

Information on the Child Allowance

General information

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 child allowance currently amounts to up to 297 euros per child, per month. For detailed information, see the "child allowance leaflet" (available at www.kinderzuschlag.de).

Information on the application process:

You can apply for child allowance electronically at www.kiz-digital.de and upload the required proof and supporting documents.

If you would like to use the forms, please complete the "child allowance application form" and the "Enclosure on applicant and partner" and an "Enclosure on child" for each child under 25 years of age living in your household (also temporarily). 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 website www.kinderzuschlag.de.

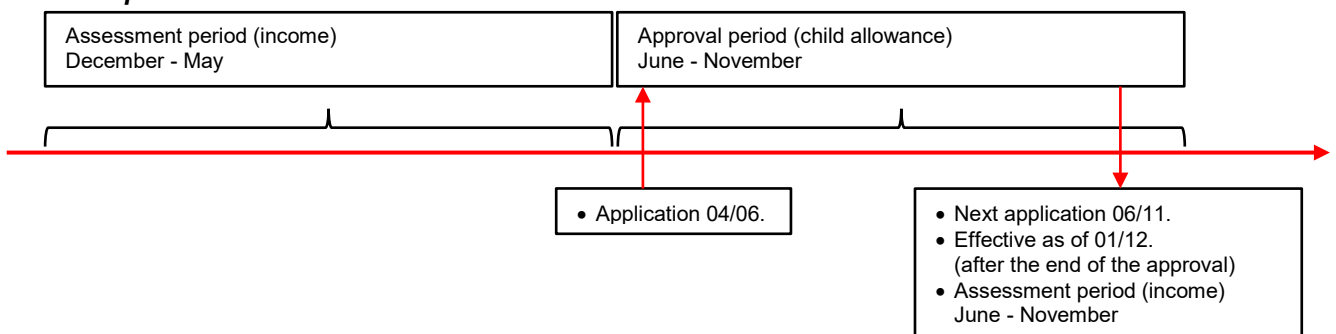
Information on the child allowance:

Please note that the child allowance can only be approved from the month of application onwards.

The child allowance is generally approved for six months (this is known as the **approval period**). A new application is then required.

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**).

For example:



Information on the next 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.

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 the family's circumstances and income during the six months of your current approval period, you may also be eligible to make a short application.

Instructions for filling out the application

1 Applicant

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.

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.

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.

4 Children

In point 4 of the application 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 receive a Child Benefit for one or more children under 25 years of age living in your household (item 6 or 7 in the application), the information on the income and expenditure of this child(ren) is also required for calculating the child allowance. In this case, please also fill in an “Enclosure on child”.

The income of a child is considered only for that child and is not transferred or assigned to other children or parents. In exceptional cases, the Child Benefit may be credited to the person entitled to the Child Benefit.

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)

If you live in **rented accommodation**, please provide evidence of your **current monthly housing costs** in the month of application. Housing costs for persons living in rented accommodations include the rent and the associated heating and utilities costs (e.g. for water and waste removal).

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. Living costs for persons living in their own property are heating and utilities costs (e.g. for water, sewage, waste removal, building insurance, property tax) and, if applicable, interest on loans.

The costs for household electricity are not taken into account.

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:

- Non-owner-occupied real estate property (including undeveloped land)
- Car or motorcycle with a sales value above 15,000 euros
- Cash
- Current accounts and other accounts (e.g. credit cards, PayPal, daily savings accounts, cryptocurrency)
- Savings accounts, savings books, fixed-term deposits, savings bonds
- Securities (e.g. shares, bonds, fund shares)
- Building savings contracts
- Insurance policies with premium refunds (e.g. capital life insurance, private pension insurances)
- Other assets (e.g. precious metals, antiques, paintings, jewellery).

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.

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

Number of persons in the benefit community	Amount
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, measures to participate in working life, severe disability with the G designation in case of full incapacity, or 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).

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 as well as **notices concerning other benefits together with evidences of the payout**) for this period.

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), trainee salaries, remuneration from an internship, trainee work or an apprenticeship or a practical study semester. Evidence must also be presented for income from a youth/Federal Voluntary Service as well as other non-profit or voluntary activities. Income that school students earn during "holiday jobs" must also be stated, but is not, or only partially, taken into account.

In the case of income from **self-employment**, the filled in "Enclosure on income from self-employment" of the Family Benefits Office is also required. Operating income and expenditure for the last six months before the application is submitted can be proven, for example, by monthly business analyses or similar for the period in question.

If you and your partner's sole source of income in the last six months prior to the start of the approval period was the Citizen's Benefit, Social Assistance or benefits for asylum seekers, you are not entitled to the child allowance.

In addition, the Family Benefits Office requires information on **expenditure**.

If travel costs for public transport are incurred, the monthly costs must be proven, e.g. by a copy of your monthly ticket with the apparent cost contribution. Where the applicant travels by car, the daily distance to work (one-way only) and the number of working days in the week on which the vehicle is used shall be indicated. If the distance varies or has changed in the last six months, please let us know.

Evidence of insurance premiums is only required for insurances prescribed by law (e.g. motor vehicle liability insurance) as well as for voluntary statutory or private health and nursing care insurance and private pension insurance for persons who are not legally insured. No evidence is required for private insurances such as household contents insurance, legal expenses insurance, animal insurance, dental supplemental insurance, instalment loss insurance, private liability insurance or similar, as these are deducted at a flat rate.

Costs for childcare are taken into account as income-related costs, excluding food costs and additional contributions, if they are not covered or reimbursed by another body.

Additional expenses for meals are generally deducted as income-related costs at a flat rate of EUR 6.00 per day if the employer provides evidence of a minimum of 12 hours' absence from the centre of activity and from the home.

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.

If you do not currently have all the required evidence available, you can still submit the application for child allowance and submit missing evidence online using the "Notification to the Family Benefits Office" feature.

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.kinderzuschlag.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, after submitting the application, for example, if

- another child has been born into the family,
- another child under the age of 25 moves into the household,
- a child leaves your household,
- a child has married, has moved into your household with a partner or has had a child of their own,
- a child is reported missing or deceased,
- you, the other parent or your partner have moved out of the joint household or you have moved into a household together,
- your family has moved abroad.

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.kinderzuschlag.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** or schedule a video chat with the Family Benefits Office.

Data protection

The Family Benefits Office of the Federal Employment Agency requires your data in order to establish your entitlement to child allowance and, if applicable, to be able to pay this benefit to you. All information you provide to the Family Benefits Office in this context is subject to secrecy as social data and to data protection. This means that your data will only be transferred to other bodies if this is necessary for the fulfilment of their tasks and such transfer is permitted by law. Your personal data required for processing will be electronically saved and stored by the Family Benefits Office of the Federal Employment Agency, processed electronically and protected from access by third parties.

Please also make sure to render any data of special categories of personal data (Article 9 of the General Data Protection Regulation of the European Union (GDPR)) unreadable. Special categories of personal data contained in documentation, such as information on your ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, health or sex life, may be redacted in the supporting documents submitted.

For example, an expectant mother's expected due date is required to process the child allowance. Other health data on this supporting document may be redacted.

In order to take account of the additional need due to a costly diet, it is necessary to obtain data and information subject to confidentiality from the treating doctor. The declaration of release from professional confidentiality by you is voluntary.

There is also the possibility of redacting individual bookings in bank statements which are not necessary for the fulfilment of the task.

Income may not be redacted on the bank statements. This is because the Family Benefits Office needs to check any received income to see whether it reduces the entitlement to benefits. For postings of expenses, the posting and value date or the amount must also not be redacted. Only certain parts of the recipient and the booking text may be redacted, if the underlying transaction remains plausible for verification.

For more information about how the Family Benefits Office processes your data and about your rights under Articles 13 to 22 of the GDPR, please visit www.arbeitsagentur.de/datenschutz-familienkasse. Here you will also find the contact data of the data protection officer.

Documents in the electronic file relating to the child allowance will normally be kept for a period of six years after the child allowance has been paid.