

Instructions

AH

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

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

Electronic instructions for completing this information are available online in Arabic, Bulgarian, Croatian, English, French, Greek, Italian, Persian, Polish, Portuguese, Romanian, Russian, Serbian, Spanish and Turkish at www.arbeitsagentur.de.

Please note that foreign language instructions on completing the information are not considered legally binding.

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 income received – 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. You must enter your personal data in each appendix so that it can be clearly matched with you.

The Jobcenter requires your data to establish your claim to basic income benefits and to pay out these benefits to you.

Protecting your personal data is extremely important to us. Therefore, personal data is processed only in accordance with the law, in particular with the regulations of the European Union General Data Protection Regulation (GDPR) and the Social Security Statute Book.

You can obtain further information on data privacy from your responsible Jobcenter, or online at www.arbeitsagentur.de/datenerhebung.

As a recipient of Unemployment Benefit II (Arbeitslosengeld II), you are not liable for contribution payments in the statutory pension insurance scheme. Therefore, no contributions for pension insurance are made. The period during which the individual receives Unemployment Benefit II is, however, reported to the pension insurance provider. The provider then checks whether any of this time may be credited for pension-insurance reasons. Please provide your pension insurance number for this report. This number is listed on your social security card.

Providing a telephone number and e-mail address is voluntary. If you do provide this information, any questions you have may be clarified via telephone or e-mail, helping to process your inquiry more quickly. By providing a telephone number and e-mail address, you agree that we may use this information internally.

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.

It is only necessary to provide a BIC if you provide an account outside of the European economic area, or in conjunction with exemption orders.

If an individual receives Unemployment Benefit (Arbeitslosengeld) and Unemployment Benefit II (Arbeitslosengeld II) at the same time, it is not technically possible to receive these in two different bank accounts.

Please note that if benefits are transferred to a credit card collection account, it is not technically possible to specify the credit card number in the memo line, and this may result in a payment being returned. Therefore, we strongly recommend using a checking account for 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 the 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 may 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 late expatriate (Spätaussiedler) is irrelevant.

Wichtige Hinweise Important information

Datenschutz Data privacy

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
Late expatriate

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

If you verify your current residential permit status with a residency permit, temporary residential permit or exceptional leave to remain, a copy of this verification may be stored/saved in the Jobcenter file. If you use a notification from the Federal Office of Migration and Refugees as verification, you only need to show the notification; no copy is added to your file.

People who are considered capable of work are those who:

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

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 on the capacity to work of the other members of your benefit community whom you represent, based on your own knowledge. Please do not provide detailed information on illness or disability.

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

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 preferably 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 'hardship case' you are entitled to an extra payment in accordance with Section 27, Paragraph 3, Sentence 2 of SGB II.

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 lodging are also excluded. This also applies to trainees with a disability who are provided with accommodations during vocational training or as part of a pre-training scheme and who are otherwise reimbursed for room 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 you are staying in a residential home, residential school or with the training provider during your vocational training (e.g. by providing a 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 the school leaving certificate is used to determine the end of school or vocational training. If you are already in school or vocational training, enter the planned completion date.

The type of facility must be specified (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 of:

- a wife/husband who is not permanently separated,
- a registered female/male partner of the same sex who is not permanently separated, 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. Children not yet able to work are part of the benefit community until 18 years of age.

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.

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

6 „Tätigkeit von mindestens drei Stunden“/Erwerbsfähigkeit
“Work of at least three hours”/capacity to work

Was gilt bei Kindeserziehung, 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

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

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, the persons have a 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.

Furthermore, there must also be a general legal possibility of a marriage 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 indicate 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 actually caring for a partner in a shared household. It may be necessary to collect further information in such cases.

You are permitted to refute this presumption. Simply claiming that the presumption is incorrect, however, is not sufficient. 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 the representative, you should include those you represent when filling out the application. Consult with them on important information and information relating to them. You can also serve as only a partial representative for the members of the benefit community. This would mean that they could complete the EK and VM appendices themselves, for instance.

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. They may also 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, step-parents, siblings, uncles, aunts),
- foster children and foster parents.

Appendix HG is to be separately completed for **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 for 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 for both children as they are related to their grandfather.

The pure apartment-sharing community 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 under point 2.1 the share of rent paid by the other person(s) in the apartment-sharing community and declare a sublease as income in Appendix EK under point 2.

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.

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

**10 Verantwortungs- und
Einstehengemeinschaft
Community of responsibility
and support**

**Kann ich die Vermutung über das
Vorliegen einer Verantwortungs- und
Einstehengemeinschaft widerlegen?
Can I refute the presumption of the
existence of a community of respon-
sibility 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**

**Wann und für wen ist die Anlage
HG auszufüllen?
When and for whom should I fill
out Appendix HG?**

**Ist eine Wohngemeinschaft auch
eine Haushaltsgemeinschaft?
Is an apartment-sharing
community also a household
community?**

**13 Weitere Person/en
Additional person(s)**

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 may incur costs. The Jobcenter does not pay these costs. The additional pregnancy benefit is recognised 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 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) following an 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 specific 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 be covered following an application. 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 benefits 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 indicate the income of each individual member of the benefit community. Income includes all funds received in cash, and in certain cases in cash equivalents.

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 enter income from secondary employment not subject to social security contributions. Income also includes allowances from honorary or voluntary work. Other ongoing or one-off revenues include a life annuity for a sold real estate and tax refunds. Compensation payments must also be specified.

Changes in income in your benefit community (Bedarfsgemeinschaft) can impact 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 held by an individual that can be measured as a monetary value, whether they are in Germany or abroad. They include in particular:

- bank and savings accounts (including online), cash, securities, equities, bonds, equity funds,
- claims,
- motor vehicles (e.g. car, motorbike),

14 Mehrbedarf für Schwangere
Additional benefit for pregnant women

15 Kostenaufwändige Ernährung
Expensive nutrition

16 Mehrbedarfe bei Behinderung
Additional benefit in case of disability

17 Merkzeichen G oder aG
G 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

- 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).

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 dispose of 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 that appropriate documentation be submitted for inspection, 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 is 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 during which you have received 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 a total reduction in earning capacity must be indicated. Please also enter periods of care for a child under three years of age.

Claims against third parties can be 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 from a handover or retirement contract,
- claims from a company pension plan 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. In order to do so, 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 concluded. Therefore, please provide the appropriate information as well as confirmation of membership or another form of evidence from the chosen health insurance fund. Alternatively, the latest valid electronic health insurance card or a copy of the card 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 most recently a member of a private insurance fund or a voluntary member of the statutory insurance fund or were not insured at all before receiving Unemployment Benefit II (Arbeitslosengeld II), please fill in Appendix SV.

Appendix SV is also to be completed if you:

- only receive Unemployment Benefit II (Arbeitslosengeld II) in the form of a credit or
- have completed the age of 15 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 will then be entitled to a subsidy 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 in the past, while receiving 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 whether you are considered self-employed, 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. You are not permitted to hold a family insurance policy if you are receiving Unemployment Benefit II (Arbeitslosengeld II). However, you may hold family insurance if you are receiving 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 specific condition.

If income from paid work is up to 450 euros monthly, no tax classification need be stated.

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 gross in the calendar year.

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

Wann liegt eine hauptberufliche selbständige Tätigkeit vor?
Under what circumstances is an individual considered to be full-time self-employed?

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 you incur expenses 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 of bullet points 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 based on the amount actually paid. In exceptional cases Child Benefit can be considered as accruing to 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 where they stay for the shorter period of time (temporarily). This means that a Child Benefit would not accrue to 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 the Child Benefit.

When presenting bank statements, it is generally allowed to black out passages. However, only expenditures can be blacked out, not income. Only certain information on the recipient and transaction text can be blacked out for expenditures. The Jobcenter must be able to review the specific transaction. When paying membership fees for political parties, for example, the name of the party can be blacked out on a bank statement provided that the payment reference "membership fee" is still legible. In general, statements from the last six months for any bank account held by a member of the benefit community can be requested for review. Copies of the account statements you submit may be stored/saved in the Jobcenter file, if acts arise from the account statements that are directly linked to the eligibility requirements of SGB II benefits you request. The competent Jobcenter decides whether to save/store your bank statements in your individual case. If they do not need to be saved/stored, your bank statements or copies thereof will be returned to you, 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.

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

**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 are Child Benefits taken into consideration if my child only lives with me part time?

**36 Kindergeldberechtigte/r
Beneficiary of Child Benefit**

**37 Kontoauszüge
Bank statements**

**38 Kindergeldbescheid
Child Benefit notification**

**39 Unterhaltstitel
Maintenance order**

**40 Freistellungsaufträge
Exemption orders**

Information on the fair market value of real estate or owner-occupied flats is required so that, if necessary, the Jobcenter can examine the question of utilisation of the real estate through sale, mortgaging or renting. Contracts or valuation reports (a copy of each) no older than three years may be used as evidence of the fair market value of real estate sales. If such documents are not available, the Jobcenter bases its calculations on 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.

Fatherhood of a child born out of wedlock is verified by a paternity acknowledgement document and consent form from the mother or a resolution by the family court. 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 after a thorough examination has determined that a maintenance claim has been transferred to the Jobcenter will the documents required to pursue the claims be copied and placed on file. In the event of a divorce decree or divorce decision, 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. It may be necessary to present an original document in some 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).

Blacking out part of the contents before submitting correspondence is permitted. Copies are only placed on file if necessary to pursue a transferred 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 deliberate and
- a domestic community exists.

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

The Jobcenter will use the documents submitted as relevant to the case to determine 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 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 an extra payment from the Jobcenter for the insurance contributions for the amount 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.

41 Verkehrswert von Grundstücken
Fair value of properties

42 Nachweis der Vaterschaft bei nichtehelichen Kindern
Verification of fatherhood for children born out of wedlock

43 Vorlage eines Urteils, eines gerichtlichen Vergleichs, eines Beschlusses oder einer außergerichtlichen Unterhaltsvereinbarung
Presentation of a judgement, a judicial settlement, decision or an extrajudicial maintenance agreement

44 Vertreter/in
Representative

45 Schriftverkehr
Correspondence

46 Sonstiges Einkommen
Other income

47 Haushaltsgemeinschaft mit der Person, die den Unfall/Schaden verursacht hat
Household community with the person who caused the accident/damages

48 Nachweis eines Schadensersatzanspruchs
Verification of a claim for damage

49 Ärztliche Gutachten
Medical opinions

50 Zuschuss zu den Kranken- und Pflegeversicherungsbeiträgen
Subsidy for health and care insurance contributions

Interest accrued 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 generally cannot be paid since the Unemployment Benefit II (Arbeitslosengeld II) payments 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 your responsible Jobcenter.

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.

Costs for producing hot water are not included in regular requirements. If hot water is produced via a central heating system and charged as part of heating costs, these costs are part of housing and heating requirements. However, if hot water is produced decentrally (for example using an instantaneous water heater or gas-fired boiler), additional funds are granted for decentralised hot water production. To review your claim, fill out number 3 in the Appendix KDU.

51 Schuldzinsen
Interest on debt

52 Sonstige Wohnkosten
Other living costs

**53 Mehrbedarf für die de-
zentrale Warmwasser-
erzeugung**
**Additional funds for
decentralised hot water
production**