

## Information on the Child Allowance

### General information

The Child Allowance is a benefit for low-income families. The Child Allowance is available in addition to Housing Benefit and Child Benefit. Since 1st July 2022, the Child Allowance has also included the immediate supplementary payment of 20 euros, which will be paid to families who have no income or only a very limited income until the introduction of the Basic Income for Children. The Child Allowance therefore amounts to up to 292 euros per child, per month. Parents are only able to receive the Child Allowance if they earn enough for themselves but their income is not sufficient or is only just sufficient for their family as a whole.

The condition for receiving Child Allowance is for you or your partner to be in receipt of Child Benefit for your children and for your income to meet the minimum income limit (for single parents, at least 600 euros gross, and for couples, at least 900 euros gross).

**Please note:** Housing Benefit and Child Benefit are not taken into account when determining whether the minimum income limit is reached.

Your children must fulfil the following conditions:

- be under 25 years of age and not married or in a civil partnership
- live permanently in your household
- must not be housed in an inpatient facility
- must not be your foster child or grandchild

**Please note that the Child Allowance can only be approved from the month of application onwards, and in most cases, not retroactively.**

The Child Allowance is generally approved for six months (this is known as the **approval period**).

If you do not yet receive Child Allowance, the month of your application is always the first month in the approval period. In this case, you will be required to provide information about your income and expenses in the six months before the month of your application (this is known as the **assessment period**).

If you are already receiving the Child Allowance and would like to continue receiving Child Allowance after the current approval period, you must submit a new application. If you submit your new application during the current approval period, your new approval period will still begin after the current one. In this case, you will be required to provide information about your income and expenses in the six months before the month of the new approval period. In this case, for the sake of uniformity, information on the six months “**before** making the application” will be requested in the application documents. Please take into account the fact that the period will be postponed if you apply early. If any documents are missing, the Family Benefits Office will naturally contact you.

To apply for the Child Allowance, please fill out the “Application for Child Allowance”, the “Enclosure on applicant and partner” and an “Enclosure on child” for each child for whom you are requesting the Child Allowance. These are required enclosures for the application.

It is also possible that further enclosures may be required, which are available in the “additional downloads” section on the homepage of the Family Benefits Office at [www.familienkasse.de](http://www.familienkasse.de).

Send your completed and signed application including original copies of the enclosures to the Family Benefits Office of the Federal Employment Agency. Please enclose copies of all the necessary proof for your application.

You can also submit your application online at [www.kiz-digital.de](http://www.kiz-digital.de).

If you are already receiving the Child Allowance and would like to submit a new application, and if there has been no significant change in your circumstances during the 6 months of your current approval period, you may also be eligible to make a short application.

### Instructions for filling out the application

#### 1 Applicant

If the Child Benefit is paid by the Family Benefits Office of the Federal Employment Agency, please enter the parent who also receives the Child Benefit as the applicant.

If your nationality is **other than** German, an EU/EEA country or Switzerland, please enclose a copy of your **residence permit**. If the Family Benefits Office already has a copy of the currently valid residence permit, you do not have to send it in again.

If you and your partner are **not married** and you have children living in the same household for whom you receive Child Benefit and children of your partner for whom s/he receives Child Benefit, you must apply for the Child Allowance for your children and your partner must apply for the Child Allowance for his/her children. **You can also submit the application jointly, however.** An assessment of the entitlement will be made in any case in a joint calculation that takes into account the circumstances of your family as a whole.

In the case of a joint application, it is necessary to take the following into account:

- Only one person is designated as the applicant in the documents; the details of the second applicant, i.e. your partner, must be entered wherever the details of your partner are requested. This has no legal consequences, which means that you are both equal applicants and must therefore both sign the application. Your partner signs as the “second applicant”.
- Your partner has to fill out and sign the “Enclosure on child” for his/her children.
- You will usually receive a joint notice of assessment.
- The Child Allowance will be paid proportionately to you and your partner. The Child Allowance is paid into the bank account to which the Child Benefit is also paid. For this reason, the Family Benefits Office also requires the Child Benefit number of your partner and their bank account details. With the consent of your partner, the Family Benefits Office will access the bank account details in his/her Child Benefit File for this purpose. If your partner does not consent to this, please write down the bank account number on the application.

The relevant documents (application documents, proof, calculation and joint notice of assessment) will be added to your Child Allowance file and that of your partner.

## **i 2 Partner**

“Partner” means the person with whom you live in the same household and with whom you jointly support your family, regardless of whether you live together as a married or unmarried couple.

If your partner’s nationality is **other than** German, an EU/EEA country or Switzerland, please enclose a copy of their **residence permit**. If the Family Benefits Office already has a copy of the currently valid residence permit, you do not have to send it in again.

## **i 3 Bank account details**

The Child Allowance is usually paid by the Family Benefits Office together with the Child Benefit. Therefore, please specify the bank account into which Child Benefit **and** Child Allowance should be paid.

## **i 4 Children**

You must provide details of your own children who live in your household for whom you receive Child Benefit, as well as of the children of your partner if they also live in the same household, your partner receives Child Benefit for those children, and a joint application for the Child Allowance is made.

Please fill out an “Enclosure on child” **for each child** for whom you are requesting the Child Allowance.

If you **do not** live in a joint household with the other biological parent of a child, please also fill out an “Enclosure on maintenance and advance child maintenance payments” for this child, **if**

- You do not receive maintenance or advance child maintenance payments,  
**or**
- You receive **less** in maintenance for the child per month than
  - 230 euros (for a child aged 0 to 5),
  - 301 euros (for a child aged 6 to 11) or
  - 395 euros (for a child aged 12 to 17)**and you do not** also receive advance child maintenance payments for the child.

If your children’s nationality is **other than** German, an EU/EEA country or Switzerland, please enclose a copy of their **residence permit**. If the Family Benefits Office already has a copy of the currently valid residence permit, you do not have to send it in again.

## **i 5 Costs of accommodation (housing costs)**

Housing costs for tenants include the rent plus incidental expenses such as heating costs. Housing costs for home owners are the interest on the mortgage plus incidental costs such as building insurance.

If you live in **rented accommodation**, please enter your **current monthly housing costs** in the month of application.

If you live **in your own home or apartment**, please provide evidence of all the costs incurred during the whole of the previous calendar year. If you only moved into your property during the course of the last calendar year or this year, you are still required to provide evidence for the last (max. 12) months. In this case, however, please also state the date on which you moved into your current home.

## **i 6 Significant assets**

The assets are the total of a person's holdings in monetary form, valued at the time of application. Assets include, in particular, cash, savings and deposits at banks, securities, building society savings, share and investment fund holdings as well as receivables, movable assets, real estate and other rights to real estate (such as a mortgage). Your assets and the assets of the family members who live together with you in the household are relevant here, regardless of whether the assets are located in Germany or abroad.

The **property** (a house or an apartment) **in which you live** is not considered as part of the assets. A reasonable **car or motorcycle** for each person in the benefit community able to work is not considered as part of the assets.

Significant assets are considered to exist for the benefit community as a whole with the following amounts:

<b>Number of persons in the benefit community</b>	<b>Amount</b>
2 people	55,000 euros
3 people	70,000 euros
Each additional person; increase by	15,000 euros

## **i 7 Additional needs**

In addition to the standard needs, i.e. the general needs of all persons eligible for support which are always taken into account, there are also "additional needs". These arise due to specific life circumstances, such as pregnancy, single parenthood, severe disability/inability to work, high-cost dietary requirements. If you want such additional needs to be considered for a member of your family, please declare this accordingly and provide the corresponding proof.

If you declare additional needs, these will increase your needs or the needs of the person who has additional needs. Your overall needs and/or the overall needs of your family are compared with your current income. If you have increased needs, this may mean that a lower level of income is considered in the assessment of your Child Allowance because you need more to meet your needs. However, if your family has an increased overall need, this may also mean that you are unable to cover your increased overall need with your income and the Child Allowance, and that you may not be entitled to Child Allowance but to Citizen's Benefit from the Jobcenter. An additional need does not necessarily mean that the Child Allowance will be increased.

An additional need due to high-cost dietary requirements must be proven by a current medical certificate. For this purpose, please complete the "Enclosure on additional requirements due to high-cost dietary requirements" (KiZ 7).

## **i 8 Income and expenses**

The **average income (both that of the parents and that of the child or children) from the last six months before the application is submitted** (in the case of applications submitted during a current approval period, before the start of the new approval period) is taken as the basis for the approval of the Child Allowance. Please enclose the appropriate proof of income (wage slips, pay slips or an earnings certificate from the employer) for this period.

The Family Benefits Office also requires information on your expenses, such as income-related costs, insurance premiums (such as motor vehicle liability insurance, private health insurance), expenses for Riester pensions, maintenance payments, etc. The Family Benefits Office only requires proof of expenses **if they exceed the basic deductible amount of 100 euros per month according to Section 11b (2) of Book Two of the German Social Code (SGB II)**.

Income from non-self-employed work includes **all** income from **work as an employed person**, also if this is not subject to tax or social security contributions. Income from employment also includes, for example, remuneration from secondary or marginal employment (mini jobs), training allowances, scholarships, remuneration from an internship, trainee work or an apprenticeship, income from an activity in a voluntary social or environmental year or a practical study semester. Income that school students earn during “holiday jobs” and pocket money from a youth/federal volunteers’ service scheme must also be stated, but is not, or only partially, taken into account.

Income from **self-employment** includes income from a business or the agriculture and forestry sector.

If you have already submitted proof of **income and expenses** with a previous application for specific months, you do not need to enclose this proof again.

## **Submitting your application**

Please sign your application and the required enclosures, and send them in the form of original copies to the Family Benefits Office.

Please include **copies of all the required proof** with your application.

Please do **not** send us the **original documents as your proof**. The Family Benefits Office keeps your file in electronic form, which means that paper documents will be destroyed after a short retention period.

Please send your application together with the enclosures and proof to the postal address and **not** the visitors’ address.

You can find the postal address of your Family Benefits Office on the internet at [www.familienkasse.de](http://www.familienkasse.de).

## **Things I have to take into account when receiving the Child Allowance**

### **Report changes**

Please notify the Family Benefits Office immediately, without being prompted to do so, if there is or has been any change in your benefit community or household community, i.e. in your family situation, for example, if

- you want to apply for Child Allowance for another child, such as a newborn child or a child who has permanently returned to your household,
- a child for whom you receive the Child Allowance
  - gets married and/or enters into a partnership,
  - has a child,
  - leaves your household permanently,
- your partner, a child, another family member or another person leaves your household permanently or permanently moves in with you, or
- you get married, separate from your partner or your marital status changes.

Please also notify your Family Benefits Office if you move home or if your bank account details change.

## **Help and advice**

Further information about the Child Allowance is available on the website for your Family Benefits Office at [www.familienkasse.de](http://www.familienkasse.de). If you have any questions about the Child Allowance or how to apply for it, you are welcome to ask your Family Benefits Office for advice. To do so, call the free service hotline of your Family Benefits Office on **0800 4 5555 30**. You can also arrange an appointment for a personal consultation on this phone number.