jobcenter

Guidelines for applications for Citizen's Benefit

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Guidelines for filling out the application forms for Citizen's Benefit in accordance with Book Two of the German Social Code (SGB II)

Further information is provided in the "leaflet on the SGB II". The specific position in the leaflet is shown in parentheses in the respective reference. You can access the leaflet on the SGB II directly using the QR code below.

For secure, quick and easy contact with the Jobcenter, please use our eServices. You can, for example, fill out forms online or provide notification of changes at http://www.jobcenter.digital
You can access our website directly using the QR code provided below.

You can learn more about Citizen's Benefit on the website.
Explanatory videos on Citizen's Benefit are also available there.

Notes on data protection (Hinweise zum Datenschutz)

The Jobcenter requires your data to determine if you are entitled to Citizen's Benefit and to be able to pay the corresponding benefit to you.

The protection of your personal data is very important to us, which is why your personal data is processed in accordance with the statutory provisions, in particular the General Data Protection Regulation of the European Union (GDPR) and the German Social Code. Supporting documents and proof that are submitted as required will be scanned in accordance with the data protection regulations before being permanently destroyed following a short retention period.

When submitting supporting documents, redacting information of special categories of personal data is permitted. This includes, for example, information concerning ethnic origin, political opinions, personal beliefs, trade union membership, health or sex life (Art. 9 (1) GDPR).

Information concerning religious affiliation may therefore be redacted in copies of birth certificates. You are also permitted to redact the information on the identity of a landlord in the copy of a rental contract if the Jobcenter is not required to transfer the rent directly to the landlord.

If texts are redacted, particulars such as membership fees, grants and donations must remain recognisable, however.

Further information relating to data protection is available from the Jobcenter responsible for your case and online at www.arbeitsagentur.de/datenerhebung

Note 1: Account (Hinweis 1: Konto)

(Leaflet on the SGB II, sections 8.9.1 and 8.9.2)

You can find your IBAN on your bank statement, in your online banking account or on your bank debit card.

If you are in receipt of both Unemployment Benefit and Citizen's Benefit, it is not technically possible for these benefits to be paid into two separate bank accounts.

If you do not have a bank account, you can also receive payments owed to you in the form of a cheque. You can also collect your Citizen's Benefit in cash at any payments office of the Deutsche Post or Deutsche Postbank. This incurs costs which will be deducted at a fixed rate from your Citizen's Benefit, however.

Note 2: Pension insurance number/social security number (Hinweis 2: Rentenversicherungsnummer/Sozialversicherungsnummer)

(Leaflet on the SGB II, section 11.3.1)

You can find your pension insurance/social security number on your social security card. Alternatively, you can obtain your pension insurance/social security number from the pension insurance fund or your health insurance provider.

Note 3: Declaration of commitment (Hinweis 3: Verpflichtungserklärung)

A person can go to the foreigners' registration office or an agency abroad and commit to providing you with financial support if you are in need of such support. This is known as a "declaration of commitment".

To assess your entitlement for benefits, please submit any such declaration of commitment. If you do not have the declaration of commitment in your possession, please submit other suitable documents such as the particulars of the person who provides you with financial support.

Note 4: Your application (Hinweis 4: Antragstellung)

(Leaflet on the SGB II, section 4.1)

Your application usually starts on the first day of the month in which you submit your application (Section 37 (2) sentence 2 of Book Two of the German Social Code (SGB II)). This means we require the information relevant for your case for the entire month of your application. You also have the option of applying for benefits from a specific point in time (for the following month, for instance).

Note 5: Capacity to work (Hinweis 5: Erwerbsfähigkeit)

(Leaflet on the SGB II, section 8.1.1)

Persons who are capable of working for at least three hours per day are deemed to have capacity to work.

Persons who cannot be expected to work temporarily, for example, due to illness or disability (not expected to last longer than 6 months), pregnancy, raising a child under the age of three years, caring for family members who are in need of care or attending school, are also considered capable of work.

It is only possible to claim benefits according to Book Two of the German Social Code (SGB II) if at least one person in your benefit community is capable of work.

Note 6: School/higher education/vocational training (Hinweis 6: Schule/Studium/Ausbildung)

(Leaflet on the SGB II, section 8.8.4)

If you attend a vocational college or are undertaking higher education or vocational training, you may be entitled to benefits according to the Federal Educational Assistance Act (BAföG), or to a Vocational Training Grant (BAB) or Training Allowance (ABG).

If you have a claim to BAföG/BAB/ABG, you are obliged to claim them in the first priority. Your Jobcenter may ask you to apply for BAföG/BAB/ABG if you have not yet made an application for them and if your training programme is eligible for such funding.

To do this, you will be required to provide the appropriate supporting documents. This can be a certificate from your college, a certificate confirming your enrolment at university or your vocational training contract. If you present a vocational training contract as proof of your vocational training, you can redact any information which is not required.

Note 7: Schoolbooks/workbooks (Hinweis 7: Schulbücher/Arbeitshefte)

(Leaflet on the SGB II, section 8.6)

The costs of schoolbooks and workbooks can be covered if they are necessary but they are not provided free of charge by either the school or by third parties (such as the funding institution for the school). An instruction for purchase must be provided by the school or the respective teacher. Please enclose the respective supporting document from the school and a sales receipt. The supporting documents and sales receipts must include the ISBN numbers of the schoolbooks and workbooks.

The costs of borrowing these schoolbooks (and workbooks, if applicable) against payment can also be covered to the amount of the student's personal contribution.

Note 8: Benefit community (Hinweis 8: Bedarfsgemeinschaft)

(Leaflet on the SGB II, section 8.2)

In making an application, you form a benefit community. The following persons are also members of your benefit community:

- your wife/husband,
- your registered partner,
- your partner (“cohabitation community”) who lives with you,
- children living in the household who are not married (including children of the above persons) and who are under 25 years of age.

If you are the applicant and between 15 and 24 years of age, your parent or parents who live in the same household are also part of your benefit community. However, if you have a child of your own and/or you are married, your parent or parents who live in the same household **are not** part of your benefit community.

Note 9: Persons entitled to benefits according to the Asylum Seekers’ Benefits Act (Hinweis 9: Berechtigte nach dem Asylbewerberleistungsgesetz)

(Leaflet on the SGB II, section 8.1)

Persons entitled to benefits according to the Asylum Seekers Benefits Act are not eligible for benefits according to Book Two of the German Social Code (SGB II).

The proof of your current residence status in the form of a residence permit, temporary residence permit or temporary suspension of deportation is filed as a copy at the Jobcenter.

If you use the decision from the Federal Office for Migration and Refugees as such proof, you are only required to provide the pages which show the legal basis and validity for the recognition or granting of subsidiary protection according to the Residence Act. You are not therefore required to submit the full decision from the Federal Office for Migration and Refugees.

Note 10: Claims against third parties (Hinweis 10: Ansprüche gegenüber Dritten)

(Leaflet on the SGB II, section 13)

The following are examples of claims against third parties:

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

Note 11: Additional Needs Benefit for expectant mothers (Hinweis 11: Mehrbedarf für Schwangere)

(Leaflet on the SGB II, section 8.6)

A pregnancy can be certified by providing a doctor’s certificate or presenting the German “Mutterpass” pregnancy record. No copies of such documentation will be kept on file. A doctor’s certificate can result in costswhich will not be borne by the Jobcenter.

Note 12: Additional Needs Benefit for costly diet (Hinweis 12: Mehrbedarf für kostenaufwändige Ernährung)

(Leaflet on the SGB II, section 8.6)

If you require a costly diet due to health reasons, written confirmation from your attending physician is required. Please use the MEB attachment or submit a medical certificate.

The medical certificate must provide information on your illness and your prescribed diet. The fees for issuing the medical certificate can be reimbursed up to a reasonable amount (currently 5.36 euros) upon application.

Note 13: Indisputable special needs (Hinweis 13: Unabweisbarer besonderer Bedarf)

(Leaflet on the SGB II, sections 8.6 and 8.8.1)

Costs which arise due to special circumstances can be covered on application if you are not able to cover these costs through your savings or in any other way. These include, for example:

- hygiene products required on a permanent basis in the case of specific illnesses (such as HIV or neurodermatitis),
- costs incurred when exercising visiting rights in the case of separated parents.

A medical certificate is sufficient as a supporting document as proof of an illness. If you have any concerns about disclosing your illness to the case worker, you can submit the documents in a sealed envelope. This will then be forwarded to the medical service of the Jobcenter, which will issue an opinion on the Additional Needs Benefit without mentioning the specific illness.

As proof of the costs of exercising the visitation right, please submit a decision by the Youth Welfare Office or court or the agreement with the parent who is living separately, for example.

These costs do not include expenses that are already included in the Citizen's Benefit (such as dentures). In special cases, an interest-free loan may be granted.

Note 14: Residential facility (Hinweis 14: Stationäre Einrichtung)

If you are currently staying at a residential facility, it is necessary to specify the type of facility, (for example, hospital, care or rehabilitation facility, prison). Please also state the expected duration of your stay if this is known or can be estimated. Please submit proof of the information you provide.

Note 15: Health and nursing care insurance (Hinweis 15: Kranken- und Pflegeversicherung)

(Leaflet on the SGB II, section 11.1)

The Jobcenter is obliged to ensure that you and the members of your benefit community have health and nursing care insurance, also if you were previously uninsured. To do this, the Jobcenter requires information from you about your previous health and nursing care insurance.

You are free to choose a statutory health insurance provider when you start receiving Citizen's Benefit. If you wish to exercise this choice, please submit a copy of your membership certificate or another supporting document from your chosen health insurance provider within two weeks, ideally when submitting your application for Citizen's Benefit. Otherwise you will be insured with your previous health insurance provider. In this case, a copy of the most recent electronic health card can also be presented as proof. The electronic health card will not be copied or kept on file.

Privately insured persons are generally entitled to a subsidy towards their health and nursing care insurance premiums if statutory health and nursing care insurance is not possible.

Please provide proof of the private health insurance premiums you pay. The document must show whether these correspond to the premiums in your basic individual premium rate. If you are not insured under the basic rate plan, please also provide evidence of the premiums in this plan. The subsidy is generally paid directly to the respective health insurance provider. Therefore, please provide the bank details of your health insurance provider.

If you require additional financial support as a direct result of paying your premiums for your statutory or private health and nursing care insurance, you will be paid a subsidy from the Jobcenter for these insurance premiums in the amount which is necessary to ensure that you do not require additional financial support. If you have statutory insurance, the subsidy will be paid to you, if you have private insurance, it will be paid to the private health insurance provider.

If you have further questions, please contact a health insurance provider.

Note 16: Household community (Hinweis 16: Haushaltsgemeinschaft)

(Leaflet on the SGB II, section 8.2)

Your household community includes the following persons who live with you in your household:

- Relatives and in-laws (grandparents, uncles, aunts) and/or
- Foster children and foster parents.

Please fill out the HG attachment individually for **every person** who lives with you in your household.

An apartment-sharing community is neither a benefit community nor a household community. In this case it is not necessary to fill out the HG attachment.

Note 17: Community of responsibility and support (Hinweis 17: Verantwortungs- und Einstehensgemeinschaft)

(Leaflet on the SGB II, section 8.2)

If a community of responsibility and support exists, the income and assets of the partner are also taken into account.

A community of responsibility and support is considered to exist if **you live in a partnership in the same household** and agree to take responsibility for each other and support each other.

A mutual relationship of taking responsibility for each other and supporting each other is assumed to exist if you:

- have been living together for more than one year,
- live together with a child of both partners,
- jointly take care of children or family members in the household, or
- have permission to make use of the other partner's income and assets.

Other factors can also provide the basis for the existence of a community of responsibility and support. These can include, for example, the promise of marriage, living together in a jointly-owned property, or the actual nursing care of a partner in a shared household. In this context, it may be the case that the Jobcenter will request further information from you or the person with whom you are (apparently) living in a partnership.

Note 18: Additional Needs Benefit for decentralised hot water supply (Hinweis 18: Mehrbedarf für die dezentrale Warmwassererzeugung)

(Leaflet on the SGB II, section 8.6)

If hot water is supplied on a decentralised basis (from a flow heater, boiler or gas heater), for example, an Additional Needs Benefit for decentralised hot water supply is granted. Therefore, to assess your claim, make sure that you fill out the "sources of energy" section in the KDU attachment.

Note 19: Assets (Hinweis 19: Vermögen)

(Leaflet on the SGB II, section 9.4)

Please provide information on the assets of all the persons in the benefit community in the self-declaration of assets (VM).

Assets include, for example:

- (online) bank and savings accounts, cash, securities, equities, bonds, equity funds, crypto currency holdings,
- claims,
- motor vehicles (for example car, motorbike),
- endowment policies, private pension insurance, building loan contracts,
- developed or undeveloped real estate, house ownership, (for example detached, semi-detached or terraced family houses) owner-owned apartments, and
- other types of assets (for example valuables, paintings, jewellery).

Please also state any assets you hold abroad. The question of whether an asset is applicable will be determined by the responsible Jobcenter.

In some cases, the Jobcenter will request to view supporting documents.

Note 20: Bank statements (Hinweis 20: Kontoauszüge)

(Leaflet on the SGB II, section 14)

When presenting supporting documents, you are generally allowed to redact, that is to say render unintelligible, certain categories of personal data. This includes, for example, information concerning ethnic origin, political opinions, personal beliefs, trade union membership, health or sex life (Art. 9 (1) GDPR). You are not permitted to redact information which does not belong to a special category of personal data.

Please also note that you are only permitted to redact information which relates to expenditure transactions and not your income. It is only possible to redact certain passages concerning the recipient and the transaction text for expenditure transactions. The transaction itself must remain intelligible to the Jobcenter. For instance, in the case of the payment of membership fees for political parties, redacting the name of the party in a bank statement is possible provided that the payment reference "membership fee" is still legible. Only clearly unnecessary data such as the name of the supermarket may be redacted, as long as the expense remains visible as a purchase.

Bank statements may be filed as a copy at the Jobcenter if their content has a direct impact on your legal entitlement to the benefits that you have applied for according to Book Two of the German Social Code (SGB II). Otherwise they will be destroyed in accordance with the data protection regulations.

Note 21: Income (Hinweis 21: Einkommen)

(Leaflet on the SGB II, section 9.1)

Income means all earnings in the form of money or, in certain cases, benefits in kind such as free food and drinks. Therefore, please state all such earnings and provide corresponding supporting documents.

Income includes, in particular, the earnings referred to under section C in the EK attachment. For further earnings, entries can be made in the “Other (not listed) income” checkbox.

Note 22: Additional Needs Benefit in the case of disability and G designation (Hinweis 22: Mehrbedarf bei Behinderung und Merkzeichen G)

(Leaflet on the SGB II, section 8.6)

The G designation can be proven by presenting the registered disabled person’s pass. No copies of such document will be kept on file. A documentation process takes place for the submission itself, however.

Note 23: Fair market value of real estate property (Hinweis 23: Verkehrswert von Grundstücken/Immobilien)

Sales contracts or fair value reports (a copy of each) that are not older than three years may be used as proof. If such documents are not available, information can be requested from the responsible land registry and surveying offices.

Note 24: Holiday job (Hinweis 24: Ferienjob)

A holiday job means a job which is held by a school pupil during the school holidays.

Note 25: Expense allowances/fixed compensation for expenses (Hinweis 25: Aufwandsentschädigungen/Aufwandspauschalen)

Expense allowances are payments (monetary benefits/benefits in kind) which you receive when you do voluntary or charitable work as compensation for your efforts or the expenses incurred in connection with doing this work. In general, these payments are based on the regulations subject to public law and are paid from public funds. Typical activities are, for example, working as training instructor in an association.

Expenses which are incurred as part of performing voluntary or charitable work may generally be listed in note form. Please provide supporting documents as proof of the expenses. If an employer can be identified from the supporting documents, this information may be redacted.

Note 26: Income-related costs/dispositions (Hinweis 26: Werbungskosten/Absetzungen)

(Leaflet on the SGB II, section 9.2)

Income-related costs are expenses which arise in the context of income from a gainful employment.

A fixed amount of 100.00 euros is deducted from the income (known as the basic disposition amount).

Other expenses deducted as income-related costs include:

- expenses relating to your employment (for example, the costs of using public transport or driving a motor vehicle to travel between your home and workplace at 0.20 euros per kilometre, work equipment, food),
- maintenance payments,
- parental income which is considered in terms of the educational and training support for a child (for example Vocational Training Assistance, Training Allowance and payments in accordance with the Federal Educational Assistance Act (BAföG)),
- expenses for legally prescribed insurance schemes (for example motor vehicle liability insurance),
- private insurance for children who are minors. To provide appropriate private insurance for children who are minors, a fixed rate amount of 30.00 euros is deducted from the income of the child who is a minor each month.

The disposition amounts are always determined on an individual basis.

Note 27: Other living costs (Hinweis 27: Sonstige Wohnkosten)

Other living costs are costs that are not listed in the rental agreement. Costs that are not generally to be considered are the costs of electricity, cable charges and telephone costs.

Note 28: Interest on debt in the case of home ownership (Hinweis 28: Schuldzinsen bei Wohneigentum)

Accruing interest on debt can be proven by presenting an annual bank statement or an interest and repayment plan, for example. Unnecessary information can be redacted.

Note 29: Proof for maintenance claims (Hinweis 29: Nachweise für Unterhaltsansprüche)

Proof for maintenance claims can be, for example:

- rulings/orders/settlements issued by a court
- notarial certificates
- certificates from the Youth Welfare Office
- out-of-court maintenance agreements
- temporary orders

The documents required to pursue the claims will only be kept on file if it is established during an assessment of the benefit claims that the maintenance claims could be transferred to the Jobcenter according to Book Two of the German Social Code (SGB II) in the case of the benefits being granted. In the event of a divorce decree or decision, a submission of the actual maintenance order will suffice.

Note 30: Representative (Hinweis 30: Vertreter/in)

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