive in order to help you participate in working life, integration supports or other assistance to help you obtain a suitable job, which are a prerequisite for the payment of an additional need benefit, can be proven by presenting the appropriate notification of benefits. No copy is kept on file.

The G or aG designation can be proven by presenting the severely disabled person's pass (Schwerbehindertenausweis). No copy is kept on file.

Needs that arise due to special personal circumstances over a longer ongoing period of time and which are unavoidable may, upon application, be covered. These include e.g.,

- constantly required hygiene products for certain diseases (e.g. HIV, neurodermatitis),
- costs incurred in exercising visitation rights in the case of separated parents.

These additional needs benefit can only be granted if you are not able to cover the costs from your own resources.

One-off costs that are covered by the regular benefits or can be absorbed through an interest-free credit (e.g. glasses, dental prostheses) are not considered to be an ongoing special need.

Please specify the income of each individual member of the benefit community (Bedarfsgemeinschaft). All revenue in the form of money or, in certain cases, monetary value are to be considered as income.

This includes in particular:

- income from employment and self-employment, rent or lease, agriculture and forestry,
- Child Benefit (Kindergeld), cash replacement benefits such as Unemployment Benefit (Arbeitslosengeld), Insolvency Benefit (Insolvenzgeld), Transition Benefit (Übergangsgeld), continued payment of wages in case of sickness (Krankengeld), Vocational Training Grant (Berufsausbildungsbeihilfe),
- pensions from the statutory social insurance scheme (e.g. old-age pension or miners compensation payments (Knappschaftsausgleichsleistungen), accident or injured persons pensions), foreign pensions, company pensions or retirement pensions,
- maintenance payments, benefits in accordance with the Maintenance Advance Act (Unterhaltsvorschussgesetz),
- interests, capital gains,
- Housing Benefit (Wohngeld), Social Assistance (Sozialhilfe) in accordance with Book Twelve of the German Social Code, and
- other ongoing or one-off revenues (e.g. Parenting Benefit (Elterngeld), Constant Attendance Allowance for educational activities (Pflegegeld für erzieherischen Einsatz) in accordance with Book Eight of the German Social Code)).

Please also specify income from secondary employment not liable to social security contributions. Expenses paid in relation to voluntary or charitable work are also considered as income. Other ongoing or one-off revenues include a life annuity for a sold real estate property and tax refunds. Compensation payments must also be specified.

Changes in income in your benefit community (Bedarfsgemeinschaft) can impact on the amount of Unemployment Benefit II (Arbeitslosengeld II) and Social Benefit (Sozialgeld) to be paid and must always be reported promptly.

Please specify the assets of all members of your benefit community (Bedarfsgemeinschaft).

Assets are the totality of goods of a person that can be measured as a monetary value, irrespective of whether they are in Germany or abroad. This includes in particular:

- bank and savings accounts (including online), cash, securities, equities, bonds, equity funds,
- claims,
- motor vehicles (e.g. car, motorbike),
- endowment policies, private pension insurance fund, building savings agreements,
- developed or undeveloped real estate, house ownership (e.g. single-family houses or multiple-family houses), owner-occupied apartments, and
- other types of assets (e.g. valuables, paintings, jewelry).

16 Mehrbedarfe bei Behinderung
Additional needs benefit in case of disability

17 Merkzeichen G oder aG
A or aG designation

18 Unabweisbarer, laufender, nicht nur einmaliger besonderer Bedarf
Indisputable and ongoing (not merely one-off) special needs

19 Einkommen
Income

20 Vermögen
Assets

Assets are applicable if they can be used to sustain a livelihood or if their monetary value can be used to sustain a livelihood through use, sale, mortgaging, renting or letting. Assets which the owner cannot command are not applicable (e.g. because the asset is pawned). Whether an asset is applicable will be determined by the relevant Jobcenter.

In order to evaluate the assets, the Jobcenter can demand for inspection the presentation of appropriate documentation such as the latest annual statements or bank statements (for further information, see no. 37 "Bank statements"). The Jobcenter can make copies of the above-mentioned documents and file any information relevant for the granting of benefits. Changes in the circumstances of your assets in your benefit community (Bedarfsgemeinschaft) impact on the amount of Unemployment Benefit II (Arbeitslosengeld II) and Social Benefit (Sozialgeld) to be paid and must always be reported promptly.

Priority entitlements can be used to at least reduce your need of assistance or rule out your entitlement to Unemployment Benefit II (Arbeitslosengeld II).

Such entitlements include for example:

- maintenance claims in accordance with the German Civil Code (Bürgerliches Gesetzbuch),
- entitlement to Housing Benefit/hardship subsidies (Wohngeld/Lastenzuschuss) which are applied for at your local city or district administration,
- entitlement to Child Benefit/Child Allowance (Kindergeld/Kinderzuschlag) which are applied for at the Family Benefits Office (Familienkasse),
- entitlement to advance child maintenance payments (Unterhaltsvorschuss) which are applied for at the Youth Welfare Office (Jugendamt),
- entitlement to Unemployment Benefit (Arbeitslosengeld) which are applied for at your employment agency (Agentur für Arbeit),
- entitlement to (foreign) pensions ((ausländische) Renten),
- entitlement to Parenting Benefit/Maternity Benefit (Elterngeld/Mutterschaftsgeld),
- entitlement to training support (Ausbildungsförderung), or
- entitlement to continued payment of wages in case of sickness (Krankengeld).

Please provide information on any jobs you have had in the last 5 years prior to your application so that your priority claim for Unemployment Benefit under SGB III can be examined.

Please enter the information in the table without any gaps.

Please specify periods of self-employment and care provision as defined in Book Eleven of the German Social Code, since there is the possibility of voluntary continued insurance coverage in the unemployment insurance scheme in respect of these periods.

In addition, periods of receipt of a replacement benefit, such as Maternity Benefit (Mutterschaftsgeld), continued payment of wages in case of sickness (Krankengeld), Injury Benefit (Verletztengeld), Support Sickness Benefit (Versorgungskrankengeld), Transition Benefit (Übergangsgeld) or retirement pension due to the total reduction in earning capacity, are important. Please also enter periods of care for a child under three years of age.

Claims against third parties are e.g.

- contractual payment claims,
- claims for damages,
- claims against employers (outstanding payments of salary),
- claims resulting from unjust enrichment,
- claims from inheritance,
- claims for restitution from endowments,
- claims resulting from a deed of conveyance or reserved farm property contract,
- claims resulting from a company pension scheme, or
- unsettled contractually-guaranteed life annuity payments.

Besides all types of pension and compensation payments etc., Unemployment Benefit (Arbeitslosengeld), continued payment of wages in case of sickness (Krankengeld), Child Benefit (Kindergeld), Child Allowance (Kinderzuschlag), Housing Benefit (Wohngeld), Social Assistance (Sozialhilfe) in accordance with Book Twelve of the German Social Code, Parenting Benefit (Elterngeld), Constant Attendance Allowance (Pflegegeld), and Insolvency Benefit (Insolvenzgeld) are also to be specified

Wann ist Vermögen
verwertbar?
When are assets applicable?

21 Vorrangige Ansprüche
Priority
entitlements

22 Anspruch gegenüber
der Agentur für Arbeit
Claim against the
Employment Agency

23 Ansprüche gegenüber
Dritten
Claims against third
parties

24 Ansprüche gegenüber
Sozialleistungsträgern/
Familienkassen
Claims against social
benefit providers/
family benefits offices

The Jobcenter is obliged to guarantee health and nursing care insurance for you and the members of your benefit community. For this the Jobcenter must know if, and in what form (statutory or private), you and the members of your benefit community were recently members of a health insurance fund and with which health insurance provider (Krankenkasse) the existing or last insurance plan is or was made. Please therefore provide the appropriate information as well as confirmation of membership or another form of evidence from the chosen health insurance fund. Alternatively, the latest and valid electronic health insurance card or a copy of the same can be provided. No copy of the electronic health insurance card will be placed on file.

If you or a member of your benefit community were a member of a private insurance fund or a voluntary member of the statutory insurance fund or were not insured at all before receiving last Unemployment Benefit II (Arbeitslosengeld II), please fill in Appendix SV.

Appendix SV is also to be completed if you:

- are only in receipt of Unemployment Benefit II (Arbeitslosengeld II) in the form of a credit or
- have reached your 15th birthday but are not capable of work and are therefore claiming Social Benefit (Sozialgeld) or
- require assistance solely on the grounds of your health and nursing care insurance contributions.

In principle, you then have an entitlement to a subvention for your contributions.

For further information, see no. 50 "Extra payment for health and nursing care insurance contributions".

Even if you or a member of your benefit community have not been insured until now, when in receipt of Unemployment Benefit II you are in principle insured under the statutory health and nursing care insurance schemes.

However, under certain circumstances (e.g. full-time self-employment) there is no obligation to be insured as part of a statutory health and nursing care insurance scheme. In such cases you would ultimately be obliged to enter another protection (private insurance scheme or voluntary member of the statutory insurance and nursing care insurance schemes). For any further questions, please contact a health insurance provider.

A person is considered to be in full-time self employment when he/she works on a personally independent basis in agriculture or forestry, a commercial enterprise or does any other kind of freelance work with the intention of making a profit and on his/her own account and risk. Based on its financial importance (income) and time commitment (number of hours per week) such work must represent the focus of that person's gainful employment and significantly exceed other possible activities put together. On a statutory level, the full-time nature of such employment is presumed to exist when in the context of self-employment at least one employee is more than marginally employed. This presumption can be refuted by providing appropriate documentary evidence. If you are unsure as to the determination of this issue, please contact your health insurance fund.

As a recipient of Unemployment Benefit II (Arbeitslosengeld II) you are in principle compulsorily insured in the statutory health and nursing care insurance scheme. Holding a family insurance policy is not permissible if in receipt of Unemployment Benefit II (Arbeitslosengeld II). However, family insurance is permissible if in receipt of Social Benefit (Sozialgeld).

If you were previously insured as part of a family insurance scheme, from the time you start receiving Unemployment Benefit II (Arbeitslosengeld II) you have the right to choose a statutory health insurance provider. In the event that you wish to exercise this choice, please submit within two weeks a copy of your membership certificate or other form of documentation from the chosen health insurance provider (ideally at the same time as your application for Unemployment Benefit II (Arbeitslosengeld II)). If you do not choose a new health insurance provider, you will be compulsorily insured with your previous health insurance provider.

If the indisputable and ongoing (not merely one-off) special need relates to a medical condition, an appropriate medical certificate in which a doctor confirms the particular requirement with reference to the condition is sufficient.

If you have any reservations about providing information on your medical condition to a case worker, you can provide this information in a sealed envelope. This will then be forwarded to the Jobcenter's Medical Service who will carry out an evaluation of the special need but without stating the condition.

If the wages from employment do not exceed €450 per month, no tax category needs to be entered.

Income from so-called "holiday jobs" is not considered, provided that:

- The pupil is younger than 25.
- The pupil attends a general or vocational school and does not receive training pay.
- The work takes place during the school holidays, i.e. between two periods of schooling.
- The holiday work is less than four weeks in the calendar year.
- The income does not exceed €1,200 in the calendar year.

**25 Kranken- und Pflegeversicherung
Health and nursing care insurance**

**Wann liegt eine hauptberufliche selbständige Tätigkeit vor?
Under what circumstances is full-time self-employment considered to exist?**

**26 Familienversicherung
Family insurance**

**27 Krankenkassenwahl
Choosing a health insurance scheme**

**28 Nachweis über besonderen Bedarf
Evidence of special need**

**29 Steuerklasse
Tax category**

**30 Ferienjob
Holiday work**

Expense allowances are payments (benefits in cash / kind) you receive when you do secondary, voluntary or charitable work as compensation for your efforts and the expenses incurred in connection with doing this work. In general, these payments are based on regulations subject to public law and are paid from public funds. Typical activities are, for example, jobs as exercise instructors - e.g. in a club - or as an honorary mayor.

Expense allowances must also be specified if they are exempt from taxation (Section 3 No. 12, 26, 26a or 26b Income Tax Act (Einkommensteuergesetz)).

Please provide proof of the expenses incurred as part of doing a secondary, voluntary or charitable job. A list in note form is generally acceptable. If an employer can be identified from the documents, this information can be effaced.

This information is only necessary for an initial application if you have received Unemployment Benefit (Arbeitslosengeld) under SGB III before making an application and this claim is in abeyance or has expired prematurely due to the suspension of benefits.

Please indicate e.g. tax refunds, operating costs refunds, yield credits, gambling winnings and bonus payments here if this income accrues during the period of need (i.e. from the month of application onwards). Taking the example of a tax refund, this means that the actual receipt of payment is what matters and not the period relating to the taxation.

Irregular revenues are, for example, sporadic sales of art by artists.

If a member of your benefit community is in receipt of Child Benefit, this must be specified. Child Benefit is normally assigned to the child as income in respect of the amount actually paid. In exceptional cases Child Benefit can be considered in respect of the person entitled to Child Benefit.

Child Benefit (Kindergeld) for an under-aged child living in turn with both separated or divorced parents is to be considered as income only in the benefit community (Bedarfsgemeinschaft) in which the beneficiary of Child Benefit lives. Usually, this is not the benefit community with the temporary (shorter) stay. This means that a consideration of Child Benefit would not apply in respect of that benefit community.

In general, the parents, adoptive parents or foster parents of the child are entitled to Child Benefit. If the child lives with the grandparents, they can also be entitled to Child Benefit. The child himself/herself, however, is not entitled to Child Benefit.

When presenting bank statements, it is generally allowed to black out passages. However, this is only possible in case of expenditure, not in case of income. Only certain information with regards to the recipient and the transaction text may in the case of expenditure be blacked out. The transaction concerned must remain understandable for review by the Jobcenter. In the case of payment of membership fees for political parties, for example, blackening out the name of the party in a bank statement is possible provided that the payment reference "membership fee" is still legible. In general statements from the last six months of any bank account held by members of the benefit community can be sought for inspection.

The account statements submitted by you may be stored / saved as a copy in the file of the jobcenter, if facts arise from the account statements that are directly linked to the eligibility requirements of the benefits according to SGB II requested by you. The competent Jobcenter decides on the storing / saving of your bank statements in individual cases. If storing / saving is not required, you will be returned your bank statements or copies thereof or copies will be destroyed in compliance with data protection laws.

You will receive a notification from the Family Benefits Office (Familienkasse) informing you about your entitlement to Child Benefit (Kindergeld).

If you receive your Child Benefit from the Family Benefits Office of the Federal Employment Agency (Bundesagentur für Arbeit), you can see the amount of the payment as well as your Child Benefit number (Kindergeldnummer) and usually the period of time to which the payment relates on your bank statement.

If a Family Benefits Office in the public service is responsible for the payment of Child Benefit, you can see the amount of Child Benefit and the respective period of time on the salary statement (Bezügebescheinigung), provided that the Child Benefit is paid together with your wage or salary.

A copy of the part of the maintenance order which states the amount of the maintenance payment will be placed on file.

31 Aufwandsentschädigungen
Expense allowances

32 Eintritt einer Sperrzeit
Suspension of benefits

33 Einmalige Einnahmen
One-off revenues

34 Unregelmäßige Einnahmen
Irregular revenues

35 Kindergeld
Child Benefit

Wie wird das Kindergeld berücksichtigt, wenn mein Kind nur zeitweise bei mir lebt?

How is Child Benefit considered if my child lives with me only periodically?

36 Kindergeld-berechtigte/r
Beneficiary of Child Benefit

37 Kontoauszüge
Bank statements

38 Kindergeldbescheid
Child Benefit notification

39 Unterhaltstitel
Maintenance order

With an exemption order at a financial institution you can prevent taxes from being deducted automatically from your capital gains (e.g. interest, dividends).

Information on the fair market value of real estate or owner-occupied flats is necessary so that if necessary the Jobcenter can examine the question of utilisation of the real estate through sale, mortgaging or renting. As evidence of the fair market value of real estate sales contracts or valuation reports (a copy of each) that are no older than three years may be used. If such documents are not available, the Jobcenter takes as a basis for the calculations the values from guiding private value tables for undeveloped real estate, and the information from sales price collections of expert committees at land registry and land surveying offices for developed real estate.

Certification of acknowledgement of paternity can be, for example, the birth certificate of the child or the certificate on the acknowledgement of paternity issued by the Youth Welfare Office (Jugendamt). A report of paternity need not be provided.

As part of the verification of maintenance claims, you must provide an existing maintenance order (e.g. maintenance decision, temporary order in relation to maintenance issues), a settlement or written agreements from which a maintenance claim arises. Documents of this type are generally not placed on file during the initial application. Your Jobcenter only notes that you provided the certificates. Only when after thorough examination it can be determined that a maintenance claim has demised to the Jobcenter will the documents necessary to pursue the claims be copied and placed on file. In the event of a divorce decree, this will be limited to the maintenance order. When the copies are no longer needed (claim has been settled or lapsed), they will be destroyed. The presentation of an original document may become necessary in individual cases (e.g. in case of a title conveyance in accordance with Section 727 German Code on Civil Procedure (Zivilprozessordnung).

A representative in the maintenance proceedings may be a lawyer, a legal advisor, a guardian or the Youth Welfare Office (Jugendamt).

When submitting correspondence, prior deletions are permissible. Copies are only placed on file in so far as they are required for pursuing for a demised maintenance claim.

Other income consists of, for example, pensions, Unemployment Benefit under SGB III, Parenting Benefit (Elterngeld) or continued payment of wages in case of sickness (Krankengeld).

In the event that a family member injures you or causes damage, the Jobcenter will not require him/her to provide compensation if:

- the damage/injury was not deliberated and
- a domestic community exists.

The same applies in the case of a later marriage between the injuring party and the injured party.

With the submission of documents relevant to the case, the Jobcenter will seek to form a picture on the state of affairs. Since a judgement, a settlement or an acknowledgement usually ends the legal dispute in relation to compensation, presenting a copy of the respective document suffices in this case.

Please include a declaration on the release from medical confidentiality. Please also provide a copy of any available medical opinion concerning the accident or damaging event.

If you have reservations about disclosing this information to your case worker, you can give him/ her your documents in a sealed envelope. Access to the medical opinion is limited to the persons authorised to do so.

If you or a member of your benefit community are insured with a private insurance provider at the time of application for Unemployment Benefit II (Arbeitslosengeld II), on application, you or the other member will receive an extra payment for the private health and nursing care insurance.

Furthermore, members of a benefit community who are not capable of work – i.e. who receive Social Benefit (Sozialgeld) – or who receive Unemployment Benefit II only in the form of a

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50 Zuschuss zu den
Kranken- und Pflege-
versicherungsbeiträ-
gen
Extra payment for
health and nursing
care insurance

credit can also apply for an extra payment for insurance contributions if they are compulsorily insured members of a statutory health insurance scheme, voluntary members of a statutory health insurance scheme or members of a private health and nursing care insurance scheme.

You must produce evidence of the amount of the contributions. The proof of the private health insurance contributions must not only show the amount of the contributions, but also whether these comply with the contributions of your individual base rate. If you are not insured as per the base rate, the contributions of this rate must be verified separately. The extra payment for the private insurance is in principle transferred directly to your health insurance provider. Therefore, please specify the bank details of your health insurance provider.

If you become in need of assistance solely due to the payment of your contributions to a statutory or private health and nursing care insurance scheme, you will receive from the Jobcenter an extra payment in respect of the insurance contributions for the amount for which it is necessary to avoid the need for assistance. In the case of a statutory insurance scheme the extra payment will be made to you directly. In the case of private insurance, it will be made to your private insurance provider.

Accruing interest on debt can be proven e.g. by presenting an annual bank statement or interest or repayment plan. Unnecessary information can be blacked out.

Amortisation payments can generally not be absorbed since the payment of Unemployment Benefit II (Arbeitslosengeld II) must not serve the purpose of accumulating capital. If non-payment of amortisation payments leads to a threat of losing an owner-occupied property, please contact the Jobcenter responsible for you.

Other living costs are costs that are not listed in the rental agreement. Costs that are generally not considered are costs for reserved parking, electricity, cable charges, rent for a garage and telephone costs.

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Interest on debt

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