

Guidelines

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

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

The SGB II brochure, the guidelines on filling out the forms and other documents can be found online at www.jobcenter.digital.

The application for benefits in accordance with SGB II consists of the main application and various appendices which must also be completed depending on your circumstances. In order for us to be able to explicitly match these appendices with your person, you are required to enter your data again in each appendix.

As a general rule, please do not submit original documents, you may submit copies.

The Jobcenter requires your data to determine your claim to benefits in accordance with SGB II and to be able to pay the corresponding benefits to you.

The protection of your personal data is very important to us, which is why your 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.

You can find further information relating to data protection at your local Jobcenter as well as online at www.arbeitsagentur.de/datenerhebung.

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

Providing a telephone number and email address is voluntary. You are not disadvantaged if you choose not to enter these. By entering this information, any questions that we may have can be answered by phone or email as well. By entering your telephone number and email address you agree to their internal use by us. Internal use is understood as getting into contact with you. This also includes use for research purposes. This means that the Institute for Employment Research at the Federal Employment Agency may contact you, or a survey company contracted by them may contact you, to ask you to participate in a voluntary survey (Section 282 para. 5 Book Three of the German Social Code). You may withdraw your consent for us to use the telephone number and email 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 the receipt of income – for the entire month of your application. However, you also have the option of applying for the benefits from a specific point in time. A deviating provision effective for the future is only possible from the first day of a subsequent month.

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

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

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

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

AH

Wichtige Hinweise
Important information

Datenschutz
Privacy policy

① Rentenversicherungsnummer
Pension insurance number

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

③ Antragstellung
Application

④ Bedarfsgemeinschaft
Benefit community

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

- relatives and relatives by marriage (grandparents, siblings over 25, uncles, aunts),
- foster children and foster parents.

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

Example:

A married couple live together with their two children and the father of the wife and brother of the wife in a household. Appendix HG is to be completed in respect of the father of the wife as well as for the brother of the wife.

A basic apartment-sharing community is neither a benefit community nor a household community. This means that you do not need to provide information on the personal circumstances of other persons living there when applying for Unemployment Benefit II (Arbeitslosengeld II). In these cases, it is sufficient to specify in Appendix KDU under point 2 the rented living area of the other person(s) and the sublet amount as income in Appendix EK under point 3. In a shared apartment with several adults capable of 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, as part of an evaluation of the need for assistance, the income and assets of the partner must also be considered.

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

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

Furthermore, there must be a general legal possibility of a marriage or registration of partnership between the person capable of work but in need of assistance and their partner.

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

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

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

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

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

The person making the application represents the benefit community.

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

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

5 **Haushaltsgemeinschaft**
Household community

Wann und für wen ist die Anlage HG auszufüllen?

When and for whom should I fill out Appendix HG?

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

6 **Verantwortungs- und Einstehensgemeinschaft**
Community of responsibility and support

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

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

7 **Vertretung der Bedarfsgemeinschaft**
Representation of the benefit community

Was ist, wenn Mitglieder der Bedarfsgemeinschaft die Vertretung nicht möchten? What if members of the benefit community do not want to be represented?

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

If you have proven your current residence status with a residence permit, temporary residence permit, temporary suspension of deportation, a copy of this may be stored/saved in the files at the Jobcenter. If you use the notification from the Federal Office for Migration and Refugees (Bundesamt für Migration und Flüchtlinge) as proof, you only need to show this, no copy will be kept on file.

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

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

If there is no person in your benefit community who is capable of work, you may have no claim to benefits under SGB II. In this case, you may apply for benefits according to Book Twelve of the German Social Code.

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

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

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

You are required to claim BAföG/BAB/ABG first if you are entitled to any of them. Where applicable, your Jobcenter will ask you to apply for BAföG/BAB/ABG if you have not made an application and your training course 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 Unemployment Benefit II (Arbeitslosengeld II).

Also excluded are e.g. trainees whose training can be supported as part of a BAB or ABG and who are living in a residential home, residential school or 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 they meet the requirements, these trainees, pupils or students are also 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 required to provide evidence that, during your vocational training, you are staying in a residential school, residential home or in a special institution for people with disabilities. Providing a contract from a residential home or school is not usually required. When submitting a copy, non-relevant parts can be blacked out.

If you present a vocational training contract as proof of vocational training, you can also black out the information which is not required. It is generally also possible to present alternative proof.

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

It is necessary to specify the type of residential facility (also in relation to correctional facilities). In case of a hospital stay (also in care or rehabilitation facilities), the expected stay must be specified.

A pregnancy can be certified, for example, by providing a doctor's certificate or presenting a pregnancy record (Mutterpass). No copies will be kept on file. A doctor's certificate can result in costs which will not be borne by the Jobcenter. The additional needs benefit for pregnant women is recognised from the 13th week of pregnancy.

If hot water is supplied via a central heating system and charged via the heating costs, these costs are part of the needs for accommodation and heating. However, if hot water is supplied decentrally (for example, via a flow heater, boiler or gas-fired water heater), an additional needs benefit for the decentralised hot water supply is granted. To check your claim for this, be sure to complete number 3 of Appendix KDU.

8 Berechtigte nach dem Asylbewerberleistungsgesetz

Persons with entitlements under the Asylum Seekers Benefit Act

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

Was gilt bei Kindserziehung, Pflege Angehöriger oder Schulbesuch
What applies in the case of raising children, caring for family members or attending school?

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

Wann ist die Schul- bzw. Berufsausbildung beendet
When does schooling or vocational training end?

11 Stationäre Einrichtung Residential facility

12 Mehrbedarf für Schwangere Additional needs benefit for pregnant women

13 Mehrbedarf für die dezentrale Warmwassererzeugung Additional needs benefit for decentralised hot water supply

If you require a costly diet due to health reasons, a written confirmation from your attending physician is required. Please use the medical confirmation found on the back page of Appendix MEB for this, which releases your physician from their obligation of medical confidentiality. If you do not wish to release your physician from their obligation of medical confidentiality, important reasons for this must be presented to the case worker. Under certain circumstances, a lack of release 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 the statement "other illnesses", the case worker will involve the Medical Service at the Jobcenter. Your physician will not be contacted.

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

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

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

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

Needs that arise due to special living circumstances and which are unavoidable may, upon application, be covered. These include

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

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

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 to be a special need.

The costs for schoolbooks which must be acquired by the individual due to a lack of free learning materials may be covered. Schoolbooks shall also be understood to mean workbooks which have an International Standard Book Number (ISBN). The ISBN number ensures that the workbook corresponds to a book. Exercise books do not have an ISBN, however, and are covered by the benefits for education and participation. In the case of schoolbooks and workbooks, a further requirement for the costs to be covered is that their purchase is demanded by the school or respective teacher and that they cannot be provided by the school free of charge. This can be proven with a certificate from the school or respective teacher.

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

Please prove the sum of costs for borrowing or purchasing these with the corresponding proof of purchase (e.g. receipt).

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

This includes in particular:

- income from employment and self-employment, rent or lease, agriculture and forestry,
- Child Benefit (Kindergeld), cash replacement benefits such as Unemployment Benefit (Arbeitslosengeld), Insolvency Benefit (Insolvenzgeld), Transition Benefit (Übergangsgeld), continued payment of wages in case of sickness (Krankengeld), Vocational Training Grant (Berufsausbildungsbeihilfe),
- pensions from the statutory social insurance scheme (e.g. old-age pension or miners' compensation payments (Knappschaftsausgleichleistungen), accident or injured persons' pensions), foreign pensions, company pensions or retirement pensions,
- maintenance payments, benefits in accordance with the Maintenance Advance Act (Unterhaltsvorschussgesetz),
- interest, capital gains,

14 **Kostenaufwändige Ernährung**
Costly diet

15 **Mehrbedarf bei Behinderung**
Additional needs benefit in case of disability

16 **Merkzeichen G oder aG**
G or aG designation

17 **Unabweisbarer besonderer Bedarf**
Indisputable special needs

17a **Schulbücher/Arbeitshefte**
Schoolbooks / workbooks

18 **Einkommen**
Income

- Housing Benefit (Wohngeld), Social Assistance (Sozialhilfe) in accordance with Book Twelve of the German Social Code, and
- other ongoing or one-off revenues (e.g. Parenting Benefit (Elterngeld), Constant Attendance Allowance for educational activities (Pflegegeld für erzieherischen Einsatz) in accordance with Book Eight of the German Social Code).

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

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

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

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

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

Assets are applicable if they can be used to sustain a livelihood or if their monetary value can be used to sustain a livelihood through use, sale, mortgaging, renting or letting. Assets which the owner cannot command are not applicable (e.g. because the asset is pawned). If an irrevocable exclusion of sale (Verwertungsausschluss) is agreed with an insurance company, an asset cannot be sold from an insurance in the amount of an allowance of € 750.00 per full year until retirement. Whether an asset is applicable will be determined by the relevant Jobcenter.

In order to evaluate the assets, the Jobcenter can demand for inspection the presentation of appropriate documentation, such as the latest annual statements or bank statements (for further information, see no. 42 "bank statements"). The Jobcenter can make copies of the above-mentioned documents and file any information relevant for the granting of benefits. Changes in the circumstances of your assets in the benefit community (Bedarfsgemeinschaft) impact on the amount of Unemployment Benefit II (Arbeitslosengeld II) and Social Benefit (Sozialgeld) to be paid and must always be reported promptly.

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

Such entitlements include, for example:

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

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

Please enter the information in the table without any gaps.

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

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

19 Vermögen Assets

Wann ist Vermögen
verwertbar?
When are assets applicable?

20 Vorrangige Leistungen Priority entitlements

21 Anspruch gegenüber der Agentur für Arbeit Claim against the em- ployment agency

Claims against third parties are, e.g.:

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

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

A person can go to the foreigners' registration office (Ausländerbehörde) or agency abroad (Auslandsvertretung) and commit to providing financial support if there is a need for help. This is called a declaration of commitment. You must present the declaration of commitment in order to have your further entitlement assessed.

The Jobcenter is obliged to guarantee health and nursing care insurance for you and the members of your benefit community. For this, the Jobcenter must know if and in what form (statutory or private), you and the members of your benefit community were previously members of a health insurance fund.

You generally have the right to choose a health insurance scheme to the extent that employed persons subject to insurance may choose. If you were previously insured under the statutory scheme and the reason for insurance changes (e.g. Unemployment Benefit II (Arbeitslosengeld II) following employment subject to insurance) or if the type of benefit changes (e.g. receipt of Unemployment Benefit II (Arbeitslosengeld II) following receipt of Unemployment Benefit (Arbeitslosengeld), you have a renewed right to choose a health insurance scheme with consecutive memberships which are connected seamlessly or within one month. You can then select from the various statutory health insurance schemes. Here, the right to choose a health insurance scheme must be exercised at the latest two weeks after the mandatory insurance comes into effect for the health insurance scheme that you have chosen.

Please specify the corresponding information and present a membership certificate or other proof of the selected health insurance provider. If you would like to remain with your previous statutory insurance provider, this can be specified as the previous health insurance provider. In this case, the most recent and valid electronic health card or a copy of this can be presented as proof as an alternative. No copy of the electronic health card is kept on file.

If you were previously insured as part of a family insurance scheme, from the time you start receiving Unemployment Benefit II (Arbeitslosengeld II) you have the right to choose a statutory health insurance provider. In the event that you wish to exercise this choice, please submit a copy of your membership certificate or other form of documentation from the chosen health insurance provider within two weeks, ideally when submitting your application for Unemployment Benefit II (Arbeitslosengeld II). If you do not choose a new health insurance provider, you will be compulsorily insured with your previous health insurance provider. In this case, the most recent and valid electronic health card or a copy of this can be presented as proof as an alternative. 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 Unemployment Benefit II (Arbeitslosengeld II), please fill in Appendix SV.

Appendix SV is also to be completed if you:

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

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

[For further information, see no. 52 "Extra payment for health and nursing care insurance contributions".](#)

22 Ansprüche gegenüber Dritten
Claims against third parties

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

24 Verpflichtungserklärung
Declaration of commitment

25 Kranken- und Pflegeversicherung; Krankenkassenwahl
Health and nursing care insurance; Choosing a health insurance scheme

26 Zuletzt privat, freiwillig gesetzlich oder nicht versichert
Most recently privately insured, voluntarily insured in a statutory fund or uninsured

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

However, under certain circumstances (e.g. full-time self-employment) there is no obligation to be insured as part of a statutory health and nursing care insurance scheme. In such cases you would ultimately be obliged to join another scheme (private or voluntary member of the statutory health and nursing care insurance fund). If you have any other questions about this, please contact your health insurance fund (Krankenkasse).

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

The BIC and IBAN numbers are usually provided on your bank statement. You can also find the BIC and IBAN numbers on your online banking website, for example under "My data" or "Account details", depending on what this is called on your bank or savings bank's website. This information is also provided on the debit and cash cards of most banks and savings banks. It is only necessary to provide your BIC if you specify an account outside of the European Economic Area.

For technical reasons, it is not possible to receive Unemployment Benefit (Arbeitslosengeld) and Unemployment Benefit II (Arbeitslosengeld II) into two different bank accounts at the same time.

Please note that in the case of transfers to a credit card collective account, it is not possible to specify the credit card number in the payment reference and this may lead to payments being returned. We therefore urge you to use a current account for the benefit payments.

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

On the www.jobcenter.digital website, you will find a great deal of information about financial benefits such as Unemployment Benefit II (Arbeitslosengeld II) and Social Benefit (Sozialgeld) but also about the subjects: looking for work, family, health, and further education and training. You can also take care of your most important matters online, such as filling out forms online and sending them securely, or communicating changes online with ease. To make use of the online offer on www.jobcenter.digital, you only need to register. You can have your password-protected user account activated in your Jobcenter. The case worker can grant you access to eServices directly on site or you will receive your access credentials by post.

The temporary (intermittent) benefit community is a special form of benefit community (Bedarfsgemeinschaft). A temporary benefit community applies if:

- the parents of a minor child are not merely temporarily separated and
- the minor child regularly stays at alternate parental households.

The residence of the child is to be assessed independently of the right to custody and contact based on the actual circumstances. Visits to one parent which are shorter than twelve hours do not justify a temporary benefit community.

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

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

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

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

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

27 BIC/IBAN

Was ist, wenn ich kein Konto habe?
What if I don't have a bank account?

28 eServices

29 Temporäre Bedarfsgemeinschaft Temporary benefit community

30 Sonstige Wohnkosten Other living costs

31 Schuldzinsen Interest on debt

If the indisputable special need relates to a medical condition, an appropriate medical certificate in which a doctor confirms the particular requirement with reference to the condition is sufficient. If you have any reservations about providing information on your medical condition to a case worker, you can provide this information in a sealed envelope. This will then be forwarded to the Jobcenter's Medical Service who will carry out an evaluation of the additional need but without stating the condition.

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

- The pupil is younger than 25.
- The pupil attends a general or vocational school and does not receive training pay.
- The work takes place during the school holidays, i.e. between two periods of schooling.
- The income does not exceed gross € 2,400 in the calendar year.

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

Expense allowances must also be specified if they are exempt from taxation (Section 3 nos. 12, 26, 26a or 26b Income Tax Act (Einkommensteuergesetz)).

Expenses which are incurred as part of practicing a secondary, voluntary or charitable job may be listed in note form. Please provide proof of the expenses. If an employer can be identified from the documents, this information may be blacked out.

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

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

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

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

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 also be entitled to Child Benefit. The child himself/herself, however, is not entitled to Child Benefit.

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

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

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

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

32 Nachweis über besonderen Bedarf
Evidence of special need

33 Ferienjob
Holiday work

34 Aufwandsentschädigungen
Expense allowances

35 Eintritt einer Sperrzeit
Suspension of benefits

36 Einmalige Einnahmen
One-off revenues

37 Unregelmäßige Einnahmen
Irregular revenues

38 Kindergeld
Child Benefit

Wie wird das Kindergeld berücksichtigt, wenn mein Kind nur zeitweise bei mir lebt?
How is the Child Benefit considered if my child lives with me only periodically?

39 Kindergeldbescheid
Child Benefit notification

In connection with income from employed work, expenses are often incurred (income-related expenses). The necessary expenses are considered as a reduction in pay. In this way, for example, the expenses for the journey between your home and workplace is generally deducted on your income with € 0.20 per kilometre of distance.

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

- Expenses in connection with your employment contract (e.g. travel expenses, working resources, meals),
- Subsistence allowances,
- Parental income which is considered as part of educational assistance (e.g. Vocational Training Grant (Berufsausbildungsbeihilfe), Training Allowance (Ausbildungsgeld) and benefits in accordance with the Federal Educational Assistance Act (Berufsausbildungsförderungsgesetz – BAföG)) of a child,
- Expenses for legally prescribed insurance schemes (e.g. motor vehicle liability insurance),
- Private insurance for minor children. For the appropriate private insurance for minor children, a flat-rate sum of € 30.00 is deducted from the income of the minor child each month.

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

It is generally necessary to present bank statements when making each application. As a general rule, bank statements of the last three months of every account managed by the members of the benefit community must be presented for inspection.

When presenting bank statements, it is generally allowed to black out special types of personal data. This includes information about political opinions, religious and ideological beliefs, membership of a trade union, health or sexual life. However, you may only black out passages in case of expenditure, not in case of income. Only certain information with regards to the recipient and the transaction text may be blacked out, in the case of expenditure. The transaction concerned must remain understandable for review by the Jobcenter. In the case of payment of membership fees for political parties, for example, blacking out the name of the party in a bank statement is possible provided that the payment reference "membership fee" is still legible.

The bank statements presented may be stored/saved in the Jobcenter files as a copy 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 relevant Jobcenter shall decide about the storage/saving of your bank statements on a case-by-case basis. If storage/saving is not required, the bank statements or copies will be returned to you, or destroyed in line with the data protection regulations.

Information on the fair market value of real estate or owner-occupied flats is necessary so that if necessary, the Jobcenter can examine the issue of utilisation of the real estate through sale, mortgaging or renting. Sales contracts or valuation reports (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 takes as a basis for the calculations the values from guideline private value tables for undeveloped real estate, and the information from sales price collections of expert committees at land registry and land surveying offices for developed real estate.

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

- the damage/injury was not deliberate and
- a domestic community existed.

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

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

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

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

40 **Werbungskosten/
Absetzungen
Income-related costs /
dispositions**

41 **Unterhaltstitel
Maintenance order**

42 **Kontoauszüge
Bank statements**

43 **Verkehrswert von
Grundstücken
Fair market value of
real estate**

44 **Häusliche Gemein-
schaft mit der Person,
die den Unfall/Schaden
verursacht hat
Household community
with the person who
caused the acci-
dent/damage**

45 **Nachweis eines Scha-
densersatzanspruchs
Proof of claim for com-
pensation**

46 **Ärztliche Gutachten
Medical opinions**

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

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

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

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

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

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

Furthermore, members of a benefit community who are not capable of work – i.e. who receive Social Benefit (Sozialgeld) – or who receive Unemployment Benefit II (Arbeitslosengeld II) only in the form of a credit can also apply for an extra payment for insurance contributions if they are compulsorily insured members of a statutory health insurance scheme, voluntary members of a statutory health insurance scheme or members of a private health and nursing care insurance scheme.

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

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



You can also find helpful tips for filling out the application documents for SGB II in videos at: <https://www.arbeitsagentur.de/erklaer-videos-alg2>

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

48 **Vertreter/in Representative**

49 **Schriftverkehr Correspondence**

50 **Sonstiges Einkommen Other income**

51 **Nachweis der Vaterschaft bei nichtehelichen Kindern Certification of paternity in the case of illegitimate children**

52 **Zuschuss zu den Kranken- und Pflegeversicherungsbeiträgen Extra payment for health and nursing care insurance contributions**