



Guidelines

Guidelines of the Jobcenter Stuttgart for filling in the application forms for citizen's benefit (Bürgergeld) in accordance with Book Two of the German Social Code (SGB II)

The filling in guidelines are part of the application for citizen's benefit (Bürgergeld) in accordance with SGB II. Further information can be found in the brochure on SGB II.

The "SGB II brochure", the filling in guidelines and other documents can be found on the Internet at www.jobcenter.digital.

The application for citizen's benefit (Bürgergeld) comprises the main application and various appendices, which must also be completed depending on your living conditions. You must enter your data in each appendix so it can be clearly assigned.

Please always submit copies rather than original documents.

Costs for copies will not be reimbursed. As a general rule, original documents can be submitted. These will then be copied by the Jobcenter as required in accordance with data protection.

The Jobcenter requires your data to determine your claim to benefits in accordance with SGB II and to be able to pay you the corresponding benefits. The protection of personal data has high priority, which is why personal data is processed in line with the statutory provisions, in particular with the General Data Protection Regulation of the European Union (GDPR) and the German Social Code.

Submitted documents and evidence shall, whenever required, be scanned in accordance with data protection regulations before being permanently destroyed following a short retention period.

When submitting evidence, information of special categories of personal data may be blackened out.

This for example includes information on ethnic origin, political opinions, religious faith, trade union membership, health or sexual orientation (Art. 9 para. 1 GDPR). If texts are blackened out, however, information such as membership fees, grants and donations must remain recognisable as fundamental business transactions. Furthermore, information on religion may be blackened out in copies of birth certificates.

Concerning bank statements, although blackening out is permissible, in expense entries the accounting case must remain verifiable for the Jobcenter. Only information clearly unnecessary, such as the name of the supermarket may be blackened out, as long as the item remains recognisable as a purchase.

For further information, see also "Bank statements".

In addition, you may for example blacken out information on the landlord in the copy of a rental agreement if the Jobcenter is not required to transfer the rent directly to the landlord.

You can find further information relating to data protection at your local Jobcenter as well as on the Internet at www.stuttgart.de/datenschutz/jobcenter-datenschutzhinformatioenen.php.

Recipients of citizen's benefit (Bürgergeld) are not liable for contribution payments in the statutory insurance scheme. Therefore, no contributions for pension insurance will be made. The period of receipt of citizen's benefit (Bürgergeld) will, however, be reported to the pension insurance provider, which will then check whether a period of non-income can be recognised. Please provide your pension insurance number for this report. You can find this number on your social security card.

The Federal Office for Migration and Refugees assigns the Central Register of Foreigners number (AZR number) as a reference number when the data of a foreigner is stored for the first time in the general database of the Central Register of Foreigners. The use of the AZR number is therefore also particularly important for avoiding mistaken identities.

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Important information

Data protection

① Pension insurance number

② AZR number

Providing a telephone number and e-mail address is voluntary. If you do not enter these, you will have no disadvantages. If these details are provided, any questions can possibly be answered by phone or e-mail and your application processed quicker. By entering your phone number and e-mail address, you consent to their internal use. Internal use refers to contacting you. You may withdraw your consent to use your phone number and e-mail address at any time effective for the future without stating a reason.

Your application usually starts from the first day of the month (Section 37 para. 2 sentence 2 SGB II). Therefore, you must provide information – especially regarding income – for the entire month of your application.

However, you also have the option of applying for benefits from a specific point in time.

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

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

A benefit community also includes children living in the household who are not married 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.

If a child who is not married and capable to work and who is at least 15 but not yet 25 years of age applies for benefits in accordance with SGB II, the parents or one parent living in the household are part of the benefit community.

A temporary benefit community is a special form of a benefit community. It is a temporary benefit community when

- The minor child's parents in need of assistance are not only temporarily separated and
- The minor child stays alternately in both parental households on a regular basis.

The whereabouts of the children are to be assessed independently of the parents' right of custody and access on the basis of the actual circumstances. Visiting one parent for a period of less than twelve hours does not constitute a temporary benefit community.

The existence of a temporary benefit community affects the entitlement of the minor child to benefits.

If the parent who has main custody is not in need of assistance, the child-related benefits will not be assessed and allocated. Joint custody is the exception. If such a care model is chosen, not only will the benefits be halved, but the parent in need of assistance will also be entitled to half of the additional needs in the case of single parenthood.

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

- Relatives and in-laws (grandparents, siblings over 25, uncles, aunts),
- Foster children and foster parents.

Appendix HG is to be separately completed for **each person** who lives with you in a household.

Example: A married couple lives together with their two children and the wife's father and brother in a household. Appendix HG is to be completed for the wife's father and the wife's brother.

③ Telephone number/ e-mail address

④ Application

⑤ Benefit community

⑤a Temporary benefit community

⑥ Household community

**When and for whom should I fill in
Appendix HG?**

Basic shared accommodation (e.g. students) is neither a benefit community nor a household community. This means that you do not have to provide information on the personal circumstances of other persons living there when applying for citizen's benefit. In these cases, it is sufficient to specify in Appendix KDU the rented living area of the other person(s) and the sublet amount as income in Appendix EK.

In a shared apartment with several adults capable to work, there can be as many benefit communities as there are people living in the shared apartment.

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

It is a community of responsibility and support if **the partner lives in a common household** with the person entitled to benefits and capable to work in such a way that, following a reasonable assessment, there is the **mutual desire** to bear responsibility for and support each other. This community of responsibility and support applies to both same-sex and opposite-sex partners.

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

Furthermore, a community of responsibility and support can be assumed if there is a general possibility of a marriage between the person in need of assistance who is capable to work and his/her partner.

A mutual desire to bear responsibility for 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
- Are entitled to have the other partner's income or assets at their disposal.

In addition to the assumption rules, other external facts can determine the existence of a community of responsibility and support. These can include, e.g. the exchange of a promise of marriage, living together in joint property or the actual nursing of a partner in a shared household. In this context, it might be necessary to collect further data.

You are entitled to refute this presumption. However, it is not sufficient to claim that the presumption is not correct. You must explain and prove that the aforementioned criteria have not been fulfilled, or the presumption is not valid due to other circumstances.

Please provide information on the length of cohabitation and submit appropriate evidence (e.g. registration at the registration office, rental agreement or insurance policies). In the case of queries, do not hesitate to contact your local Jobcenter.

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 form and coordinate with them any important information and information in relation to them. The members of the benefit community can also be represented only in part, i.e. for example that they can complete and sign the appendices EK and VM themselves.

Members of the benefit community can also apply for themselves if they do not agree with representation by the applicant. With their own application, the members of the benefit community suspend the power of representation and represent their interests themselves (Section 36 SGB I applies accordingly). However, they remain in the existing benefit community. It is also possible to request payments to oneself. In such a case, the power of representation remains valid.

Is an apartment-sharing community also a household community?

7 Community of responsibility and support

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

8 Representation of the benefit community

What if members of the benefit community do not wish to be represented!

Capable to work is:

- A person who can work under the normal conditions of the general labour market for at least three hours per day and
- A person who is not prevented from working due to sickness or disability for at least six months.

A claim for benefits under SGB II only exists if at least one person in your benefit community is capable to work.

If there is no person in your benefit community capable to work, you may have no claim to benefits under SGB II. In this case, you may apply for benefits under SGB XII.

As the representative of the benefit community, you are required to provide information – based on your own knowledge – on the capability to work of the represented members of your benefit community. Detailed information on sickness or disabilities is not required.

Persons are also considered capable to work, who on a temporary basis, would not be able to work, e.g. due to raising a child under the age of three, caring for relatives in need or attending school.

Persons entitled under der Asylum Seekers Benefits Act are excluded from benefits under SGB II.

If you have proven your current residence status with a residence permit, temporary residence permit or tolerated stay, copies of this may be stored/saved in the files of the Jobcenter.

If you use the notification from the Federal Office for Migration and Refugees (Bundesamt für Migration und Flüchtlinge) as proof, only the pages are required which show the legal basis and validity for recognition or granting of subsidiary protection under the Residence Act. Therefore, it is not necessary to submit the entire notification from the Federal Office for Migration and Refugees. No copy of the required pages will be kept on file.

If you are attending a vocational school, are studying or 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 SGB III or a training allowance (Ausbildungsgeld (ABG)) in accordance with Section 122 SGB III.

You are obliged to claim BAföG/BAB/ABG first if you are entitled to any of these. If necessary, your local Jobcenter will prompt you to apply for BAföG/BAB/ABG if you have not applied and your training is eligible.

BAföG recipients can have an additional claim to benefits under SGB II. Students or pupils who receive BAföG and do not live in their parents' household are generally excluded from receiving citizen's benefit.

Also excluded are e.g. trainees whose training is eligible for support in the context of BAB or ABG and who are living in a hall of residence, boarding school or special institution for people with disabilities with full board and lodgings and for whom these costs are covered by the employment agency (Agentur für Arbeit) or a third party through support with ABG.

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

You are obliged to prove that during your vocational training you are staying in a hall of residence, boarding school or a special institution for people with disabilities. In general, a contract from a hall of residence or a boarding school must not be submitted. When a copy is submitted, non-relevant parts can be blackened out.

If you submit a vocational training contract as proof of vocational training, you can also blacken out information that is not required. In general, it is also possible to submit alternative proof.

The date of the leaving certificate (Abschlusszeugnis) determines the completion date of school education or a vocational training. If you are already in school education or vocational training, the estimated completion date must be specified.

9 “Three-hour minimum work duration”/Earning capacity

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

10 Persons entitled under the Asylum Seekers Benefits Act

11 School/study/vocational training

When does the school education or vocational training end?

You must specify the in-patient facility (in particular correctional facility (jail)). In case of hospitalisation (also in a preventative or rehabilitation facility) the expected stay must be specified.

A pregnancy can be certified, for example by providing a doctor's certificate or presenting a maternity ID (Mutterpass). A copy will not be kept on file. Costs can occur for a doctor's certificate, these will not be borne by the Jobcenter. The additional needs benefit for expectant mothers is recognised from the thirteenth week of pregnancy.

If hot water is supplied via a central heating system and charged with the heating costs, these costs are part of the needs for accommodation and heating. However, if hot water is supplied decentrally (e.g. via a flow heater, boiler or gas-fired water heater), an additional needs benefit for the decentralised hot water supply will be granted. To check your claim, please fill in the respective item "Energy sources" (Energiequellen) of Appendix KDU.

If you require a costly diet due to health reasons, a certificate of your attending physician will be required. You can use the medical certificate contained on the pages of Appendix MEB or submit a medical certificate. By using the medical certificate of Appendix MEB, you also release your physician from his/her medical confidentiality. If you do not wish to release your physician from his/her medical confidentiality, important reasons must be presented to the case worker. Under certain circumstances, a failure to release your physician from medical confidentiality may lead to a complete or partial refusal or revocation of your additional needs benefit.

If specialist medical knowledge is required to assess the illness, e.g. with "other illness", the case worker will involve the Medical Service at the Jobcenter, if necessary. Your physician will not be contacted.

You can also submit a medical certificate stating the illness and the prescribed type of diet. The fees for issuing the medical certificate can be reimbursed up to an appropriate amount (currently 5.36 euro).

If you have reservations as to disclosing your illness to the case worker, you can hand over the documents in a sealed envelope which will then be forwarded to the Medical Service of the Jobcenter (Medical Psychological Service), who will make a statement as to the additional need without revealing the specific illness.

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

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

Needs which arise due to special living circumstances and cannot be avoided, may, upon application, be covered. These include e.g.

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

This additional needs benefit can only be recognised if you are not able to cover the costs out of your own resources.

Costs which are covered by the regular benefits or which can be absorbed through an interest-free credit (e.g. glasses, dental prostheses) are not considered as a special need.

in-patient facility

13 Additional needs benefit for expectant mothers

14 Additional needs benefit for decentralised hot water supply

15 Costly diet

16 Additional needs benefit in case of disability

17 G or aG designation

18 Indisputable special needs

The costs for schoolbooks which must be acquired on one's own due to a lack of free learning materials may be covered. Schoolbooks also include workbooks, which have an International Standard Book Number (ISBN). The ISBN ensures that the workbook corresponds to a book. Exercise books, however, do not have an ISBN and are covered by the benefits for education and participation. When it comes to schoolbooks and workbooks, another requirement for the costs to be covered is that their purchase is demanded by the school or the respective teacher and that they cannot be provided by the school free of charge. This can be proven with a certificate by the school or the respective teacher.

The expenses to be reimbursed also include the costs paid for borrowing these schoolbooks (and workbooks, if applicable) to the amount of one's own contribution.

We kindly ask you to prove the expenses for borrowing or purchasing with appropriate receipts (e.g. sales slip).

Please specify the income of each individual member of the benefit community. All cash and in certain cases also cash equivalents are considered as income.

This includes in particular (the following list is not comprehensive):

- Income from employment and self-employment, rent or lease, agriculture and forestry,
- Child benefit, cash replacement benefits such as unemployment benefit, insolvency benefit, transition benefit, sickness benefit, vocational training allowance,
- Pensions from the statutory social insurance scheme (e.g. pension or miners compensatory payments (Knappschaftsausgleichsleistungen), accident pension or injury pension) foreign pensions, company superannuation or retirement pensions,
- Maintenance payments, benefits under the Maintenance Advance Act (Unterhaltsvorschussgesetz),
- Interest, capital gains,
- Housing benefit (Wohngeld), social assistance (Sozialhilfe) in accordance with SGB XII 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 SGB VIII).

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

Changes in income in your benefit community can have an impact on the amount of the citizen's benefit and must always be reported promptly.

19 Income

Please specify the assets of each member of the benefit community.

Assets are the entirety of goods of an individual, which can be measured as a monetary value, regardless whether they are in Germany or abroad.

This includes in particular (the following list is not comprehensive):

- Bank and savings accounts (including online), cash, securities, equities, bonds, equity funds,
- Receivables,
- Motor vehicles (e.g. car, motorbike),
- Endowment policies, private pension insurance funds (provided that they are not part of a pension plan),
- Building society contracts,
- Developed or undeveloped real estate, house ownership (e.g. single-family houses or apartment buildings), condominiums and
- Other assets (e.g. valuables, paintings, jewellery).

As of the receipt of citizen's benefit, assets are only taken into account for a period of one year if they are significant. The one-year period begins on 01.01.2023 at the earliest.

Please specify the significant assets of all members of the benefit community. Assets of the applicant exceeding 40,000.00 euro, which can be used to sustain a livelihood at short term, are considered to be significant. 15,000.00 euro are added for each additional person in the benefit community.

20 Assets

Certain assets are not included in the examination. These include in particular owner-occupied residential property and typical pension products, such as Riester pension. The assets must be designated as intended for the pension scheme. For each year of full-time self-employment the assets intended for the pension scheme may be released. An appropriate car for each person in the benefit community who is capable to work, or a motorbike are also not considered as assets. Any other motor vehicles in the benefit community count as 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 consumption, sale, lending, renting or leasing. Assets which are not at the owner's disposal (e.g. because the asset is mortgaged) are not applicable.

Whether assets are applicable will be determined by the local Jobcenter.

When is it necessary to provide proof of assets?

You must only provide proof of your assets if the Jobcenter prompts you to do so. The Jobcenter is entitled to demand e.g. the submission of policies, annual statements or bank statements. The Jobcenter is entitled to make copies of the aforesaid documents and file any information relevant to the granting of benefits. Changes in the financial situation of the benefit community affect the amount of citizen's benefit and must always be reported without delay.

Priority entitlements can be used to reduce your need for assistance or rule out your entitlement to citizen's benefit.

Such entitlements include for example:

- Maintenance claims under the German Civil Code (Bürgerliches Gesetzbuch) (BGB),
- Entitlement to housing benefit/hardship subsidies (Wohngeld/Lastenzuschuss), to be applied for at your city or district administration,
- Entitlement to child benefit/child allowance (Kindergeld/Kinderzuschlag), to be applied for at the Family Benefits Office (Familienkasse),
- Entitlement to alimony advance (Unterhaltsvorschuss), to be applied for at the Youth Welfare Office (Jugendamt),
- Entitlement to unemployment benefit (Arbeitslosengeld), to be applied for at your Employment Agency (Agentur für Arbeit),
- Entitlement to (foreign) pensions,
- Entitlement to parenting benefit (Elterngeld),
- Entitlement to training support (Ausbildungsförderung) or
- Entitlement to sickness benefit (Krankengeld).

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

Please enter the complete information in the table.

Please specify periods of self-employment and care periods in terms of SGB XI, since there is a possibility of a voluntary continued insurance in the unemployment insurance scheme for these periods.

In addition, periods of receipt of a compensation benefit such as sickness benefit (Krankengeld), injury benefit (Verletztengeld), support sickness benefit (Versorgungskrankengeld), transition benefit (Übergangsgeld) or pension due to a 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 can be, e.g.:

- Contractual payment claims,
- Claims for damages,
- Claims against employers (outstanding wage or salary payments),
- Claims from unjust enrichment,
- Claims from inheritance,
- Claims for restitution of endowments,
- Claims from a transfer or retirement contract,
- Claims from a company pensions scheme or
- Unsettled, contractually guaranteed life annuity payments.

When is it necessary to provide proof of assets?

21 **Priority entitlements**

22 **Claims against the employment agency**

23 **Claims against third parties**

In addition to all types of pension and compensation payments, unemployment benefit (Arbeitslosengeld), sickness benefit (Krankengeld), benefits in accordance with the Federal Educational Assistance Act (Bundesausbildungsförderungsgesetz) (BAföG), child benefit (Kindergeld), supplementary child benefit (Kindergeldzuschlag), housing benefit (Wohngeld), social assistance (Sozialhilfe) under SGB XII, parenting benefit (Elterngeld), care allowance (Pflegegeld) as well as insolvency benefit (Insolvenzgeld) are also to be specified.

A person can commit vis-à-vis the immigration office or agency abroad to support you financially in the case of need of assistance on your part. This is called a declaration of commitment. You must submit the declaration of commitment to enable us to examine if you have further entitlements. If you do not have the declaration of commitment, please submit other appropriate documents, e.g. information about the person supporting you.

The Jobcenter is obliged to guarantee health and nursing care insurance for you and the members of your benefit community. Therefore, the Jobcenter must know if and in what form (statutory or private) you and the members of the benefit community were last insured or are still insured. Please provide the corresponding information and submit a membership certificate or another proof of the selected health insurance. As an option, the most recent and valid electronic health card or a copy thereof can be submitted. No copy of the electronic health card is kept 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 prior to the start of receipt of citizen's benefit (Bürgergeld), please fill in Appendix SV.

Appendix SV is also to be completed if you:

- Only receive citizen's benefit (Bürgergeld) in the form of a credit or
- Have completed your fifteenth year, but are not capable to work and therefore claim citizen's benefit (Bürgergeld) for beneficiaries who are not capable to work or
- Would become in need of assistance solely due to your health and nursing care insurance contributions.

In such a case, you are then generally entitled to a subsidy for your contributions.

For more detailed information, refer to 52 "Extra payment for health and nursing care insurance contributions".

Even if you or a member of your benefit community have not been insured to date, you are obliged to contribute to the statutory health and nursing care insurance schemes when you receive citizen's benefit (Bürgergeld).

Under certain circumstances, however, (e.g. full-time self-employment) there is no obligation to be insured under the statutory health and nursing care insurance scheme. In such cases, you would be obliged to insure yourself otherwise (private or as a voluntary member of the statutory health and nursing care insurance scheme). In the case of further queries, contact a health insurance.

Full-time self-employment is in place when a person works on a personally independent basis in agriculture or forestry, a commercial enterprise or does any kind of freelance work with the intention of making a profit on his/her own account and at his/her risk. Based on its financial importance (income) and the timescale (number of hours/week), such work must represent the focus of gainful employment and significantly exceed all other possible activities. Full-time employment is assumed on a statutory level when, in the context of self-employment, at least one employee is more than marginally employed. This presumption can be refuted by providing appropriate proof. If you are unsure as to the determination of this question, please contact the health insurance.

As an employed recipient of citizen's benefit (Bürgergeld) you are compulsory insured under the statutory health and nursing care insurance scheme. When receiving citizen's benefit (Bürgergeld), family insurance is not permissible. Family insurance, however, can exist when receiving citizen's benefit (Bürgergeld) if you are unable to work.

24 Claims against social benefit providers/family benefits offices

25 Declaration of commitment

26 Health and nursing care insurance

Under what circumstances is full-time self-employment considered to exist?

27 Family insurance

You generally have the right to choose a health insurance scheme to the same extent as employed employees subject to insurance may choose. If you were previously insured under the statutory scheme and the reason for insurance changes (e.g. citizen's benefit (Bürgergeld) following employment subject to insurance) or if the type of benefit changes (e.g. receipt of citizen's benefit following receipt of unemployment benefits (Arbeitslosengeld)), you have the right to choose a health insurance scheme in the case of consecutive memberships which are connected end-to-end or within one month. You can then select one of the various statutory health insurance schemes. Here, the right to choose a health insurance scheme must be exercised towards the chosen health insurance not later than two weeks following the mandatory insurance.

Therefore, please provide the corresponding information and submit proof of the selected health insurance. If you would like to remain with your previous statutory health insurance, the latter is to be specified as your previous health insurer. In this case, the most recent and valid electronic health card or a copy of it can be submitted as proof. No copy of the electronic health card is kept on file.

If you were previously insured under family insurance, you can choose a statutory health insurance as of reception of citizen's benefit. In the event that you wish to exercise this right to choose, please submit a membership certificate or another proof of the chosen health insurance within two weeks, ideally at the same time when submitting your application for citizen's benefit (Bürgergeld). If you do not choose a new health insurance, you will be compulsorily insured with your previous health insurance. In this case, a copy of the most recent electronic health card can be submitted. No copy of the electronic health card is kept on file.

You will normally find BIC and IBAN on your bank statement. You can also find BIC and IBAN with online banking, for example at "My Data" (Meine Daten) or "Account Details" (Kontodetails), depending on the designation on your bank or savings bank's website. In addition, this information is also provided on the client and payment cards of most banks and savings banks.

In accordance with the Payment Accounts Act (Zahlungskontengesetz), every consumer with regular residence in the European Union is entitled to a basic account. For further information, please contact your bank or savings bank.

Other living costs are costs that are not listed in the rental agreement. Costs that are generally not eligible for consideration are parking space costs, electricity costs, cable charges, garage rental and telephone costs.

Accruing interest on debt can be proven e.g. by submitting an annual bank statement or interest and repayment plan. Unnecessary information can be made unrecognisable.

Amortisation payments can generally not be absorbed since the payment of citizen's benefit (Bürgergeld) must not be used for accumulating capital. If you are at risk of losing your owner-occupied property due to non-payment of amortisation payments, please contact the responsible Jobcenter.

If the indisputable special need relates to an illness, an appropriate certificate is sufficient, in which a doctor confirms the special need with reference to the illness.

If you have reservations as to disclosing your illness to the case worker, you can hand over the documents in a sealed envelope which will then be forwarded to the Medical Service of the Jobcenter, who will make a statement as to the special need without stating the specific illness.

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

- The student is younger than 25.
- The student attends a general or vocational school and does not receive training allowance.
- The work takes place during school holidays, i.a. between two school terms.

28 Choice of health insurance scheme

29 BIC/IBAN

What if I don't have a bank account?

30 Other living costs

31 Interest on debt

32 Evidence of special need

33 Holiday work

Expense allowances are payments (monetary benefits/benefits in kind) you receive for a 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 public law regulations and paid from the public budget. Typical activities are for instance trainer jobs – e.g. in a club – or as an honorary mayor.

Income from the above-mentioned activities is not taken into account as an income up to an amount of 3,000 euro per calendar year. The expense allowance for volunteer guardians/carers and mentors pursuant to Section 1878 BGB and up to an amount of 3,000 euro per calendar year is also not taken into account (amount pursuant to Section 3 No. 26 Sentence 1 of the German Income Tax Act (Einkommensteuergesetz)).

In general, expenses which are incurred in the context of a secondary, voluntary or charitable activity can be listed in key words. Please provide proof of the expenses. If an employer can be identified from the documents, this information can be made unrecognisable.

This information is only necessary if you receive or have received unemployment benefit (Arbeitslosengeld) under SGB III prior to the application and this claim is suspended or has expired prematurely due to a suspension period. This also applies if the existence of a suspension period is still open.

Tax refunds, operating costs refunds, yield credits, gambling winnings and bonus payments have to be communicated as one-off revenues.

An example for irregular revenues is the irregular sales of art by artists.

If a member of your benefit community receives child benefit (Kindergeld), this must be specified. Child benefit is normally assigned to the child as income, to the amount actually paid. In exceptional cases, it can be considered in respect of the person entitled to child benefit. 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 may be entitled to child benefit. However, the child himself/herself is not entitled to child benefit.

Child benefit for a minor child living alternately with both separated or divorced parents is only to be considered as income in the benefit community in which the beneficiary of child benefit lives. Normally, this is not the benefit community with the temporary (shorter) stay so that child benefit is not considered there.

You will be notified by the Family Benefits Office (Familienkasse) about your entitlement to child benefit (Kindergeld).

If you receive child benefit from the Family Benefits Office of the Federal Employment Agency, you can see on your bank statement the amount of the payment and your child benefit number (Kindergeldnummer) and usually the period of time to which the payment relates.

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

In the context of income from employed work, expenses (income-related expenses) are often incurred. Necessary expenses are considered as tax-deductible.

A fixed amount of 100 euro is deducted from the income (the basic deductible amount (Grundabsetzbetrag)).

Persons in training, pupils or students receive a dynamic basic deductible amount to the amount of the mini-job threshold (at present 520 euro) on earned income, provided that they have not yet reached the age of 25.

The deductible amounts are always determined manually when calculating the income.

For instance, the expenses for commuting between your home and place of work are generally deducted from the income with 0.20 euro per kilometre.

34 Expense allowances

35 Suspension of benefits

36 One-off revenues

37 Irregular revenues

38 Child benefit

How is the child benefit considered if my child only lives with me periodically?

39 Child benefit notification

40 Income-related expenses/dispositions

Further expenses which are deducted as income-related expenses are in particular:

- Expenses related to your employment relationship (e.g. travel expenses, working resources, meals),
- Alimonies,
- Parental income which is considered with regard to educational assistance (e.g. vocational training assistance (Berufsausbildungsbeihilfe), education benefit (Ausbildungsgeld) and benefits under the Federal Training Assistance Act (Bundesausbildungsförderungsgesetz - BAföG) of a child,
- Expenses for statutory insurance schemes (e.g. motor vehicle liability insurance),
- Private insurance for minor children. For the appropriate private insurance for minors, a fixed monthly amount of 30.00 euro is deducted from the income of the minor child.

A copy of the part of the maintenance order (Unterhaltstitel) which states the amount of the maintenance obligation is kept on file.

Bank statements must always be presented when making an application. In general, bank statements of the last three months of every account managed by the members of the benefit community can be demanded for inspection. Under specific conditions, bank statements may be required for a shorter or longer period. Bank statements submitted with content not relevant to benefits will be returned or if you have submitted copies, destroyed in compliance with data protection. When submitting bank statements, it is generally allowed to blacken out special categories of personal data. This includes, for example, information on ethnic origin, political opinions, religious faith, trade union membership, health or sexual orientation (Art. 9 para. 1 GDPR). Blackening out, however, is only permitted for expenditure postings, not for receipts. Only certain passages of the recipient and transaction text with expenditure postings may be blackened out. The underlying transaction must remain conceivable for the examination by the Jobcenter. When transferring membership fees for political parties, the name of the party in a bank statement can be blackened out if the payment reference "membership fee" is still readable. The bank statements submitted by you may be stored/saved in the files of the Jobcenter if facts can be found on the bank statements which have a direct impact on the entitlement requirements of the benefits you have applied for under SGB II. The Jobcenter responsible will decide on the storage/saving of your bank statements on a case-by-case basis. If storage/saving is not required with regard to benefit, the bank statements will be returned to you. If you submitted copies, these will be destroyed in line with data protection regulations.

Information on the fair market value of real estate or condominiums is required to enable the Jobcenter to examine whether the real estate can be sold, mortgaged or rented. Sales contracts or market value opinions (a copy of each) that are not older than three years may be used as evidence of the fair market value of real estate. If such documents are not available, the Jobcenter will base the calculations on the value from standard ground value tables for undeveloped real estate, and the information from data on purchasing prices of rating committees at the land registry and surveyor's offices for developed real estate.

If you were injured by a family member, he/she will not be required by the Jobcenter to make amends provided that:

- The injury was not deliberate and
- A domestic community existed.

The same shall apply in the event of a later marriage between the injuring party and injured party.

With the submission of relevant documents, the Jobcenter wishes to get an impression of the state of affairs. Since a judgement, a settlement or an acknowledgment usually ends the legal dispute with regard to compensation, the attachment of a copy of the respective document is sufficient.

41 Maintenance order

42 Bank statements

43 Fair market value of real estate

44 Household community with the person who caused the accident/damage

45 Proof of claim for compensation

Please enclose a declaration on the release from medical confidentiality. Please provide copies of available medical opinions relating to the accident or damage event.

If you have reservations as to disclosing your illness to the case worker, you can hand over the documents in a sealed envelope. Access to medical opinions is only permitted to authorised persons.

In the context of determining maintenance obligations, you must provide an existing maintenance order (e.g. maintenance decision, maintenance certificate, temporary order in relation to maintenance issues), a settlement or written agreements on which the maintenance claim is based.

On a case-by-case basis, it may be necessary to submit the original document (e.g. in the case of a transfer of title in accordance with Section 727 of the civil procedure rules (Zivilprozessordnung)). Only if during the determination of benefit claims it is recognised that maintenance claims can be transferred to the Jobcenter if benefits under SGB II are actually granted, the documents required for pursuing the claims will be kept on file. In the case of a divorce decree or decision, only the actual maintenance order must be submitted.

A representative in the maintenance proceedings may be a lawyer, a legal advisor, a supervisor or the Youth Welfare Office.

When submitting correspondence, previous blackening out is admissible. Copies are only kept on file to the extent that they are necessary in terms of content for pursuing maintenance claims disregarded.

Other income is e.g. pensions, unemployment benefit under SGB III, parenting benefit or sickness benefit.

Acknowledgement of paternity of an illegitimate child can be proven with the acknowledgement of paternity certificate (Vaterschaftsanerkennungsurkunde) and declaration of consent (Zustimmungserklärung) of the mother or a decree from the family court. A paternity report need not be submitted.

If you or a member of your benefit community is insured with a private health insurance when applying for citizen's benefit (Bürgergeld), an extra payment for private health and nursing care insurance will be granted upon application.

In addition, members of a benefit community who are not capable to work or who receive citizen's benefit only in the form of a credit can apply for an extra payment for insurance contributions if they are compulsorily insured with a statutory health insurance, voluntarily insured or privately insured with a health and nursing care insurance.

Proof of the contributions must be given. In addition to the amount of the contributions to the private health insurance, the proof of these must also determine whether these contributions comply with the contributions of your individual basic tariff. If you are not insured under the basic tariff, the contributions of this tariff must be proven separately. The extra payment is in principle directly transferred to the respective health insurance. Therefore, please specify the bank details of your health insurance.

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

46 Medical opinions

47 Proof for maintenance claims

48 Representative

49 Correspondence

50 Other income

51 Certification of paternity in the case of illegitimate children

52 Extra payment for health and nursing care insurance contributions

For readability reasons, in these guidelines designations such as "partner" are used for all genders.