

Guidelines

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

The 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 bulletin on the SGB II.

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

Please note that your application usually covers the entire month starting with the first day of each month (Section 37 Para. 2 SGB II). Therefore, information - especially regarding the receipt of income - must be specified for the entire month of your application.

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

The application for unemployment benefit II (Arbeitslosengeld II) consists of the main application (Hauptantrag) and various related appendices which must also be completed depending on your living situation. In order for us to be able to explicitly match these appendices with your person, you are required to enter your personal data again in each appendix.

A benefit community (Bedarfsgemeinschaft) comprises the person in need of assistance but capable of work and usually

- the not permanently separated wife,
- the not permanently separated husband,
- the not permanently separated registered female partner of the same sex,
- the not permanently separated registered male partner of the same sex, or
- a person living together with the person in need of assistance but 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 comprises children who live in the household, 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.

Conversely, the benefit community also comprises parents living in the household or one parent of a single child capable of work which is at least 15 but not yet 25 years of age if the child applies for unemployment benefit II (Arbeitslosengeld II).

Information about "Household community" (Haushaltsgemeinschaft) can be found on page 3 of the guidelines.

Information about "Community of responsibility and support" (Verantwortungs- und Einstehensgemeinschaft) can be found on page 6 of the guidelines.

Basically, the person who applies for benefits (applicant) represents the benefit community.

Only one application is necessary for the whole benefit community. When completing the application as a representative, you should include all represented persons and coordinate with them basic information and information regarding them. The members of the benefit community can also be represented only in part, which means they complete and sign, for example, the appendices EK and VM themselves.

Members of the benefit community can also file an application themselves if they do not agree with representation by the applicant. Upon 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 (SGB I) applies accordingly). However, they remain in the existing benefit community. Nevertheless, it is still possible to only request payments to themselves. In this case the power of representation remains in place.

1. Hauptantrag/Anlage WEP / Main application/Appendix WEP

The guidelines for the main application also help you with filling in Appendix WEP for another person of the benefit community aged 15 and over.

My personal data

As a recipient of unemployment benefit II (Arbeitslosengeld II) you are not liable to contribution payments in the statutory pension insurance. Therefore, no contributions to 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 consideration. Please indicate your pension insurance number for this report. You will find this number on your social insurance card.

AH

Wichtige Hinweise
Important information

Bedarfsgemeinschaft
Benefit community

Vertretung der Bedarfsgemeinschaft
Representation of the benefit community

Was ist, wenn ich die Vertretung nicht möchte?
What if I do not want to be represented?

Rentenversicherungsnummer
Pension insurance number

Providing a telephone number and e-mail address is voluntary. If you enter the corresponding information, questions may be answered by phone or e-mail as well, which may accelerate your application being processed. By providing a telephone number and e-mail address you agree to its internal usage.

**Telefonnummer/
E-Mail-Adresse**
**Telephone number /
e-mail address**

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 site, for example under "My data" or "Account details", depending on how this area is called on your bank's or savings bank's website. Additionally, this information is also provided on the debit or cash cards of most banks and savings banks. For technical reasons, indicating your BIC will continue to be necessary.

BIC/IBAN

Please also note that it is not possible for technical reasons to receive unemployment benefit (Arbeitslosengeld) and unemployment benefit II (Arbeitslosengeld II) on two different bank accounts if you receive both payments.

When indicating Paypal accounts, the BIC and IBAN fields are not required. The corresponding proof is sufficient.

Was ist, wenn ich kein Konto habe?

What if I do not have an account?

You can also receive the benefits as "clearing payment instruction" (Zahlungsanweisung zur Verrechnung). You (or a person authorised by you) can have benefits disbursed in cash at each paying office of Deutsche Post or Deutsche Postbank. A transfer of benefits in such a way, however, is only free of charge if you cannot open a current account verifiably through no fault of your own because a bank or savings bank refused to do so. Please provide an appropriate certification showing that you cannot open an account.

If you do not want to present a certification showing that you cannot open an account, you have to bear the costs for the special payment method.

On recommendation of the German banking industry, however, all financial institutions usually keeping current accounts for all population groups must open a current account (account in credit) for all citizens upon request, as long as there are no special reasons in individual cases not to do so. Please ask your bank or savings bank for further information.

After receipt of the notification of admission in accordance with Section 26 Federal Expellee Act (Bundesvertriebenengesetz - BVFG), you and your family are entitled to benefits in accordance with SGB II if all other requirements are met, even if you do not yet hold German citizenship. Should you already be a German citizen, being a repatriate is irrelevant.

**Spätaussiedler/in
Repatriates**

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

**Berechtigte nach dem Asyl-
bewerberleistungsgesetz
Entitlements under Asylum
Seekers Benefit Act**

People who can work under the usual conditions of the general labour market for at least three hours per day and who are not inhibited from that due to sickness or disability for at least six months are considered capable of work. You are only entitled to benefits in accordance with SGB II if at least one person of your benefit community (Bedarfsgemeinschaft) is capable of work.

**„Tätigkeit von mindestens
drei Stunden"/Erwerbs-
fähigkeit**
**"Work at least three hours"/
capacity to work**

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

People also count as capable of work if they temporarily cannot be expected to work, e.g. due to care for a child under three years of age, care for relatives in need of care, or due to school attendance.

**Was gilt bei Kindeserziehung,
Pflege Angehöriger oder
Schulbesuch?**

**What happens in case of
childcare, care for relatives or
school attendance?**

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

**Schule/Studium/
Ausbildung**
**School /
studies /
vocational training**

You are obliged to claim BAföG/BAB/ABG first if you are entitled to it. Where applicable, your Jobcenter will ask you to apply for BAföG/BAB/ABG if you have not yet filed an application and your training is eligible.

In principle, you are excluded in these cases from receiving unemployment benefit II (Arbeitslosengeld II). If the requirements are met, however, you are entitled to subsidies towards your living costs or to benefits for covering your additional requirements.

The date of the leaving certificate is decisive regarding the end date of your school education or vocational training. If you are already taking part in school education or vocational training, the estimated end date must be specified.

**Wann ist die Schul- bzw.
Berufsausbildung beendet?**

**When does my school education
and/or vocational training end?**

It is not necessary to specify the type of residential facility (in particular with regards to correctional facilities). In case of a hospital stay (also in provision or rehabilitation facilities), stays of presumably less than 6 months are not to be specified.

Stationäre Einrichtung
Residential facility

Persons in my benefit community

Information on "Benefit community" (Bedarfsgemeinschaft) can be found on page 1 of the guidelines.

Bedarfsgemeinschaft
Benefit community

Information on "Community of responsibility and support" (Verantwortungs- und Einstehensgemeinschaft) can be found on page 6 of the guidelines.

Verantwortungs- und Einstehensgemeinschaft
Community of responsibility and support

Persons who live in a household with you but are no members of your benefit community (Bedarfsgemeinschaft) belong to the household community (Haushaltsgemeinschaft).

Haushaltsgemeinschaft
Household community

Persons belonging to a household community are e.g.

- relatives and relatives by marriage,
- foster children and foster parents

living in the same household.

A pure flat-sharing community (e.g. in the case of students) is neither a benefit community nor a household community. This means, no information on the personal situation of any flatmate needs to be given when applying for unemployment benefit II (Arbeitslosengeld II). In these cases, it is sufficient to specify the share of rent of the other person(s) in Appendix KDU or declare the sublease as income in Appendix EK.

Ist eine Wohngemeinschaft auch eine Haushaltsgemeinschaft?
Is a flat-sharing community also a household community?

In a shared flat with several adults capable of work there can thus be as many benefit communities as there are flatmates in the shared flat.

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

Weitere Person/en
Additional person(s)

Verification of possible additional requirements

A pregnancy can be certified, for example, by providing a doctor's certificate or presenting a pregnancy record. A doctor's certificate can involve costs which are not borne by the Jobcenter. When presenting a pregnancy record, no copy is filed.

Mehrbedarf für Schwangere
Additional requirement for pregnant women

If you require a costly diet due to reasons of health, a written confirmation by your attending physician is required. Please use Appendix MEB available at the Jobcenter for that. Alternatively, you can also present a medical certificate which states the disease and the type of diet prescribed. The fees incurred for issuing the medical certificate can be borne up to an appropriate amount (currently EUR 5.36) on application.

Kostenaufwändige Ernährung
Costly diet

If you have reservations about disclosing your disease to your person of contact, you can also give him / her your documents in a closed envelope. The documents will then be transferred to the Jobcenter's medical service, which will give an opinion on the additional requirement without naming the particular disease.

The disability can be proven by presenting the notification on benefits for inspection. No copy is filed hereof.

Behinderung
Disability

Information on "Capacity to work" can be found on page 2 of the guidelines.

Erwerbsfähigkeit
Capacity to work

The G mark can be proven by presenting the disabled person's pass for inspection. No copy is filed hereof.

Merkzeichen G
G mark

Requirements that arise due to special personal circumstances over a longer period of time and cannot be avoided, such as

- constantly required sanitary articles for certain diseases (e.g. HIV, neurodermatitis),
- costs for the realisation of the right of contact and of access in the case of separated parents

may be borne on application. This additional requirement can only be granted if you are not able to cover the costs from your own resources.

Unabweisbarer, laufender, nicht nur einmaliger besonderer Bedarf
Irrefutable, constant (not only one-time) special requirement

One-time expenses that are satisfied with the regular benefits or can be absorbed through an interest-free credit (e.g. glasses, dental prostheses) are not considered as constant special requirement.

Income

Information on "Income" can be found on page 7 of the guidelines.

Einkommen
Income

Assets

Information on "Assets" can be found on page 8 of the guidelines.

Priority entitlements

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 may be for example:

- maintenance claims in accordance with the German Civil Code (Bürgerliches Gesetzbuch - BGB),
- entitlement to housing assistance (Wohngeld) / hardship subsidies to be applied for at your city or district administration,
- entitlement to child benefit / children's allowance (Kindergeld / Kinderzuschlag) to be applied for at the Family Benefits Office (Familienkasse),
- entitlement to advance child maintenance payments (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 ((ausländische) Renten),
- entitlement to parenting benefit / maternity allowance / child care subsidy (Elterngeld / Mutterschaftsgeld / Betreuungsgeld),
- entitlement to training promotion (Ausbildungsförderung), or
- entitlement to continued payment of wages in case of sickness (Krankengeld).

Information on your jobs in the last 5 years prior to the application is required to examine whether you might be entitled to a priority claim for unemployment benefit in accordance with SGB III.

Please enter the information in the table without any gaps.

Please specify times of self-employment and care in the sense of Book Eleven of the German Social Code (SGB XI), since these times also provide the possibility of voluntary continued insurance coverage in unemployment insurance.

Besides that, times of receipt of a replacement benefit, such as maternity benefit (Mutterschaftsgeld), sickness benefit (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,
- damage claims,
- claims against employers (pending payments of salary),
- claims resulting from unjust enrichment,
- claims resulting from heritages,
- claims for restitution from endowments,
- claims resulting from a deed of conveyance or reserved 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., also unemployment benefit (Arbeitslosengeld), continued payment of wages in case of sickness (Krankengeld), child benefit (Kindergeld), children's allowance (Kinderzuschlag), housing assistance (Wohngeld), social assistance (Sozialhilfe) in accordance with Book Twelve of the German Social Code (SGB XII), parenting benefit (Elterngeld), child care subsidy (Betreuungsgeld), constant attendance allowance (Pflegegeld), and insolvency benefit (Insolvenzgeld) are to be indicated.

Health and nursing care insurance

This information is collected to guarantee health and nursing care insurance coverage for you and the members of your benefit community (Bedarfsgemeinschaft). This is obligatory for Jobcenters. A copy of your membership certificate or any other proof of your insurance company will not be filed. If you were a member of a private insurance or a voluntary member of statutory insurance or did not have a health and nursing care insurance coverage at all on the day before the start of receipt of unemployment benefit II (Arbeitslosengeld II), please fill in Appendix SV (Sozialversicherung der Bezieherinnen und Bezieher von Arbeitslosengeld II / *Social insurance of the recipients of unemployment benefit II*).

Vermögen Assets

Was sind vorrangige Ansprüche?
What are priority entitlements?

Anspruch gegenüber der
Agentur für Arbeit
Claim against the employ-
ment agency

Ansprüche gegenüber
Dritten
Claims against third parties

Ansprüche gegenüber
Sozialleistungsträgern/
Familienkassen
Claims against social be-
nefit providers /
family benefits offices

Kranken- und
Pflegeversicherung
Health and nursing care
insurance

Information on your health and nursing care insurance is also required if you are a voluntary member of the statutory health and nursing care insurance, since you are generally entitled to subsidies.

Muss ich auch Angaben machen, wenn ich freiwillig gesetzlich krankenversichert bin?

Do I have to provide information if I am a voluntary member of the statutory insurance?

If you are insured through your wife, husband or partner in a same-sex registered partnership as part of a family insurance, only information on him / her including the health insurance number is required. For family-insured children, only the information on the decisive parent (main insured person) is required.

Familienversicherung
Family insurance

Even if you are separated, please provide the personal data

- of your separated wife or separated husband,
- of your separated same-sex registered life partner,

and his / her health insurance so that a swift allocation to the family insurance can be ensured. If the requirements of the family insurance are met multiple times (e.g. through the membership of the father and the mother), you have a right of choice with regards to the realisation of the family insurance.

Zusatzbeitrag
Additional contributions

If your health insurance provider cannot meet their financial requirements, they can charge you so-called additional contributions.

If you or a person living with you in a benefit community (Bedarfsgemeinschaft) would need assistance just because of this additional contribution to the statutory health insurance, the Jobcenter, upon request, will grant you or your relatives a subsidy to the additional contributions in the necessary amount.

2. Anlage KI / Appendix KI

Information on "Pension insurance number" can be found on page 1 of the guidelines.

Rentenversicherungsnummer
Pension insurance number

Information on "Entitlements under Asylum Seekers Benefit Act" can be found on page 2 of the guidelines.

Berechtigte nach dem Asylbewerberleistungsgesetz
Entitlements under Asylum Seekers Benefit Act

Information on "Residential facility" can be found on page 2 et seq. of the guidelines.

Stationäre Einrichtung
Residential facility

Information on "Costly diet" can be found on page 3 of the guidelines.

Kostenaufwändige Ernährung
Costly diet

Information on "Additional requirement for pregnant women" can be found on page 3 of the guidelines.

Mehrbedarf für Schwangere
Additional requirement for pregnant women

Information on "Irrefutable, constant (not only one-time) special requirement" can be found on page 3 of the guidelines.

Unabweisbarer, laufender, nicht nur einmaliger besonderer Bedarf
Irrefutable, constant (not only one-time) special requirement

Information on "Health and nursing care insurance" can be found on page 4 et seq. of the guidelines.

Kranken- und Pflegeversicherung
Health and nursing care insurance

Information on "Family insurance" can be found on page 5 of the guidelines.

Familienversicherung
Family insurance

3. Anlage HG / Appendix HG

Information on "Benefit community" (Bedarfsgemeinschaft) can be found on page 1 of the guidelines.

Bedarfsgemeinschaft
Benefit community

Information on "Household community" (Haushaltsgemeinschaft) can be found on page 3 of the guidelines.

Haushaltsgemeinschaft
Household community

4. Anlage VE / Appendix VE

Your need of assistance is the prerequisite for your entitlement to benefits for securing a livelihood. Within the scope of an evaluation of need of assistance also the income and assets of the partner must be assessed in accordance with Section 9 Paragraph 2 SGB II. A partner is not only the wife or husband or the same-sex registered life partner, but also the partner in a so-called community of responsibility and support (Verantwortungs- und Einstehensgemeinschaft).

Verantwortungs- und Einstehensgemeinschaft
Community of responsibility and support

The latter is the case if the partner lives together in a household with the person capable of work but in need of assistance, whereby, following a reasonable assessment of the circumstances, the mutual desire to bear responsibility for each other and support each other is to be assumed. Same-sex as well as different-sex partners can live in a community of responsibility and support (Verantwortungs- und Einstehensgemeinschaft).

A partnership is assumed if a certain exclusiveness of the relationship is given which does not allow for another comparable partnership at the same time. Furthermore, the general legal opportunity of a marriage or establishment of a partnership in accordance with the Civil Partnership Act (Lebenspartnerschaftsgesetz - LPartG) between the person capable of work but in need of assistance and the partner must be given.

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 the permission to command the partner's income and assets.

Despite these presumptions, it cannot be excluded that also other exterior facts can lead to the existence of a community of responsibility. This can be, for example, the exchange of wedding vows, living together in mutual property, or the actual care for a partner in a shared household. For this, it might be necessary to collect further data.

You can 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 are not fulfilled or the presumption is rebutted by other circumstances.

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

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

Please provide particular information on the duration of living together and present appropriate proof (e.g. registration at the registry office, rental agreement or insurance policies). Please direct your questions regarding this matter to your responsible Jobcenter.

5. Anlage MEB / Appendix MEB

Information on "Benefit community" (Bedarfsgemeinschaft) can be found on page 1 of the guidelines.

Bedarfsgemeinschaft
Benefit community

Information on "Costly diet" can be found on page 3 of the guidelines.

Kostenaufwändige Ernährung
Costly diet

6. Anlage BB / Appendix BB

Information on "Benefit community" (Bedarfsgemeinschaft) can be found on page 1 of the guidelines.

Bedarfsgemeinschaft
Benefit community

Information on "Irrefutable, constant (not only one-time) special requirement" can be found on page 3 of the guidelines.

Unabweisbarer, laufender, nicht nur einmaliger besonderer Bedarf
Irrefutable, constant (not only one-time) special requirement

If the irrefutable, constant (not only one-time) special requirement is based on a disease, a corresponding medical certificate in which a physician certifies the special requirement stating the disease suffices.

Nachweis
Proof

If you have reservations about disclosing your disease to your person of contact, you can also give him / her your documents in a closed envelope. The documents will then be transferred to the Jobcenter's medical service, which will give an opinion on the additional requirement without naming the particular disease.

7. Anlage EK / Appendix EK

Information on "Benefit community" (Bedarfsgemeinschaft) can be found on page 1 of the guidelines.

Please specify the income of each individual member of the benefit community (Bedarfsgemeinschaft). All revenues in the form of money or money's worth 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),
- pensions from the statutory social insurance (e.g. old-age pension or miners compensation payments (Knappschaftsausgleichsleistungen), accident or injured pensions), company pensions or retirement pensions,
- maintenance payments, benefits in accordance with the Maintenance Advance Act (Unterhaltsvorschussgesetz),
- interest, capital gains,
- housing assistance (Wohngeld), social benefit (Sozialhilfe) in accordance with Book Twelve of the German Social Code (SGB XII), and
- other constant or one-time revenues (e.g. parenting benefit (Elterngeld), child care subsidy (Betreuungsgeld), constant attendance allowance for educational activities (Pflegegeld für erzieherischen Einsatz) in accordance with Book Eight of the German Social Code (SGB VIII)).

Please also specify income from secondary employment not liable to social insurance contributions. Expense allowances with regards to voluntary or charitable work are also considered as income. Other constant or one-time revenues are, among others, annuity for life for a sold real estate property and the tax refund. Also payments of compensation must be specified.

Changes in the income circumstances in your benefit community (Bedarfsgemeinschaft) influence the amount of unemployment benefit II (Arbeitslosengeld II) and social benefit (Sozialgeld) and must always be reported promptly.

If the wages from employment do not exceed EUR 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.
- He / she attends a general or vocational school and does not receive training pay.
- The work takes place in 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 EUR 1,200 in the calendar year.

Expense allowances are payments you receive when you do secondary, voluntary or charitable work in order to compensate for your efforts and the expenses in connection with doing this job. In general, these payments are based on regulations subject to public law and are paid by public coffers. Typical activities are, for example, jobs as exercise instructors - e.g. in a club - or as a honorary mayor.

The expense allowances must also be specified if they are exempt from taxation (Section 3 Nos. 12, 26, 26a or 26b Income Tax Act (Einkommensteuergesetz - EStG)).

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) before the application and this claim is idle or has expired prematurely due to suspension of benefits.

Please indicate e.g. tax refunds, operating costs refunds, yield credits, gambling winnings and gratifications here if this income accrues during the period of requirement (i.e. from the month of application onwards). Following the accrual principle, the actual receipt of the payments by the payment recipient is what matters. The authoritative period of taxation is not decisive.

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

The child benefit (Kindergeld) for children belonging to the benefit community (Bedarfsgemeinschaft) must be added to the income of the respective child in the actually paid amount if

Bedarfsgemeinschaft
Benefit community

Einkommen
Income

Steuerklasse
Tax category

Ferienjob
Holiday work

Aufwandsentschädigungen
Expense allowances

Eintritt einer Sperrzeit
Suspension of benefits

Einmalige Einnahmen
One-time revenues

Unregelmäßige Einnahmen
Irregular revenues

Kindergeld
Child Benefit

it is used for securing a livelihood, with the exception of the requirements for education and participation.

The amount exceeding the child's requirements (without requirements for education and participation), for example due to additional maintenance benefits and/or other income, must be added to the income of the beneficiary of child benefit.

Child benefit (Kindergeld) for an under-aged child living in turn with both separated/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 so that a consideration of child benefit does not take place there.

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

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

In general, the parents, adoptive parents or foster parents of the child are beneficiaries of child benefit. If the child lives with the grandparents, these can also be beneficiaries of child benefit. The child itself, however, is not entitled to child benefit.

Kindergeldberechtigte/r
Beneficiary of child benefit

When presenting bank statements it is generally allowed to blacken out passages. However, this is only possible in case of expenses, not in case of income. Only certain passages with regards to the recipient and the transaction text in case of expenses may be blackened out. The business operation concerned must remain plausible for review by the Jobcenter. In the case of a transfer of membership fees for political parties, for example, blackening out the name of a party in a bank statement would only be possible if the intended purpose "membership fee" is still discernible.

Kontoauszüge
Bank statements

You will be informed by the Family Benefits Office (Familienkasse) about the decision on your entitlement to child benefit (Kindergeld) by means of a written notification.

Kindergeldbescheid
Child benefit notification

If the Family Benefits Office of the Federal Employment Agency (Bundesagentur für Arbeit) is responsible for the payment of child benefit, you can see the amount of the payment as well as your child benefit number (Kindergeldnummer) and usually the period of time the payment is intended for on your bank statement.

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 receipt confirmation (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 is filed.

Unterhaltstitel
Maintenance order

8. Anlage VM / Appendix VM

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 in money, irrespective if available in Germany or abroad. This includes in particular:

- bank and savings accounts (also online), cash, securities, equities, bonds, equity funds,
- claims,
- motor vehicles (e.g. car, motorbike),
- endowment policies, private pension insurances, building savings agreements,
- developed or undeveloped real estate, house ownership (e.g. single-family house or multi-family house), owner-occupied flat, and
- other types of assets (e.g. valuables, paintings, jewellery).

Assets are applicable if they can be used to sustain a livelihood or if their worth in money can be made useful 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). The evaluation of the applicability falls to the responsible Jobcenter and not to the applicant.

Wann ist Vermögen verwertbar?

When are assets applicable?

For the evaluation of assets, the Jobcenter can demand presentation of corresponding documents, such as the latest annual statements or the bank statements of the past three months. The Jobcenters can make copies of the aforementioned documents and file that information relevant for the granting of benefits.

Changes in the asset circumstances in your benefit community (Bedarfsgemeinschaft) influence the amount of unemployment benefit II (Arbeitslosengeld II) and social benefit (Sozialgeld) and must always be reported promptly.

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

Freistellungsaufträge
Exemption orders

Information on "BIC/IBAN" can be found on page 2 of the guidelines.

BIC/IBAN

Information on "Bank statements" can be found on page 8 of the guidelines.

Kontoauszüge
Bank statements

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

Verkehrswert von Grundstücken

Fair market value of real estate

9. Anlage UH1 – UH4 / Appendix UH1 – UH4

A 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). On no account must a report of paternity be provided.

Nachweis der Vaterschaftsanerkennung (nur UH3 und UH4)

Certification of acknowledgement of paternity (UH3 and UH4 only)

As part of the verification of maintenance obligations, you must provide an existing maintenance order (divorce decree, paternity decree, etc.), a settlement or written agreements from which a maintenance claim arises. Documents of this type are generally not filed during the initial application. Your Jobcenter only notes that you provided the certificates. An exception from this rule exists if, after thorough examination, it can be determined that a maintenance claim has demised to the Jobcenter. In this case, the documents necessary to pursue the claims are copied and filed. When the copies are no longer needed (claim has been settled or barred), 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 Civil Process Order (Zivilprozessordnung – ZPO)).

Vorlage eines Urteils, eines gerichtlichen Vergleichs, Beschlusses oder einer außergerichtlichen Unterhaltsvereinbarung

Presentation of a judgement, a judicial settlement, decision or an extrajudicial maintenance agreement

A representative in the affiliation proceedings may be a lawyer, a legal adviser, a caretaker or the Youth Welfare Office (Jugendamt).

Vertreter/in Representative

When submitting correspondence prior deletions are permissible. Copies are only placed on file in so far as they are required in terms of content for a maintenance claim.

Schriftverkehr Correspondence

Other income comprises, for example, pensions, unemployment benefit, unemployment benefit II (Arbeitslosengeld II), parenting benefit (Elterngeld), child care subsidy (Betreuungsgeld) or continued payment of wages in case of sickness (Krankengeld).

Sonstiges Einkommen Other income

10. Anlage UF / Appendix UF

Information on "Household community" (Haushaltsgemeinschaft) can be found on page 3 of the guidelines.

Haushaltsgemeinschaft Household community

In case of non-deliberate damages through family members who at the time of the damaging event lived with the injured party or its surviving dependants in a household community, a transition of the claim for compensation to the institution of social benefits is excluded. The same applies in the case of a later marriage between the injuring party and the injured party.

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

With the help of documents relevant to the case, the Jobcenter wants to get an idea of the state of affairs. Since a judgement, a settlement or an acknowledgement usually ends the legal dispute, presenting the respective document suffices in this case. Your information in Appendix UF is not recorded electronically, by the way.

Nachweise Proofs

Please include a declaration on the release from medical confidentiality and, if available, medical estimates concerning the accident or damaging event.

Ärztliche Gutachten Medical estimates

If you have reservations about disclosing this information to your person of contact, you can also give him / her your documents in a closed envelope. Access to the estimates is limited to the persons authorised to do so.

11. Anlage SV / Appendix SV

Appendix SV must be completed for each member of the benefit community (Bedarfsgemeinschaft) who is privately insured, is a voluntary member of the statutory health insurance or does not have health or nursing care insurance coverage at all.

If you or a member of your benefit community is/are insured at 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 or nursing care insurance.

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 attested separately. The extra payment for the private insurance is transferred directly to your health care provider. Please specify the bank details of your health care provider.

Furthermore, also members of a benefit community who are not capable of work – i.e. who receive social benefit (Sozialgeld) – and are voluntary members of the statutory health insurance or members of a private health and nursing care insurance can apply for an extra payment.

Persons who have no health and nursing care insurance coverage at the time of application generally become liable to social insurance contributions in the statutory health and nursing care insurance. Under certain conditions (e.g. for self-employed persons), however, insurance coverage is not compulsory. These persons must become members of a private insurance or – if they meet the personal requirements – voluntary members of a statutory health insurance.

Zuschuss bei privater oder freiwillig gesetzlicher Kranken- und Pflegeversicherung

Extra payment in case of private or voluntary health and nursing care insurance

12. Anlage KDU / Appendix KDU

Accruing interest on debt can be proven e.g. by presenting an annual bank statement. Unnecessary information can be blackened 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 owner-occupied property, please contact your responsible Jobcenter.

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

**Schuldzinsen
Interest on debt**

**Sonstige Wohnkosten
Other costs of accommodation**

13. Veränderungsmitteilung (VÄM) / Notification of change (VÄM)

Information on "Household community" (Haushaltsgemeinschaft) can be found on page 3 of the guidelines.

Information on "Additional person(s)" can be found on page 3 of the guidelines.

Information on "Benefit community" (Bedarfsgemeinschaft) can be found on page 1 of the guidelines.

Information on "Income" can be found on page 7 of the guidelines.

Information on "BIC/IBAN" can be found on page 2 of the guidelines.

**Haushaltsgemeinschaft
Household community**

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

**Bedarfsgemeinschaft
Benefit community**

**Einkommen
Income**

BIC/IBAN

14. Weiterbewilligungsantrag (WBA) / Application for continued granting of benefits (WBA)

Information on "Household community" (Haushaltsgemeinschaft) can be found on page 3 of the guidelines.

Information on "Additional person(s)" can be found on page 3 of the guidelines.

Information on "Benefit community" (Bedarfsgemeinschaft) can be found on page 1 of the guidelines.

Information on "Income" can be found on page 7 of the guidelines.

**Haushaltsgemeinschaft
Household community**

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

**Bedarfsgemeinschaft
Benefit community**

**Einkommen
Income**

Information on "Holiday work" can be found on page 7 of the guidelines.

**Ferienjob
Holiday work**

Information on "Expense allowances" can be found on page 7 of the guidelines.

**Aufwandsentschädigungen
Expense allowances**

Information on "One-time revenues" can be found on page 7 of the guidelines.

**Einmalige Einnahmen
One-time revenues**

Information on "Irregular revenues" can be found on page 7 of the guidelines.

**Unregelmäßige Einnahmen
Irregular revenues**

Information on "Child benefit" (Kindergeld) can be found on page 7 et seq. of the guidelines.

**Kindergeld
Child Benefit**

Information on "Beneficiary of child benefit" can be found on page 8 of the guidelines.

**Kindergeldberechtigte/r
Beneficiary of child benefit**

Information on "Bank statements" can be found on page 8 of the guidelines.

**Kontoauszüge
Bank statements**

Information on "Child benefit notification" can be found on page 8 of the guidelines.

**Kindergeldbescheid
Child benefit notification**

Information on "Interest on debt" can be found on page 10 of the guidelines.

**Schuldzinsen
Interest on debt**

Information on "Other costs of accommodation" can be found on page 10 of the guidelines.

**Sonstige Wohnkosten
Other costs of accommoda-
tion**

Overview of the forms

| Name | Description | Instructions as of page |
|--|---|---|
| Hauptantrag / <i>Main application</i> | Application for benefits for securing a livelihood in accordance with Book Two of the German Social Code (SGB II) | 1 |
| Anlage WEP / <i>Appendix WEP</i> | Appendix for another person in the benefit community (Bedarfsgemeinschaft) aged 15 and over | 1 (Hauptantrag / Main application) |
| Anlage KI / <i>Appendix KI</i> | Appendix for a child in the benefit community (Bedarfsgemeinschaft) under the age of 15 | 5 |
| Anlage HG / <i>Appendix HG</i> | Appendix to determine the level of need of assistance in case a household community (Haushaltsgemeinschaft) exists | 5 |
| Anlage VE / <i>Appendix VE</i> | Appendix to verify whether a community of responsibility and support (Verantwortungs- und Einstehensgemeinschaft), i.e. a relationship similar to a marriage, exists | 6 |
| Anlage MEB / <i>Appendix MEB</i> | Application for granting an additional requirement for a costly diet | 6 |
| Anlage BB / <i>Appendix BB</i> | Appendix for granting an irrefutable, constant (not only one-time) special requirement | 6 |
| Anlage EK / <i>Appendix EK</i> | Appendix to determine the income of each person living in the benefit community (Bedarfsgemeinschaft) | 7 |
| Anlage EKS / <i>Appendix EKS</i> | Appendix for the preliminary or final declaration on non-wage incomes, income from a business enterprise or income from agriculture and forestry during the period of allowance | Information on Anlage EKS / Appendix EKS is available from your Jobcenter or online at www.arbeitsagentur.de. |
| Anlage VM / <i>Appendix VM</i> | Appendix to determine the applicant's financial circumstances and that of the other persons living in the benefit community (Bedarfsgemeinschaft) | 8 |
| Anlage UH1 / <i>Appendix UH1</i> | Appendix to determine any separation support or post-marriage or post-partnership support | 9 |
| Anlage UH2 / <i>Appendix UH2</i> | Appendix to determine any maintenance claims arising from pregnancy and/or care against the other parent of a common child who is not married to the applicant (usually during the first three years of life) | 9 |
| Anlage UH3 / <i>Appendix UH3</i> | Appendix to determine any maintenance claims of children under the age of 25 against at least one parent outside of the benefit community (Bedarfsgemeinschaft) | 9 |
| Anlage UH4 / <i>Appendix UH4</i> | Appendix to determine any maintenance claims of the applicant against at least one parent outside of the benefit community (Bedarfsgemeinschaft) | 9 |
| Anlage UF / <i>Appendix UF</i> | Accident questionnaire appendix to apply for benefits in accordance with Book Two of the German Social Code (SGB II) | 9 |
| Anlage SV / <i>Appendix SV</i> | Social insurance appendix for recipients of unemployment benefit II (Arbeitslosengeld II) | 10 |
| Anlage KDU / <i>Appendix KDU</i> | Appendix to determine the appropriate costs for accommodation and heating | 10 |
| Veränderungsmitteilung (VÄM) / <i>Notification of change (VÄM)</i> | Notification of change for recipients of benefits in accordance with the SGB II | 10 |
| Weiterbewilligungsantrag (WBA) / <i>Application for continued granting of benefits (WBA)</i> | Application for the continued granting of benefits for securing a livelihood in accordance with Book Two of the German Social Code (SGB II) | 10 |
| Einkommensbescheinigung / <i>Certificate of income</i> | Confirmation of the amount of remuneration | Information for the employer is available from your Jobcenter or online at www.arbeitsagentur.de. |
| Arbeitsbescheinigung / <i>Certificate of employment</i> | Certificate of employment upon termination of an employment relationship | Information for the employer is available with the form. |