



Bundesagentur für Arbeit

## Foreword

This fact sheet informs you about the most important prerequisites and the necessary steps to Benefits of the basic provision for jobseekers – Citizen's Allowance – to receive.

It explains the stations in the job centre and the special features for entitlement to benefits for the subsistence under the Second Book of the Code of Social Law.

especially what you should consider and follow, if you have applied for benefits.

The leaflet gives you an overview of the content of the statutory provisions. Read

Please follow it carefully so that you can inform yourself of your rights and duties .



### HINT

---

With the introduction of the citizen's allowance, the " UnemployedBenefit II" and "Social Benefit" by the term "citizen's money" has been replaced. However, the law continues to

between those who are able to work and those who are not able to work

beneficiaries. The previous

"Unemployment Benefit II" shall be referred to as "Citizen's Benefit pursuant to Section 19

subsection 1 sentence 1 of the Second Book of the Code of Social Law " (or also "citizen's allowance for eligible beneficiaries") ; the

For better readability, the leaflet, where previous "social money" as " citizen's money according to § 19 ArbZ

"Citizen's Allowance for Employable Beneficiaries" sentence 1 sentence 2 of the Second Book of the Code of

Social Law" (also for use in private benefits

in private cases), the

term "citizen's money".

---

Of course, the leaflet cannot go into every detail.  
shrink.

You can get more information from your Jobcenter.

 LINK

---

You can also find it on the Internet  
at [www.jobcenter.digital](http://www.jobcenter.digital) .

The various legislative texts referred to in the subsequent  
the following chapters,

You can access it on the Internet under the following link:

» [www.gesetze-im-internet.de](http://www.gesetze-im-internet.de).

---

# Table of contents

---

Foreword	2
Table of contents	4
List of abbreviations	8
Special character	8
Explanation the Usage of Symbols	9
<b>Citizen's</b>	
<b>How important on A Look</b>	<b>10</b>
<b>1 What signifies "Citizen's</b>	
<b>Basic security for jobseekers"</b>	<b>10</b>
<b>2 That Job center</b>	<b>12</b>
2.1 Assistance "from one Hand"	12
2.2 From the Application To Information – The Individual Stages in Job center	12
2.3 You Digital Job center	15
<b>3 Your Basic</b>	
<b>Duties and the Consequences</b>	<b>17</b>
3.1 <b>von Pflichtv Injuries</b>	
Duties the Termination or	17
3.2 Decrease of Benefit receipt	18
3.3 Meldepflichten and Reachability	20
3.4 <b>Obligation to</b>	<b>24</b>
reimburse	
<b>4 The Application – Issue of applications</b>	<b>26</b>
4.1 When become which one Performances	
4.2 Requested? 26	27
4.3 Who Requested Performances?	27
Is the Application form-bound?	
<b>5 The Audition at Hers</b>	
<b>Integration Specialist</b>	<b>29</b>
<b>6 The submission of</b>	
<b>the application</b>	<b>32</b>

<b>7</b>	<b>The Decision about Your Entitlement on Basic security benefits</b>	<b>33</b>
7.1	The Information	34
7.2	The Remedy	35
	<b>Depth Hints</b>	<b>36</b>
<b>8</b>	<b>The Application processing – You Claim on Basic security benefits</b>	<b>36</b>
8.1	Who has Claim on Citizen's Money?	36
8.1.1	Who is employable?	38
8.1.2	Who is in need of help?	38
8.1.3	Priority other (Social)Performances	38
8.2	Was signifies "Community of needs"?	40
8.3	Which one Performances gives is?	42
8.4	The Height some Standard requirements the	42
8.5	Fuse some Livelihood	43
8.6	Immediate child allowance Additional requirements	44
8.7	Requirements for Accommodation and Heating	45
8.7.1	Appropriate Cost Waiting period	45
8.7.2	Particularities at Move from the Household the Parents	47
8.8	Different Performances in Emergencies	48
8.8.1	Loan at Special Need	48
8.8.2	Kind than Standard requirements	49
8.8.3	Unique Performances	49
8.8.4	Performances for Trainee	50
8.9	When how and how long becomes Paid?	52
8.9.1	Free Transfer on one Account	53
8.9.2	Payment if They no Account have	54
8.9.3	Duration of approval	55
8.10	Seizure of Claim on Achievement	56

<b>9</b>	<b>How work oneself Income and Fortune from?</b>	<b>57</b>
9.1	What signifies "Income"?	58
9.1.1	Income that to consider is	58
9.1.2	Income that not to consider is	59
9.2	Which one Amounts can from the Income deducted become?	59
9.3	Time the Income Consideration	62
9.4	What mean "Assets" and "Waiting period"?	63
9.5	From the Assets to be deducted	65
9.6	Not than Assets to consider	65
9.7	Foresee from Immediate Assets-utilization	66
<b>10</b>	<b>Benefits for Education and Participation</b>	<b>67</b>
10.1	Which one Performances gives it?	67
10.2	How become the Performances rendered?	68
10.3	Application	68
<b>11</b>	<b>Social Security</b>	<b>70</b>
11.1	Sick- and Long-term care insurance	70
11.1.1	Health insurance choice	73
11.2	Accident insurance	74
11.3	Pension scheme	74
11.3.1	Message from Times without Benefit Receipt at the Pension scheme	75
11.4	Allowance to Insurance premiums	75
11.5	Allowance to Insurance premiums the Avoidance from Need for help	76

<b>12</b>	<b>Reductions in Performance</b>	<b>77</b>
12.1	Reductions in benefits at Breach	77
12.1.1	Breach	77
12.1.2	More Breach	78
12.1.3	Subsequent Participation/Declaration of Readiness	78
12.2	the Participation in Reductions in benefits at Failure to report	78
12.3	None Follow at Important Reason or exceptional Hardness	79
12.4	Limit the Reductions in benefits	80
12.5	Particularities at at the same time Reference from Unemployment benefit	80
<b>13</b>	<b>How become Claims against Third (before All on Maintenance Wage Damages) treated?</b>	<b>81</b>
<b>14</b>	<b>Privacy</b>	<b>85</b>
	<b>Final Thoughts Hints and Tips in Everyday life</b>	<b>90</b>
<b>15</b>	<b>Proof opposite Other Authorities and Facilities</b>	<b>90</b>
<b>16</b>	<b>Practical Tips</b>	<b>91</b>
16.1	Save – but how?	91
16.2	Work I Come! – The Application	92
	Index A–Z	95
	More Leaflets/Links	98

## List of abbreviations

<b>BA</b>	Federal Employment Agency
<b>BAB</b>	Vocational training allowance
<b>BAföG</b>	Benefits according to the Federal Training Act
<b>BZSt</b>	Förderungsgesetz Federal Central Tax Office
<b>or.</b>	respectively
<b>etc.</b>	and so forth
<b>if</b>	if necessary
<b>neces- sary.</b>	
<b>Per- sonal Pap.</b>	Personal contact person Contact
<b>SGB II</b>	Second Book of the Social Code
<b>SGB IX</b>	Ninth Book of the Social Code
<b>SGB X</b>	Tenth Book of the Social Code
<b>SGB XII</b>	Twelfth Book of the Social Code
<b>cf.</b>	comparisons
<b>for examp- le.</b>	for example

## Special character

€	Euro
%	Percent
§	Paragraph

# Explanation of the drawing use



## PLEASE NOTE

---

You need to pay particular attention to this, especially special in order to have negative consequences for you. to be able to avoid.



## SUMMARY

---

Here is the most important information briefly for you collected.

---



## HINT

---

Here you will find additional, useful information.

---



## TIP

---

Here you will find little advice that may be useful for you.

---



## LINK

---

Here is an explanation of where you can find information on the Internet. to find.

---

## EXAMPLE

---

Here, the content is presented using practical examples. Explained.

---

## Citizen's Allowance – The most important things at a glance

### 1 What does "citizen's money, Basic security for employment Seekers"

The basic provision for jobseekers according to the SGB II supports you with:

- Benefits for integration into work and
- benefits to secure one's livelihood.

The aim is that you will be able to make your own living in the future.

and that of your relatives from your own funds and on their own.

As the name shows, basic security is the safeguarding of the subsistence minimum, i.e. the Securing what is necessary for life.

This cover is intended for all those who have too little or have no own funds at their disposal .

Citizen's allowance can be received by employable persons,

if you are entitled to benefits. Unemployable persons

Persons who are employed with an employable benefit living in a community of needs,

may also be entitled to citizen's allowance .

Ben.

When calculating the benefits, the so-called community **of needs** . This can be made up of one or more persons, with min.

at least one person must be able to work. Life

several people in the same household and economic

together, they are usually all taken together.  
treated as a community of needs (see  
also » **Chapter 8.2**).

As a recipient of citizen's allowance, you and  
the persons belonging to your community of needs  
all possibilities for mitigation or termination  
of the need for help .

The cash benefits of the basic provision for employment  
are financed by taxpayers' money , not by  
unemployment insurance. The amount of the benefit  
is therefore not dependent on a previously achieved  
work  
dependent , but on what you have for the  
life at least and not self-inflicted

You can also receive citizen's allowance if you  
gainful employment, the earnings earned  
but is not sufficient to support your livelihood and the  
of your family. Unemployment is therefore  
not a prerequisite for receiving citizen's money.

## SUMMARY

---

The benefits of the basic income support are made up  
of  
taxes and they are used to bridge the gap  
as a guarantee of the subsistence minimum .  
Therefore, every opportunity must be used to ensure  
that the  
need for help .

SGB II supports you with various benefits  
integration into working life.

Advice and assistance on integration benefits  
You can get information from your local job center.

## 2 The Jobcenter

### 2.1 Assistance "from a single source"

Responsible for the provision of basic security benefits are provided by the Federal Employment Agency (BA) and the municipal sponsors (independent cities, districts). Despite the different competences, the basic security benefits provided from a single source.

Joint institutions have been formed for this purpose – **the job centres.**



#### HINT

---

If you receive unemployment benefits from your agency at the same time, for work, you can obtain information from the Jobcenter regarding the citizen's money. The intermediary support remains with the Employment Agency.

---

### 2.2 From the application to the decision – The individual stations at the Jobcenter

#### Reception

In many job centres there is a reception, and there are also services. Here you first carry your request before. You can already clarify many things here – among other things:  
if you would like to submit documents or sluggish/forms.  
In some job centres, your personal data will be stored electronically recorded at the reception.

### **Entrance zone**

The employees of the entrance zone clarify more extensive facts or agree on for you appointments with the claims processing department, the job placement or case management.

Here you will usually also receive the application formula. re to apply for basic security benefits.

#### **i HINT**

---

It may well be that your job center No subdivision into reception and entrance zone or the procedures are somewhat different.

.

---

### **Placement**

Your personal contact person Contact person (pAp) of the employment agency – hereinafter also referred to as integration specialist – supports you in your search for a job or apprenticeship or is looking for an apprenticeship together with you according to suitable qualification / further training as well as part-time jobs.

#### **i HINT**

---

In the case of simultaneous receipt of unemployment benefits, money from your employment agency , you can get accommodation there employment services.

For the other members of the community of needs, who do not receive unemployment benefits will continue to the job centre is responsible for job placement.

### **Fallmanagement**

Almost all job centres offer you comprehensive care and support by a so-called case manager or a so-called case manager rodent. They are specially trained and can support you individually and intensively , if in particular (re)entry into working life. To make it more difficult.

Close cooperation exists with, among others:

- Youth welfare offices and youth welfare institutions,
- childcare facilities,
- migration counselling centres,
- debt counselling centres and Addiction and drug counselling centres.

### **Benefits processing**

In claims processing , the employees to take care of everything that has to do with the

Securing your livelihood, including your needs for accommodation and heating.

Here your application documents are finally submitted

and the amount of your entitlement to benefits calculated.



#### **PLEASE NOTE**

Bring your valid your identity card, your passport with current registration certificate, your passport with a current residence permit or – if passport is not yet available – the corresponding certificate issued by the Foreigners' Registration Office de with your AZR number (number of the Central Register of Foreigners) and a current Registration certificate.

## 2.3 Your digital job center

Do you already know the online offer?

» [\*\*www.jobcenter.digital\*\*](http://www.jobcenter.digital)

You can submit your applications and other concerns without any problems.

online and are not available at any time bound.

In order to be able to use the online offer, you need Create an account. Your access data (user data) password and password) you can use as part of your personal interview at the job center. Age-natively you can complete the required registration online carry out.

After you have registered, you can, for example, apply for citizen's allowance and together with your Submit evidence, notify you of any changes or write a mailbox message to your job center.

When you give your consent, you can create a large number of your notices as well as other letters online.

If your job center does not allow online appointment management, you can make an appointment online if necessary book.

You can also get more information at » [\*\*www.jobcenter.digital\*\*](http://www.jobcenter.digital) important information on the topic of citizen's money.

Have we aroused your interest? Then use your User account at » [www.jobcenter.digital](http://www.jobcenter.digital) for the secure communication with your job center.

If you have any questions about registration, please contact

Service hotline at **0800 - 4555501**  
available by phone .

To the homepage » [www.jobcenter.digital](http://www.jobcenter.digital)  
you can also use the following QR code.



## 3 Your Basic Duties and the Consequences of breaches of duty

The basic provision for jobseekers includes the principle of promotion on an equal footing with the Principle of demanding.

The principle of demand means for all members that of the community of needs that every possibility is to be used to avoid the need for assistance, to eliminate, shorten or reduce.

### 3.1 Obligations to Termination or Reduction of the receipt of benefits

First and foremost, you and the relatives of your employees are community (see also » **Chapter 8.2**) itself called for concrete steps to overcome their need for help .

You must make an independent effort to provide your assistance.

poverty and actively participate in all measures that support this goal .

This results in the obligation for you, for example, to accept any reasonable work for which you are mentally, emotionally and physically .



#### PLEASE NOTE

Meet your duties without important reason, this has far-reaching implications Follow. They must comply with a reduction in your

(see also » **chapter 12 – Reductions in benefits**).

### 3.2 Reporting Obligations and Accessibility

From the date of application, you are obliged to: at your job centre or other service office of the Jobcenter **in person** and to present medical or psychological examination when your job centre calls you to do so .

These reporting obligations also apply to you during of an objection and social court proceedings.



#### HINT

---

If you are unable to keep an appointment , please contact please set up your Jobcenter immediately and enter also the reason for this.

---



#### TIP

---

It is possible to send an SMS to your mobile phone an upcoming appointment at the job centre become. This will make it easier for you to avoid deadline. If you are interested in this service, please contact your job centre.

---

In order to receive benefits from the Jobcenter, employable beneficiaries for the Jobcenter be reachable. This means that you will be able to work in need to be able to respond to notifications and requests for of your job centre and to submit a office of your responsible job centre, a possible employer or the place of implementation of a measure in a reasonable time and without unreasonable effort. The possibility of Acknowledgment is also given if you have a

third parties commission your requests and Communications and the third party may use you to informed about this .

If you are temporarily unable to work for your Jobcenter, are available, you generally need to do so in advance the approval of your job center. If there is a important reason (e.g. participation in a medical rehabilitation measure), you will receive your consent in rule. In some cases, we need a

To let you know how we will work with you during your absence . If there is no

important reason, the Jobcenter can nevertheless consent if due to the unreachable

integration into training or work

is not significantly impaired. As a rule, consent to unavailability for a maximum of

3 weeks in the calendar year. If there is a

good cause, consent may be given in individual cases

can also be granted for a longer period of time. Please

talk to your personal partner in good time beforehand

Contact person.

job centre if you have to work for a certain period of time.

because you are planning to travel, for example.



**LINK**

---

You can submit your request for consent to the non-use of

Availability also online at » <https://www.arbeits-agentur.de/arbeitslos-arbeit-finden/buergergeld/Understanding-and-observing-duties/absence-er-Availability> put.

---



**SUMMARY**

---

For times when you are temporarily unavailable,

(except weekends), you will need

in principle, **the approval of your job center** in advance.

If you have passed without the consent of the Jobcenter ,

this can lead to the discontinuation of the . Then please also check your crane insurance cover, since compulsory insurance is included in the statutory health insurance with the discontinuation of the of the citizen's allowance also ends. In addition, unjustly granted benefits can be reclaimed.

### **3.3 Obligations to cooperate**

Persons who apply for or obtain benefits under the Second Book of the Code of Social Law are obliged to cooperate. This means: You are obliged to provide all information in the application and in the annexes submitted for this purpose in full and correctly make. If you are a representative of a community, this also applies to the information to the other persons in the community of needs. Your information is the basis for the decision of your and, if applicable, the entitlement to basic security benefits of other members of the community of needs shaft. If so-called "evidence" (e.g. certificates) you need to use this or submit it yourself. As an employable beneficiary, you are to provide your Jobcenter with a job incapacity and its probable duration without delay . No later than the third day after start of the incapacity for work, you must submit to your job center also has a medical certificate of the work incapacity for work (without a diagnosis of illness) and its expected duration. Under certain conditions, you can use be exempted from this obligation. Reasons may be, among other things, that you are currently undergoing vocational training. or still go to school, and take care of children under 3 years of age. or care for relatives and therefore

cannot take up work . Talk to your Integration Specialist, if you believe that for you an exemption from the notification and certification obligation in the event of incapacity for work.

Also, remember that you should make any changes that after the application has been submitted and can rely on the benefits

your responsible job  
ter.



#### PLEASE NOTE

---

The duties of cooperation are to be understood by all members of a community of needs heed.



#### HINT

---

As a rule, it is sufficient if you submit copies or Submit original documents for inspection. The Documents submitted to them will be digitised. After Over the course of 8 weeks, your submitted documents will be

were destroyed in accordance with data protection regulations. If you fail to

have submitted original documents without

have been asked to do so, please let us know

immediately inform your job center. A reclaim of the ori-

Documents must only be submitted within 8 weeks of receipt

Submission possible.

The staff of the application submission

be support you with questions about the necessary

Documents are welcome. Your duty to cooperate begins with

on the date of application and usually lasts until

at the end of the benefit; in some cases

even beyond that . Changes during the approval process

period may affect the amount of your

for the period already decided,

and to an additional payment or to a overpayment.

---



#### PLEASE NOTE

Please inform your Jobcenter immediately any change in your and, if applicable, the personal and economic conditions other persons in your community of needs . This is the only way to ensure the performance of all Members of a community of needs in cor-height and avoided.

that too little or too much is paid  
» [www.jobcenter.digital/veraenderungsmitteln](http://www.jobcenter.digital/veraenderungsmitteln)  
Under you can also make changes.  
easily and conveniently online.

In particular, they must notify as early as possible  
If:

- You take up a paid job . Any activity (e.g. employment as an employee, employee, self-employment, assisting family family workers) shall be indicated. Do not rely on any Commitments of others, for you the notification to the Job-Center . The following are excluded from the notification:
  - You intend to start an apprenticeship or training in the near future.
  - To take up studies,
  - you are a foreigner and register with your residence status have resulted in changes,
  - you apply for or receive pensions (of all kinds),
  - you are hospitalized,
  - your address changes or you want to move (see » **Chapter 8.7**),

- someone moves in or out of your household (also if it's temporary ), you get married, a cohabitation or a partnership  
divorce or leave your  
Separate your partner,
- repayments or credits from operating  
and/or receive heating bills,
- income or assets in the area of need  
Community or
- You or a member of the community of needs  
income from assets (e.g. interest,  
dividends) or taxes.

The above changes have also been made by you.  
if it is with another person  
of the community of needs.

The representative of the community of needs  
must ensure that the members of the  
community of may at any time about all benefits  
matters and the content of this Bulletin  
as well as about their obligations to cooperate .



#### PLEASE NOTE

In the event of a violation of the cooperation  
Duties are regularly enforced by all  
Persons in the community of needs  
overpaid benefits .

In addition, depending on the severity, the job  
center can

infringement shall be subject to proceedings  
under the

Act on Criminal Offences or

Bring a charge. Because the job center

by means of automated data

information from different sources.

through cash benefits (e.g.

income from employment, investment income,

pension), concealed contributions are  
and regularly repay assets.  
uncovered .

#### SUMMARY

---

Make sure that your data is complete and correct.  
details and notify your employer of any changes  
immediately  
responsible job center. The observance of these  
duties of effect is in your and, if applicable, in your interest  
of the other members of your community of needs. Debit-  
if you do not use the wrong or provide incomplete  
information  
changes or not immediately notified.  
, you don't just have to deal with the reclaim of the  
unjustly received benefits, but you  
also expose themselves to the risk of an administrative  
offence.  
criminal proceedings.

#### **3.4 Obligation to reimburse**

If you have received benefits wrongly, you must  
They and the other members of the  
repay them . This will give you a  
Information.

According to the provisions of the Social Security Code, a  
benefit approval if the  
Persons concerned were not entitled to the approved  
benefits  
and she/he in particular;  
intentionally or grossly negligently, **false or incomplete  
information** or a change in the  
of his/her circumstances , not right, not  
has communicated in full or not in time,

- knew or could easily recognize that he/she no or only a lower entitlement to benefits or
- **income or has assets that** contribute to the Loss or reduction of the entitlement Had. In this context, it is not a matter of fault, but only on the fact that income is generated that was not credited against the benefits became.

Up to a **de minimis limit** of less than 50 euros for the entire community of needs, the Demands aside. Reclaims of 50 euros and more are to be repaid in full. They are continues to commit to any changes in your behaviour. information in full and immediately to your job centre. Tell. The application of the de minimis threshold will be checked by the Jobcenter and taken into account accordingly.

. An assertion of the de minimis threshold is not required.



#### HINT

---

#### Liability of minors

In the context of the recovery of unduly granted benefits, there are also claims for reimbursement towards minors. Upon entry into the age of majority, the claims will no longer be made against the parents, but towards those who have come of age Claimed. Liability shall be limited to the following: who has reached the age of majority on the assets that are the age of majority exceeds the amount of 15,000 euros. (so-called "limitation of liability" according to § 40 Paragraph 9 of the Second Book of the Code of Social Law in conjunction with § 1629a of the Civil Code).

## 4 The application – Issue of applications

Goal: To end/reduce the need for help



In order to receive benefits according to SGB II, you submit a corresponding application.

Make sure that you submit the application to the job center in whose district you usually or are registered.

### 4.1 When are which benefits applied for?

An application is required for all benefits under SGB II. Necessary. Please note that certain services (e.g. **Special needs and supplementary school Learning support as a need for education and participation**) **must be applied for** separately.

It is important that you submit the application in good time.

This is because, as a general rule, for days before the application,

no services are provided.

An exception applies to the application for benefits for Securing one's livelihood. This has an effect on the first day of the month in which the application is submitted . That

also applies to the needs for education and participation, which

in principle with the application for benefits for the security of

subsistence allowance can also be applied for. Only

the supplementary services for learning support are

separately and will only be applied for from the date of application.

position .

### SUMMARY

---

Benefits according to SGB II are generally paid from on the day of the application and , if necessary, provided.

**Exceptions:** benefits to secure the livelihood maintenance and most of the benefits for education and participation will be retroactively to the first day of the month of application.

---

#### 4.2 Who applies for benefits?

Together with other household members, form a community of needs, the application shall apply also for the other persons with whom you life. Further information on the topic of demand can be found [in » Chapter 8.2.](#)

Men.

#### 4.3 Is the application formal?

You can submit the application informally, i.e. online, in person, by telephone or in writing, so as not to loss of judgment. However, you must also in the informal application, all the necessary so that you can rely on the use of the Carrying forms.

If you come in person, open points can be clarified directly, which makes the processing lightened and accelerated.

### LINK

---

Apply easily and conveniently from home.

. You can find the online application for citizen's allowance at » [www.jobcenter.digital/buergergeld](http://www.jobcenter.digital/buergergeld).

The application forms and instructions for filling in the form can be found

on the website » [www.jobcenter.digital](http://www.jobcenter.digital)  
~~Downloads » more downloads~~

You can also get the forms from your job centre.

In addition, your job center will be happy to help you with any questions you may have farther.

---

## 5 The interview with your Integration Specialist

Goal: To end/reduce the need for help



Initial  
Integration Power

Together with the application documents handed out you will receive an appointment with the employment office.

Ideally, there will be a meeting directly after the application

an interview with an integration specialist

or a case manager

instead of. If this is not possible, you will receive

appointment as soon as possible.

The purpose of this interview is to provide information about your

previous professional career. In addition,

In addition, your individual knowledge,

and strengths that you need for your

aspired target profession. With this information,

we will work with you to develop a so-called

Potential analysis (strengths and weaknesses analysis).

Together with the details of your personal

ideas and goals are derived from all this information

draw up a cooperation plan together with you,

which sets out the essential steps towards sustainable

professional (re)integration

the. If there are differences of opinion

can support a conciliation procedure in order to achieve a

to find a common solution. If you know

how the conciliation procedure in your job

center, contact your

contact person.

### LINK

---

To prepare for the counselling session, Enter your details online in advance at » [www.jobcenter.digital/labour market profile](https://www.jobcenter.digital/labour-market-profile) to your job centre .  
teln.

---



### PLEASE NOTE

---

Your information is subject to data protection. Therefore, only the data which is necessary for the mediation of and advice are needed.

You can find out more about data protection can be found in » **Chapter 14.**

You may receive information from your integration specialist  
kraft direkt in conversation an immediate offer for a  
or a qualification. In addition  
it will inform you about funding opportunities in the  
job search, employment or  
of continuing vocational training or Qualification  
advice.



### TIP

---

Initial assistance for the preparation of an assessment can be found in » **Chapter 16.2.**

---

### SUMMARY

---

The goal of the integration specialist is to work together with you to find a way to sustainably support you in job (or to recruit your employment) to reduce your need for help or permanently.

---

## 6 The submission of the application

*Goal: To end/reduce the need for help*



Prompt processing and payment of the land Insurance benefits are only possible if you all necessary for the claim examination and decision. state such facts completely and correctly and the necessary documents at the Jobcenter present.

The employees of the Jobcenter will be happy to support you in this.

### **i** HINT

---

At » [www.jobcenter.digital](http://www.jobcenter.digital) you can create your Application or your documents also easy and conveniently transmit online .

---

## 7 The Decision about Your Entitlement to land Security services

*Goal: To end/reduce the need for help*



The decision on the application for benefits and any subsequent change to this decision will notify you of the your responsible job centre in writing in the form of a Scheides.



---

If you register online at » [www.jobcenter.digital](http://www.jobcenter.digital) give your consent, you can use a variety of your notices and other letters online retrieve.

---

### **You can obtain a written notification at**

#### **Other:**

- if your request is granted,
- if your request is not or not fully complied with, becomes
- if the amount of the benefit changes, or
- if you have received the benefit wrongly and you have to pay them back.

If you have any questions about your decision, please contact contact the benefits department of your job center or, if necessary, contact the Service Center.

### 7.1 The Answer

In your approval notice, you can, among other things, the following information:

- the members of the community of needs,
- the amount of the benefits,
- the approval period,
- the calculation overview,
- the bank details and
- health insurance and long-term care insurance.



---

A sample of an approval notice with explanations information can be found on the website

» [www.jobcenter.digital](http://www.jobcenter.digital) > Downloads  
>> **More downloads.**

---



---

After submitting the **complete** application documents and approval, further discussions, in particular with the responsible integration specialist.

The aim is to get you into the labour market on a permanent basis.  
integrate or Your already existing activity in this way that the need for assistance is reduced or is terminated.

---

## 7.2 The Remedies

If you are not satisfied with a decision from your job center, you or any other person appointed by the affected person within one month of the notification of the decision .

The objection is to be submitted to the Jobcenter, which

decision, in writing, in electronic form or substitute for written form, e.g.

online via the BA portal <https://www.arbeitsagentur.de/eservices> to

or personally recorded at the Jobcenter

. The decision will then be made again checks.

If your objection cannot be upheld or can only be partially granted,

you will receive a written

**Notice of objection.** Against this you can – if you do not agree – file a complaint with the So-court.

## More in-depth information

# 8 Application processing – Your entitlement to basic Security services

After submission of the complete application documents, Your application for benefits under SGB II has been processed.

Some eligibility requirements for the permit are listed below for a better understanding . leads.

### 8.1 Who is entitled to citizen's allowance?

If you are entitled to benefits under SGB II, if you

- are employable,
- from the age of 15 to the statutory standard retirement age,
- Have their habitual residence in Germany and
- are in need of help.

The benefit is described as "**citizen's allowance according to § 19 paragraph 1 sentence 1 of the Second Book of the Code of Social Law** " (or also "Citizen's Allowance for employable beneficiaries" or "citizen's allowance" for short)

Draws Persons who are not able to work do not have their own permanent entitlement to benefits under SGB II.

Only if they are employed with an employable entitled person in a community of needs

(cf. » **Chapter 8.2**), they may have a claim to benefits under SGB II – the so-called

**“Citizen's Allowance according to § 19 (1) sentence 2 SGB II”** (or

also "citizen's allowance for unemployable benefit

"Rechtigte" or "citizen's money" for short).

During vocational training, trainees are and participation in vocational preparation measures in principle entitled to benefits. Schoolgirl-pupils and students, who live in the household of their parents only have a Entitlement to citizen's allowance if BAföG benefits are or only because of the consideration of and/or assets are not paid.

Trainees who work in a Boarding school or dormitory living on full board and students who do not work in the household of their parents are not entitled to citizenship. However, there may be an entitlement to additional Benefits for trainees (see » **Chapter 8.8.4**).

### **Special features for foreign nationals**

Benefits to secure one's livelihood can only be obtained if:

- your habitual residence in Germany and this is not just short-term. If you are a citizen of the Union, please indicate that this please submit your rental agreement, your registration certificate and an identity document Tes;
- You are legally resident in Germany. Please present your residence permit to the Jobcenter or assign you as a family member of a citizen of the Union, their freedom of movement (by means of a residence card for family members of EU citizens)
- already allow them to take up employment . is or could be permitted ; This results in generally from your residence permit;
- you are not entitled to benefits under the asylum Applicant Benefits Act **and**
- you are either an employee or an employee working as a self-employed person/Self-employed person in Germany self-employment with seriousness and

demonstrably pursue the intention to make a profit, and have not merely registered a business **or**

- You have been in Germany for more than three months and you do not rely solely on the purpose of search in Germany **or**
- Obtain a residence permit for humanitarian reasons possess;
- you have a residence permit or equivalent Fictional certificate for temporary protection (from 01.06.2022).

This also applies to your family members.

### 8.1.1 Who is employable?

You are able to work if you have at least three hours a day and not because of illness or disability for the foreseeable future

If you are a foreigner, the take up employment, or leaves.

### 8.1.2 Who is in need of assistance?

You are in need of assistance if you are able to make a living and the livelihood that may be with you in a persons living in a community of needs or not sufficiently from the information to be taken into account

Securing income or assets (see » **Chapter 9**) and you cannot get the help you need from other in particular by relatives or institutions

### 8.1.3 Priority other (social) benefits

Are you entitled to other (social) benefits, you are generally obliged to apply for them, since you are thereby able to determine your need for help and the need for help

activity of your community of needs

. Make the necessary

the Jobcenter is entitled to accept the application for

To ask them. Some of the priority benefits include

on the general exclusion of SGB II benefits.

### **The main priority services are:**

- Child benefit
- Child allowance (together with housing benefit, if applicable),  
if you have your own income and children, for you receive child benefit, and your needs and can meet your partner's needs, but not the needs of your children and assistance meagre for at least three connections.
- months ,
- Maintenance advance for children (UVG),
- Unemployment benefit  
Old-age pension as well as foreign old-age pension, if they are equal to the German old-age pension is comparable,
- other pensions (e.g. reduced earning capacity pension,
- widow's/widower's pension, orphan's pension),
- Sick pay
- Educational support benefits (BAföG, training education allowance - BAB)
- Housing allowance for tenants/burden subsidy for homeowners  
if you hereby declare that you are in need of assistance under the
- Parental allowance after the birth of a child.  
SGB II completely ,

They are not obliged to use so-called "children's housing benefit" – i.e. housing allowance only for your child – in addition to

Spruch. However, it is possible that you

a financial advantage through the use of the

have. Child housing benefit is only eligible if

if your child earns his or her own income (e.g. from children's

allowance, maintenance, advance maintenance, training

Quality) has. You can find out more from your job centre

or your housing benefit office.

## 8.2 What does "community of need" mean?

When calculating your benefits, you will be single person of working age or as a so-called "community of needs".

Live with several people in the same household together and runs the budget economically. together, you may all be able to together as a community of needs.

Anyone who belongs to a community of needs is entitled to the SGB II regulated. In such a community of needs, all persons belonging to it with their personal income and assets are included in the calculation.

This means that a person's income is included in the calculation of also for other persons of the community of . So there is a balance.

### **A community of needs includes:**

- the employable beneficiaries;
- the partner of employable persons beneficiaries; **These are:**
  - the spouse who is not permanently separated Spouse,
  - who is not permanently separated partner or
  - a partner in a so-called Community of responsibility and responsibility ("marriage-like community"). This applies not only to for partnerships between men and women, but also in the case of same-sex partners, partners whose partnership is not is supported;

- the unmarried children of the employable beneficiaries or the partner/partner if they have not yet reached the age of 25. have ended;
- the parents (if necessary with partner/partner) (n) of an employable unmarried child, who has not yet reached the age of 25.

For example,

- an unmarried child who is not yet 25 years old, who has a child of their own, or
- a child alone who reaches the age of 25 has

their own community of needs, even if it nor does it belong to your household.

Children who are only intermittently active on the basis of a custody or access agreement of the parents in the household, may have to pay in both areas of need of the biological parents. benefits (so-called "temporary needs" Community").

If other relatives (e.g. aunt, uncle) or persons by law with you in the household, then they form the so-called household community, does not belong to the community of needs.

It is presumed that the employable person who the application, is also authorised to take responsibility for the further persons in the community of needs to receive benefits

If a person in your community of needs does not agree with this representation, it may notify the job centres that they can take their own interests into account.

. It remains a member their community of needs, but is no longer are represented in a speaking manner.

However, it is also possible to only make payments per se themselves. In this case, the power of attorney exists in all other respects .

### SUMMARY

---

Simply put, together with the closest family members living in your household. form a community of needs. Your family is yours Community of needs. However, there are exceptions to this.

It is often difficult to assess whether a demand is Community. This can only be done by your job centre. casually for you.

---

### 8.3 What services are available?

The benefits according to SGB II are suspended requirements, additional needs and needs for sub- and heating.

In addition, if the relevant conditions are met, are met – the benefits for education and training participation (see also » **Chapter 10**).

### 8.4 The Height des Control Requirements zur Fuse

The standard requirement covers current and irregular or needs that arise at long intervals flat rate (e.g. Nutrition, clothing, personal hygiene, household contents, needs of daily life).

### Height of Standard requirements for Safeguarding des Life

#### Maintenance from 01.01.2024

Single people, single parents,	<b>563 €</b>
Adult partners	<b>506 €</b>
Adults to completion the age of 25 (18 – 24 years),  Persons under 25 years of age (18 – 24 years), which can be used without the assurance of the municipal agency	<b>451 €</b>
Children or adolescents in the age of 15 up to the age of 18 (14 – 17 years),	<b>471 €</b>
Children from the beginning of the 7th year of life up to the age of 14 (6–13 years)	<b>390 €</b>
children up to the age of 6 year (0–5 years)	<b>357 €</b>

The standard requirements are added every year on 1 January.

Fit. If this has an impact on the

The amount of the benefits granted to you will result in the the services are automatically adjusted. They'll informed about this by means of a notice of amendment .

### 8.5 Immediate child allowance

Children, adolescents and young adults who are entitlement to citizen's allowance , which has a standard need

according to the standard requirement levels 3, 4, 5 or 6 have been entitled to additional benefits since July 2022 an immediate monthly surcharge of

20 euros. This also applies if they only have one claim have access to an education and participation benefit or only

are not entitled to citizen's allowance because in the context of the assessment of the need for assistance of children

money was taken into account.

### 8.6 Additional requirements

For needs that are not covered by the standard needs, you may also have an additional need should be taken into account.

These additional requirements (usually fixed lump sum Amounts) to the standard requirement you will receive if you go to

- expectant mothers from the 13th week of pregnancy by the end of the month in which the
- Single parents of minors,
- People with disabilities who have certain benefits in accordance with SGB IX or
- Beneficiaries who are on medical grounds who need more expensive nutrition (if this is demonstrably necessary).

Insofar as a pupil is unable to do so on the basis of the respective provisions of school law or school requirements for the acquisition or Borrowing of textbooks or equivalent workbooks can be taken into account as additional needs become.

Persons with disabilities who are unable to work and who have an identity card with the mark "G", receive an additional need if they have not yet other additional needs due to the disability; this does not apply to children up to the completion of the 18 years of age.

The sum of the above-mentioned additional requirements must not be higher than the relevant standard requirement. Under certain conditions, further Needs that may arise due to special living conditions and are unavoidable, takes into account become.

The Jobcenter grants beneficiaries who hot water is not supplied by the heating system, but by a device installed in the accommodation (walk-through heaters or gas boilers) (decentralised hot water treatment), services for additional needs. Therefore, please be sure to include in your application the type of the hot water preparation and lay out the corresponding evidence.

### 8.7 Requirements for Accommodation and Heating

#### 8

##### 8.7.1 Reasonable costs, Waiting period

Needs for accommodation and heating (rent) are calculated in takes into account the amount of your actual expenses, insofar as these **are appropriate**.

The costs that are appropriate depend on the according to the respective local municipal guidelines, guideline values or statutes according to § 22a SGB II. You can find out at your job centre what costs are incurred. are fair.

In the first year of receipt of citizen's allowance, the reasonableness of the **cost of accommodation** not tested (**waiting period**); Accommodation costs will be

in the actual amount. Months without benefit receipt during this period, the Waiting period. However, the situation is different if the only the reasonable costs of the past were adopted. In this case, the and finally, the reasonable accommodation costs is taken into account. Heating costs are not subject to parental leave

time regulation and are generally only used in appropriate amount. You are obliged to pay these services only for the rent

. A direct transfer to the landlord

The landlord is possible in individual cases .

Do you live in a home or condominium apartment, then include the cost of accommodation also the associated burdens (e.g. debt interest on mortgages, property tax, Residential building insurance, ground rent, ancillary costs as in the case of rented apartments). The irrefutable maintenance and repairs can be may be recognised as a need.

**This does not** include the **repayment instalments**, because with them ultimately to build up assets. An asset assessment construction, however, is intended for the purpose of a welfare service. If the expenses are unreasonably high, incompatible. It is obliged to meet the needs for accommodation and heating as far as possible. In these circumstances can also be a move to a cheaper apartment become necessary.

If you are planning to move to reduce accommodation costs necessary, the expenses for your Accommodation can only be recognised in full for as long as the until you are able or expected to move but as a rule for a maximum of six Months.

In these cases, your job centre can take the **necessary** costs for procuring the new apartment and the move and the rental deposit (usually as a Loans) for you.



### PLEASE NOTE

**Before** you sign a contract for a new apartment, it is necessary to of the person with territorial jurisdiction for the new apartment. a declaration of consent

(assurance) for future expenditure  
. If no assurance  
of the Jobcenter, the  
if only the appropriate  
to cover the previous costs .  
Men.



### HINT

---

In addition to the services mentioned, there is no Housing benefit. If you are able to use housing benefit, your need for assistance or – if you are in a community of needs – the need for assistance of the entire community of needs (if necessary, together with the with child allowance) must be eliminated or avoided, submit an application for housing benefit. You can find more information about the child allowance at your local family benefits office or in the » **leaflet Child supplement**.

---

### 8.7.2 Special features at relocation from the parents' household

If you are unmarried, not yet 25 years old and want to move out with their parents or one parent. then you can pay rent and heating costs for the new accommodation only if you have previously obtained a "assurance" of the job center Ben. Please apply for the assurance under of your reasons for the planned move-out in writing.

You will receive the assurance if:

- there are serious social reasons against remaining in the parents' home and is proven or
- Moving to the new accommodation for integration is necessary for the labour market, or
- demonstrably a similarly serious reason

If you move without the necessary assurance, you will be able to

keep a lower monthly standard requirement (cf. » **Table under point 8.4**) and requirements for and heating are not provided.

Also services for the initial furnishing of the apartment (cf. » **Chapter 8.8.3**) shall not be taken into account in this case .



### PLEASE NOTE

In this case, too, you must obtain the prior to the conclusion of the contract about the new accommodation from the Jobcenter.  
get.

## 8.8 Deviating benefits in emergencies

### 8.8.1 Special Needs Loans

In special circumstances, you may have a need that endangers your livelihood,  
But they cannot prevent it . In such an emergency, a benefit in kind or cash benefit may be regarded as **loans** are provided.

Such an irrefutable need can be met by e.g. loss, damage or theft of an object stand.

You have to repay the loan. The is usually done by paying 5% of the they are paid out less of the relevant standard needs (set-off).

### **8.8.2 Benefits in kind as Standard requirements**

The standard requirement can be partially or completely benefit in kind (in the form of vouchers) the. This can happen, for example, if you use the Repeatedly consume cash benefits too quickly because Your lifestyle in relation to the amount of benefit is not appropriate and you have to pay a additional loan.

Such "uneconomic behaviour" is, for example: if you have already received the monthly benefits shortly after the payout.

### **8.8.3 One-off benefits**

The monthly standard requirement is for your current subsistence.

In addition, one-off services can be provided used for:

- the initial equipment of the apartment , including Household appliances
- the initial equipment for clothing and initial Pregnancy and childbirth as well as
- the purchase and repair of orthopaedic shoes, the repairs of therapeutic appliances and equipment, as well as the rental of of therapeutic devices.

These one-off benefits are paid as a cash benefit or as a benefit in kind (vouchers). It can be a lump sum should also be set.

An entitlement to benefits for the aforementioned needs exists even if you do not have any benefits to ensure livelihood and has no need for a livelihood. sufficient income or assets to to fully cover these special needs. In doing so, Your income for the next six months after the decision .

### 8.8.4 Benefits for trainees

trainees, pupils and Students who are not eligible for benefits under the SGB II, shall receive until the decision on their application for educational support citizen's allowance continues unabated. The compensation is made on a claim for reimbursement.

The following section applies only to trainees, which are due to an exclusion of benefits according to §7 paragraph 5 of the Second Book of the Code of Social Security (SGB II) (see Chapter 8.1).

Justify all services in the following section no compulsory insurance in the statutory health insurance and long-term care insurance. Unless you otherwise are insured, you must either take out a voluntary statutory or private health and long-term care insurance conclude.

### 1 Bridging loan for the first month of the Training

For the first month of training, you can in the previous amount as a loan for the transfer of of the period up to the first payment of the Educational support or training allowance

. You pay the loan after the completion of the training . About the repayment An agreement will be concluded with you.

## **2 Supplementary additional requirements and initial equipment for**

**Pregnancy and childbirth**  
If you meet the requirements, you can in addition to educational support , benefits in amount of additional needs that are not required for training

- **Additional needs for expectant mothers ,**
- additional needs for single parents,
- Additional need for medically necessary cost incurrences
- **healthy nutrition and**
- **Additional need for an irrefutable need.**

They are also entitled to an initial Preparation during pregnancy and after childbirth for your child.

## **3 Hardship loans and hardship grants**

Does the exclusion of benefits mean that you have a Regularly deviating undue hardship, you can citizen's allowance, which includes contributions to health and care insurance and benefits for education and participation as a loan. You pay the loan after completion of the training . About the Repayment will be agreed with you completed.

If the undue hardship is based on the fact that you are Exceeding the age limit pursuant to Section 10 of the Federal Statute

of the Training Assistance Act does not provide for training funding , can also be used for this training citizen's allowance and the necessary contributions to health care

and long-term care insurance are paid as a subsidy. It is also a prerequisite that the school education training for your integration into working life is absolutely necessary and there is no alternative occupation training .

Do you have any questions about the supplementary services

or loans for apprentices, then apply contact the job centre responsible for you.

### **8.9 When, how and for how long is payment made?**

The basic security benefits will be paid to you on a monthly basis.

in advance. All full

months always equal to 30 calendar days.

If the benefits are not available to you for a full

month, for example due to unavailability,

1 /30 of the monthly benefit for each day.

#### **EXAMPLES**

---

#### **Entitle for February with 28 Days:**

Start of entitlement on  
February 1

You will receive services  
for 30 days = 30/ 30

Entitlement ended from  
17 February; You have  
already for 30 days  
receive  
information

From the 17th to the 30th  
day  
you don't have an  
award and therefore  
too much for 14 days.  
hold = 14 /30

#### **Entitlement for March with 31 days:**

Entitlement for March ends  
March 31

You have only  
for 30 days Services  
receive; the claim  
does not change

---

### **i** HINT

---

When you start working, the first earned as a regular income, so that a corresponding calculation of the need is made, see also » **Chapter 9.3**. It's not like the work ransom that from the day of commencement of work no entitlement exists.

---

The money transferred by the Jobcenter is available to you in usually a calendar day before the month for which the it is paid . Your Jobcenter has not influence on possible delays in the Payment method (e.g. late account crediting, or late receipt of a money order).

Your application will be decided solely by your responsible

Jobcenter. This also initiates the transfers to you and keeps track of all submitted performance sites. Therefore, please contact your job center, if you have any questions about the transfer or information on your performance matters .

#### **8.9.1 Free transfer to an account**

You will receive the benefits for basic security free of charge if you transfer the cash benefits to a European account . You have to do this do not have to be the account holder themselves. To give However, you can use an account to register for your individual dual entitlement , the Saying is nevertheless fulfilled . They should therefore at least Be a co-owner of the account.



### PLEASE NOTE

Please note that for bank transfers on a credit card collective account the information credit card number in the purpose is not technically possible and it is not possible to where applicable, to payment returns can come. It is therefore strongly recommended foal to pay a giro account.

### 8.9.2 Payment if you do not have an account

If you do not have an account, you will receive a post a "payment order for settlement" (cheque).

You can get this cheque (or one of you authorised person) at each disbursement office of the Deutsche Post or Postbank can be paid out in cash. Sen. However, this will incur flat-rate costs for you of 3.85 euros, which you will receive directly from the benefit must be deducted.

**The costs will not be deducted if you prove that the establishment of a account through no fault of your own with a money institute not possible . For Financial institutions exists in principle, but a legal obligation, every citizen judge; a refusal is only permitted in special Exceptional cases possible.**

In the event of a cash withdrawal, the disbursement office will payment **additional** withdrawal fees withheld.

<b>Amount for payment</b>	<b>Fee</b>
	3,50 €
up to 50 €	
over 50 € to 250 €	4,00 €
over 250 € to 500 €	5,00 €
over €500 to €1,000	6,00 €
over €1,000 to €1,500	7,50 €

Your job center has not responded to the payment fees Influence.

Amounts of less than 10 euros will not be paid out, but accumulated until the amount is higher is. If your benefit receipt ends, an amount will also be less than 10 euros, provided that he pays the limit of 7.35 euros (minimum fee and flat rate Costs) exceeds.

### 8.9.3 Duration of approval

The basic security benefits are usually for twelve months. This shall not apply if more than initially only provisionally decided on the application for benefits.

(e.g. because of fluctuating income).

If you are in need of assistance beyond this period, you must submit an application for continued authorisation.

in order to continue to receive basic security benefits.

.



### HINT

---

At » [www.jobcenter.digital/weiterbewilligungsan-you](http://www.jobcenter.digital/weiterbewilligungsan-you) can request the continued approval of your benefits also apply easily and conveniently online.

---

### 8.10 Attachment of the right to benefits

Your entitlement to benefits to secure the subsistence are not attachable and can therefore be shall not be transferred or pledged as a matter of principle.

Automatic garnishment protection on your current account

you will only receive if you invest it in a so-called Have a garnishment protection account (P account) converted.

This P account can contain amounts of

exemption limits cannot be attached.

At your request, the Jobcenter is obliged to provide you with

a certificate attesting to the services to be presented to your bank.

For more information on the P account, please contact your bank.

## 9 How do incomes affect and assets ?

Only persons in need of assistance receive basic security

» Kapitel 8.1.2 beschreiben.

The principle is simple: they first have to have their own before you receive financial help. To these funds include income and assets.

So if you have income or assets , then the need for assistance can be temporary, partially, or completely omitted, depending on how much of the income and assets .



### PLEASE NOTE

They must have assets and income in full constantly .

Whether and how much of it should be taken into account

the Jobcenter alone decides

the legal regulations. It is justifiable

and is obliged to provide your information and the

by other people in the household .

examine

in the first year of receipt of citizen's allowance (waiting period), assets are only taken into account if:

if it is significant (see » **Chapter 9.4**).

If you indicate in the application that you do not have any

considerable assets , this

declaration to attach a self-disclosure;

Proof of existing assets are only available at the request of the Jobcenter Submit.

After the end of the waiting period, lower allowances (see » **Chapter 9.5**), the amount of the assets is checked and there are to submit appropriate evidence.

**Ask You on Doubt dear after.**

### 9.1 What does "income" mean?

Income is basically any income in money, which accrues to you from the time you submit your application . It's coming does not depend on the nature and origin of your income. whether they are employed to cover their subsistence costs or whether they are intended or taxable or whether they

#### 9.1.1 Income to be taken into account preceding period.

Income includes , for example:

- Income from employment and self-employment permanent activity;
- Income replacement benefits such as unemployment benefits,
- parental allowance or sickness benefit;
- Income from renting and leasing, agricultural and forestry;
- alimony payments, child benefit;
- investment and interest income;
- income from shareholdings;
- Interest Jeder Art;
- Other income (e.g. tax refunds, severance payments);
- Vocational training allowance, training allowance, BAföG.

### 9.1.2 Income not to be taken into account

Certain income is not considered income within the meaning of SGB II and are not credited (privileged income). For example:

- Basic pensions under the Federal Pensions Act and laws that require the corresponding application provide;
- Blind Allowance;
- Heritages;
- Maternity benefit;
- holiday jobs from school pupils to an amount of EUR 3,000 per calendar year;
- care allowance for full-time care for the educational commitment to the first and second foster child and for the third foster child , 25 %, provided that it is not child day care ;
- special grants, such as emergency aid for Disasters, honorary contributions from public funds (in the event of an age or marriage anniversary, life-saving), donations, the one from raffles for people in need .

### 9.2 What amounts can be deducted from income?

Based on the income you provide your Jobcenter determines the amount of money to be deducted from this deductions and allowances and thus calculates your income to be taken into account.

Depending on the type of income and the level of income , various deductions and allowances as well as deducted from income.

Amounts and allowances to be deducted from income These include:

- the taxes attributable thereto,
- Compulsory contributions to statutory social insurance,

- Contributions for legally prescribed and private insurance companies,
- under the Income Tax Act.  
sluggish to old-age provision,
- income-related expenses (e.g. travel expenses, double household costs,
- stop guidance),  
Expenses for the fulfilment of statutory maintenance
- Duties and  
Deductions for gainful employment.

### SUMMARY

---

The determination of the tax deductions for income Calculation is always done individually.

---

#### **Your deduction for gainful employment:**

If you earn income from gainful employment, , this will in principle be applied to the basic income support benefits are credited.

**However, the tax deductions ensure that you have more money at their disposal in the end than without come from gainful employment.**

#### **Important:**

The amount of your tax credit is based on the gross Income (income before taxes and contributions) crucial.

- The first **100 euros** from earned income are (basic deduction amount).
- In addition, 20% **of the share of gross income** remains which exceeds **EUR 100** and is not
- **more than EUR 520** For the part of the gross income that is **520 euros** and does not exceed **EUR 1,000**, 30% **remain** exempt.

- In addition to the above amounts , **10%** of the part of your gross salary net that exceeds **1,000 euros** and no more than **1.200 euros** . In the case of beneficiaries who: with at least one minor child in community or a minor child, the upper limit is **1,500 euros**.
- In addition , increased basic deduction amounts for trainees, voluntary service de as well as pupils .

### EXAMPLE

---

They earn income of 1,900 euros gross.  
Suppose, after deduction of taxes and social security security contributions, 1,500 euros net would remain Ben.

The following remain exempt from this:	100 €
from 100 to 520 Euro = 420 Euro	
remain an additional 20% free =	84 €
from 520 to 1,000 euros = 480 euros	
another 30% remain free =	144 €
from 1,000 to 1,200 euros = 200 euros	
remain another 10% free =	20 €
	<hr/>
<b>The following remain exempt from crediting:</b>	<b>348 €</b>

If you have a minor child, a maximum of an additional 30 euros (10% of 1,200 up to 1,500 euros).

---

**EXAMPLE**

---

Have a marginal job (up to 520 euros), then you usually don't pay any Taxes and social security contributions.

The following can then be deducted from income:

The basic deduction amount of	100 €
plus 20% of the remaining 420 euros	84 €
<b>Together remain credit-free</b>	<b>184 €</b>

---

**9.3 Time of Income Consideration**

Income for the month must be taken into account on a regular basis.

in which they flow to you and you provided that the law does not provide for a different the crediting periods.

If an additional payment for previous months (e.g. salary arrears from August will be paid in October ber) the amount of the need for assistance in the month of the inflow, this additional payment shall be the crediting is equal to a period of six months, regardless of whether or not it is for this there is a further entitlement to citizen's allowance or not.

Citizen's allowance is paid in advance, so that you the benefits at the beginning of the month of entitlement to

. Therefore, in the event of an inflow of a income in the current month, an overpayment enter. Your job center has no influence on this . The overpaid amount is to be refunded by you (for the For cancellation and obligation to reimburse, see » **Chapter 3.4**).

### 9.4 What does it mean "assets" and "waiting period"?

Your assets include all "belongings" that already existed before the benefit was received and is measurable in money – regardless of whether the whether it exists at home or abroad.

These include , for example, cash, balances on investment accounts, savings, building society accounts, savings bonds,

Securities (e.g. shares and fund shares), property (such as vehicles or jewellery), capital life insurance, home and land ownership, Condominiums and other rights in rem of land  
In principle, your own

assets and the assets of the assets associated with you relatives living in the community of need.

Assets can be exploited if they are essential for the life of the

or its monetary value is used directly by custom, sale, loan, rental or leasing can be used for subsistence.

Assets are not realizable if which you are not allowed to dispose of freely (e.g. because the assets of the

object of the object )  
Money that is used before the period of need (i.e. before the month of the

Application) counts as assets.

#### HINT

---

The assets are invested in the first year of receipt of citizen's allowance (**waiting period**) is only taken into account if it is

**is significant** . If the receipt of benefits during this period is

for one or more full months.

the waiting period shall be extended by the following months:

without receipt of benefits.

## 9 What are the effects of income and wealth ?

---

Substantial assets exist if:

it is the sum of

- **40,000 euros** for the first beneficiary  
Person plus
- **15,000 euros** for each additional  
person living in the community .

Owner-occupied residential property (house plot, owner-occupied

gentum dwelling) remains in the determination of the significant

assets

If a person's assets exceed the above-mentioned amount while the assets of other persons of the community of needs is lower than this, no exhausted allowances within the requirements Community.

---

### EXAMPLE

---

#### Person 1

Assets: 20.000 €

#### Person 2

Assets: 20.000 €

Assets of the community of needs 40.000 €

Considerable assets would be more than €55,000 (€40,000 + €15,000).

In the example case, the assets (€40,000) are therefore not considerable.

---

### 9.5 Deductible from assets

There is also an allowance for assets.

This applies after the waiting period and amounts to 15,000

euros for each person in the community of need. The Allowance can be paid within the community of needs

#### EXAMPLE

---

##### Person 1

Assets:	25.000 €
Allowance	<u>15.000 €</u>
Excess assets	10.000 €

##### Person 2

Assets:	5.000 €
Allowance	<u>15.000 €</u>
remaining allowance	10.000 €

The remaining allowance of person 2 can be applied to the

Transfer assets in excess of Person 1

so that there is no need to take into account any assets

---

### 9.6 Not to be taken into account as assets

The following assets are not included:

takes into account:

- appropriate household contents,
- an appropriate motor vehicle,
- insurance contracts and other forms of insurance pension scheme intended for old-age provision if they are expressly designated as Old-age provision should be promoted,

- an owner-occupied house plot with a Living space up to 140 square meters or a owner-occupied condominium of up to 130 Square meters; (if there are more than 4 residents of the the relevant living space increases by 20 square metres for each additional person son); higher living areas are to be recognised if: the consideration as assets is a special
- would mean hardship assets for early procurement or for the Obtaining a house plot or a freehold apartment of reasonable size for people with disabilities or people in need of care ,
- property and rights, insofar as their exploitation is necessary for the means a particular hardship dignity.

### **9.7 Aband of immediate Assets- utilization**

If immediate consumption or consumption is required, valuation of assets that should actually be taken into account

would not be possible or the immediate use or immediate exploitation has a special would mean hardship, performances as a The

The loan can be made dependent on the following: whether the claim for repayment is in rem (e.g. with mortgage) or in some other way.

## 10 Benefits for Education and participation

needs for education and participation in social and social

cultural life in children, adolescents and adolescents and young adults in addition to the standard requirement

separately in the so-called "Education Package".

### 10.1 What services are available?

- **School trips and multi-day School trips**

For pupils and children who have a day-care centre, the developers can costs for excursions/class trips.

- **Personal School Supplies**

In the calendar year 2024, pupils will receive as a rule, a total of 195 euros for school education Equipment. Part of this will be sold in February and part in August.

- **Appropriate learning support**

Supplementary appropriate learning support can be if the school confirms the need. and no comparable school offers insist. There is a risk of transfer it does not matter.

- **Reimbursement of expenses incurred in respect of the**

**lunch** schools, after-school care centres, daycare centres, childminders lunch, the

- expenses must be taken into account.

### **Participation in social and cultural life**

Children and young people under the age of 18 receive a lump sum of 15 euros per month for association, cultural or leisure activities if a Member State is proven.

- **School transport costs**

Pupils who find the nearest secondary school, not on foot or by bicycle are usually given a subsidy for their transport costs.

### 10.2 How are the services provided?

The support can be in the form of money or as a non-cash and services, in particular in the form of goods – are to be provided. For the benefit billing, and reimbursement of costs, there are different Variants. The municipal sponsors determine locally procedure and inform you accordingly.



#### HINT

---

Keep invoices, receipts, tickets or registrations, as you may be able to use them as a follow-up need.

---

### 10.3 Application

Almost all benefits of the education and participation package together with the application for basic insurance benefits under the Second Book of the Code of Social Law – a special application is only for the need for additional Learning support necessary. The decision to grant the licence You will usually receive separately, after being summoned. appropriate evidence.

## 10 Benefits for Education and Participation

---

The sponsorship and implementation of the education package is the responsibility of the municipal authorities. For recipients and recipients of citizen's allowance, it will usually be Jobcenter



---

On the Internet you can visit: » [www.bmas.de](http://www.bmas.de)  
more information about the education package .

---

# 11 Social security

## 11.1 Health and long-term care insurance

Due to the receipt of citizen's allowance for employable persons,

beneficiaries (not in the case of loans or

Receipt of citizen's allowance for non-employable benefits

beneficiaries), you are generally insured

compulsory in the statutory health and long-term care insurance

São Paulo Costs for other insurance in the

In the event of illness, your job center cannot

Recipients of citizen's allowance for non-

can be adopted.  
employable beneficiaries are not

the Jobcenter in the statutory health and care

insurance. With regard to your insurance

protection, please contact yourself with your

health insurance company.

Were you last before receiving citizen's allowance

private health insurance, you remain so during the

while receiving citizen's money.

If you were last without health insurance

and full-time self-employed or according to

§ 6 (1) or (2) of the Fifth Book of the Code of Social Law.

book are exempt from insurance, you will also not

through the receipt of benefits.

They must then prepare themselves in the event of illness.

and take out private health and long-term care insurance.

Your job center may be able to provide you with an

on the contributions of the health and nursing care

( see » **Chapter 11.4**

**and 11.5).**

There are also special regulations on admission compulsory health insurance if you are at the beginning of the

of the receipt of citizen's allowance for employable benefits

have reached the age of 55.

In Germany, there is a health insurance

Compulsory for everyone – including recipients

benefits to secure one's livelihood

according to SGB II.

Further information can be found in the » **Notes sheet Beneficiaries of SGB II without sickness and Long-term care insurance coverage.**



#### PLEASE NOTE

Your Jobcenter will only insure you if:  
if the requested benefit is also **granted**  
. The insurance begins as a basic  
in addition – also retroactively – with the first  
Day for which you receive benefits.  
In the event that you have been  
but before approval, benefits  
health insurance  
you do not yet have an insurance policy.  
protection. Therefore, sit down to  
carefully with your health insurance company  
about questions  
to provisional insurance cover  
for yourself and your relatives .

You can change your authorisation or amendment application.  
which health insurance company you are insured with.  
are secured. The Jobcenter reports to your health insurance company  
The beginning and end of the receipt of benefits as well as any  
Interruptions.



### PLEASE NOTE

In the event of unlawful receipt of benefits (e.g. due to false information in the Application) you have to expect that you must give your job centre in addition to the benefits, the sickness and health care Replace long-term care insurance contributions must.

During the period in which you do not receive any benefits to secure  
of your livelihood, your contributions will be to health and long-term care insurance  
took over the job center.  
Your health insurance cover is – regardless of the Receipt of benefits – still guaranteed, but not more through the job center. This also applies to the time during a future or ongoing objection or legal proceedings. In this case, sit down  
Please ensure your insurance coverage  
**immediately** contact your health insurance company or your health insurance company.  
insurance companies. There  
you will be informed of your rights and options for Securing your health insurance coverage.

### 11.1.1 Right to choose health insurance provider

Due to the receipt of citizen's allowance for gainfully employed

in principle, you have comparable beneficiaries in the same way as employees subject to compulsory – insurance.

You can choose between the different legal

Choose health insurance companies . A list of legal health insurance companies with additional information on

their services can be found on the Internet at

<https://www.gkv-spitzenverband.de/service/krankengreenhouses/krankenkassen.jsp>.

Unless you expressly declare your right to choose , the Jobcenter will notify you

in principle with the same statutory health insurance fund with which you are ill before receiving benefits.

and long-term care insurance .

You have a right of choice in particular if:

the reason for the insurance obligation changes and Memberships can be integrated seamlessly or within a month . This applies, for example, to a

receipt of citizen's allowance for employable benefits beneficiaries following an insurance

employment or following a period of

Receipt of unemployment benefits. Please note in the-

in this case that you have to choose your health insurance provider at a later date.

at the latest two weeks after the start of the insurance

obligation towards the one you have chosen

A health insurance option at the beginning of the withdrawal

of citizen's allowance for employable beneficiaries exists even if you have previously been covered by family insurance.

or were voluntarily covered by statutory health insurance. The

live with you in the community of need and

children who have previously had family insurance only have a

their own right to vote if they themselves have paid citizen's money for

beneficiaries who are eligible for employment and by becoming subject to compulsory insurance.

You are generally interested in choosing a health insurance company twelve months.

The decision on the effectiveness of the health insurance

The choice is made exclusively by the health insurance company, not by the

Jobcenter.

As a member of an agricultural health insurance fund you cannot go to another health insurance company change.

For further information, please contact your health insurance company.

### **11.2 Accident insurance**

You are insured against accidents if, at the instigation, you

of the Jobcenter, the Jobcenter itself or another (e.g. presentation to the employer)

or for medical examination). Accident insurance

protection is also given if you are participating in a subsidised

measure, e.g. for the integration into the

Work. If insurance cover exists, the

and return to the site as well as the

stay there is insured against accidents. An accident

in your own interest, you must immediately submit to your job

### **11.3 Pension Insurance**

View Center.

By receiving citizen's allowance, you are not in the statutory pension insurance. The

Period of receipt of citizen's allowance for employable persons

However, beneficiaries will be provided by your Jobcenter

reported to the pension insurance, which then checks whether

whether there is a crediting period.

The Jobcenter will inform you of the periods of the pension insurance institution .

If you have any further questions about crediting periods please contact your responsible pension officer. carrier.

### **11.3.1 Reporting of periods without benefit receipt an the pension insurance**

The period of unemployment without receipt of benefits can be under certain pension insurance law prerequisites, which are taken into account as a crediting period, and by your responsible employment agency must be reported to the pension insurance institutions. If you are unemployed and have a lack of assistance no entitlement to citizen's allowance for Eligible beneficiaries please contact us – if they have not already done so, immediately contact the agency responsible for the employment agency unemployed.

### **11.4 Subsidy for insurance contributions**

Despite the benefit receipt, you will not always be in statutory health and long-term care insurance be subject to compulsory insurance. Are you either voluntarily statutory or privately insured, is insured under certain Prerequisites for a subsidy to your insurance contributions.

Questions about continuing a private or voluntary statutory health/long-term care insurance during or after the end of the receipt of benefits Please contact your health insurance company. A subsidy for your private, statutory or voluntary statutory insurance

can also be paid if you are a citizen  
allowance for beneficiaries who are not able to work  
pull. A subsidy to the pension insurance  
Contributions can no longer be paid since 2011.



---

In **the » Leaflet Subsidy for Insurance contributions of the Health and Long-term care insurance (§ 26 SGB II)** you will find further information.

---

### **11.5 Subsidy for insurance contributions to the Avoidance of need for help**

Are you not entitled to citizen's allowance because you e.g. earn enough income to support your life maintenance, you will not be paid by your Jobcenter health and long-term care insurance. If you do not have other health insurance and also do not have are insured by a family insurance scheme (in the case of for example with your spouse, your life partner or as a child of a fund member), you must insure yourself. You will receive a subsidy, if your income is not eligible for the payment of your contributions.  
is sufficient for health and long-term care insurance .



---

In **the » Leaflet Subsidy for Insurance contributions of the Health and Long-term care insurance to avoid the need for assistance (§ 26 of the Second Book of the Code of Social Law)** you can find more information.

---

## 12 Reductions in benefits

### 12.1 Reductions in performance in the event of breach of duty

The law provides for performance penalties in the event of breaches of duty.

for which there is no good cause, legal (reductions in benefits) in different height .

#### 12.1.1 Breach of Duty

A breach of duty exists, among other things, if: They – despite written instructions about the legal consequences

- or knowledge of them:
  - calls for proposals on the agreements or necessary cooperation do not comply with actions,
- refuse to accept any reasonable work offered to you. training, or a subsidized employment relationship. to take up, to continue or to continue the state of affairs
- come through your behavior or a reasonable measure for integration into work not to start, to cancel or to give rise to the Abort.

A breach of duty also exists if:

- after reaching the age of 18, the income property with the intention of reducing the to receive (higher) citizen's allowance or
- despite being informed about the legal consequences or their Knowledge of uneconomic behavior continued becomes.

If, despite being informed about the legal consequences, you

or knowledge of which have acted in breach of duty, at least

in a first stage, your citizen's allowance will be paid for the

duration of one month by 10 percent of the relevant standard needs.

### **12.1.2 Other Breach of Duty**

Violate your duties a second time (more breach of duty), even though you are aware of the legal consequences

have been instructed or were aware of them, the your citizen's allowance for a period of two months by 20 percent of the relevant standard requirement.

From the third breach of duty (further breaches of duty) Your citizen's allowance is reduced for the duration of 30 per cent of the relevant standard Needs.

There is no longer a further breach of duty, if since the beginning of the previous reduction more than a year has passed.

### **12.1.3 Subsequent Participation/Declaration of Readiness to participate**

If you fulfil your obligations retrospectively, the Reduction in benefits lifted from this point in time.

This also applies if serious and subsequent to comply with these obligations in the future.

Men. However, the repeal shall take place at the earliest if:

the reduction period is at least one month

## **12.2 Reductions in benefits in the event of defaults**

A request to register with your job centre in person or to a medical or psychological logical examination appointment, it is necessary to They follow. Do not do this even though you have written

have been instructed about the legal consequences or these

the citizen's allowance will be paid for a period of one month by 10 percent of the relevant standard requirement impaired.

### **12.3 None consequences in the case of an important reason or exceptional hardship**

Reductions in benefits do not occur if you have a important reason for your behavior .

An important reason only exists if the your individual interests with the interests of your interests outweigh the general public. You are only obliged to take up work if or if this is reasonable.

Work is not reasonable if, for example:

- doing a job raising your child would jeopardize the
- caring for relatives is not associated with practising work and care is not limited to can be ensured in any other way, or
- you are physically or mentally or are mentally incapable.

Reductions in benefits also do not occur if they in individual cases mean exceptional hardship Would.

Exceptional hardship exists when a min. when considering all the circumstances at hand, seems intolerable. This may be the case, for example if the effect of the reduction in its nature and severity is so unusual that, in view of the purpose of your duty to cooperate, the reduction is unjustifiable. cash .

## 12.4 Limitation of benefit reductions

Reductions cannot lead to the authorisation of the needs for accommodation and heating in a lower amount .

In addition, benefit reductions due to compulsory violations and failure to report in the to 30 percent of the relevant standard requirement limited.

## 12.5 Special features of simultaneous receipt of Unemployment benefit

If a blocking period is imposed by the Employment Agency, at the same time, this leads to a reduction in the burden of

gergeldes  
A blocking period due to failure to report to the Employment Agency leads to a minimum citizen's allowance in the amount of 10 percent of the relevant standard needs.

If the blocking period is extended for a reason other than a failure to report, the amount of the reduction in benefits according to whether this is a is the first or a further breach of duty . On the Executions in » **Chapter 12.1.1** and **12.1.2** becomes Referenced.

## 13 How are claims made against third parties (in particular on maintenance, remuneration, damages)?

If you or other members of your community of needs which provides benefits to secure the livelihood of the a claim against a third party (this does not mean other service providers ), the entitlement for the period for which the Jobcenter benefits , is entitled by law to the job Center .

Your Jobcenter is then the holder of this entitlement, up to a maximum of the amount of the benefit that it you or the other members of the community pays or has paid. A above share of the receivables remains with you or the other members of the community of needs. For the In the past, the transition only takes effect if the obligated to oblige the obligated entity to provide services has been reported.

Any such claim that you or any other Member of the community of needs can, for example, be:

- a claim for unjust enrichment or
- a claim to a compulsory portion against heirs or a restitution claim arising from a gift.

### **Special features of maintenance claims:**

Maintenance claims under civil law can also be claimed up to on the amount of the services provided to the institutions of the basic income support for jobseekers if by making a regular monthly payment to you. can be filled.

These are in particular:

- maintenance claims for minor children,
- Maintenance claims of adult children up to Completion of initial training,
- Maintenance claims in the event of separation (if you promise to or registered your civil partnership or divorce,
- Maintenance claims on the occasion of the birth (Child support).

**For you, this means** that maintenance claims are included in

Consider, if you are raising a child alone, to get away from

of your spouse or

have separated your partner,

you are divorced or your civil partnership

was repealed. Maintenance claims can then be

both for your child and for yourself.



### PLEASE NOTE

In principle, you **cannot** access these maintenance claims (e.g. by written Agreement or verbal agreements with the person obliged to pay maintenance Persons liable to pay maintenance) and the persons obliged to pay maintenance in this way

exempt from the obligation to pay . This applies especially for future maintenance.

In principle, they cannot use the payment of a lower maintenance agreement. than you would be entitled to.

### claims to remuneration vis-à-vis the

#### Employer

Does your employer still owe you a salary, e.g. because

You object to the dismissal or to the end of the

have sued for a fixed-term employment relationship, these wage claims can also be applied to the institutions basic income support for jobseekers (insofar as these remuneration claims as a result of the receipt of unemployment benefit does not already apply to the

Employment Agency) and by the Jobcenter.

This also applies if your employer considers the wage reduction

in the temporary employment industry, does not give you the minimum wage to which they are entitled or the (collectively)

agreed wage or the wage agreed between you and your employer are immoral

is too low. In this case, the Jobcenter can in principle the difference between the amount paid and the amount paid to you

legally entitled wage for the periods

in which you and the members of your

Community must therefore provide supplementary benefits under the

SGB II. **PLEASE NOTE**

If the wage claim has been transferred, then you are no longer entitled to use it yourself (or by your representative)

. The transferred

In the absence of a statutory

basis cannot be transferred back to you.

If you or your representative are in this regard,

If you are unsure, please contact your job center

### Recourse

To the extent that you are injured by a benefits under SGB II your job centre is obliged to inform you of possible claims against the person who is responsible for the event to be examined.

In the event of recourse, your claim is against the damaging de person or his or her liability insurance by virtue of transferred to the job center . Your job center will be then to the person causing the damage or their liability insurers in order to recover damages to assert rate claims .

Typical recourse cases are:

- Traffic accidents
- accidents at work (including commuting accidents),
- accidents due to a breach of a duty of supervision,
- Accidents due to violation of a traffic safety obligation (e.g. violation of clearing and gritting compulsory),
- Medical malpractice cases (e.g. medical malpractice, birth defects),
- Leisure accidents (e.g. sports accidents),
- Injuries/accidents caused by animals,
- Criminal acts (e.g. bodily injury),
- Product liability cases (e.g. material damage).

## 14 Data protection

The Jobcenter needs your data to determine your entitlement for basic security benefits, and to be able to pay them appropriate benefits, if necessary.

In addition to the required data (documents, evidence), in this context, your account statements will also be . If this is the case, the account statements of the last three months of any account created by members of the in copy or for inspection needed.

The possibility of blackening is also pointed out. individual bookings, the knowledge of which is relevant to the performance of tasks is not required. Income must not be shown on the account statements. blackened . This is because the job center to see whether this is the income of the Reduce entitlement to benefits.

In the case of issue entries, the posting and value date or the amount is also not blackened . Only certain passages of the recipient and the booking text may be blackened if the underlying Business transaction for review by the Jobcenter remains plausible.

The ones in the excerpts may be blacked out special types of personal data data, such as information on racial and ethnic origin, political opinions, religious and ideological convictions, trade union belonging, health or sex life.

After the redaction, texts such as membership contribution, donation or donation as a fundamental process remain recognisable.

The account statements you submit may be displayed in digitized form in the electronic file of the job center if the account statements are facts which are directly related to the the eligibility requirements of the basic security. About the spoka of your account statements is decided on a case-by-case basis.

the responsible job center. Your bank statements, which are no longer needed after the test, receive You back.

The Social Security Code protects you in particular from improper use of your personal data

Data. These may only be processed if:

if a legal provision allows it or if you consented. If you have applied for benefits, or consultancy services.

only those responsible for the provision of the respective services may be

The personal data required for this purpose

become. They will be paid after completion of the benefit in compliance with the necessary deadlines.

destroyed in accordance with the protection of the deceased. In SGB II, your

data is usually recorded after ten years.

quenches. The retention period begins with expiry of the year in which you last received benefits.

Ben. About data stored in manual or automated stored or contained in files

you can request information free of charge that

data or – in the cases specified by law

The Jobcenter can also use your personal data in the felling – also blocked or deleted .

necessary to comply with other tasks permitted by law under the Social Security Act.

Use the book. To other bodies (e.g. to health insurance companies)

pension insurance institutions or other

authorities) your personal data will only be passed on if this is permitted by law.

Medical reports contain particularly sensitive social data and are to be disclosed in accordance with § 76.2 no. 1 of the X Book of the Code of Social Law transfer to third parties, such as other social welfare institutions or other bodies within the meaning of

of § 35 SGB I, if you do not

transmission. There may be situations in which it is necessary to data and information provided to the confidentiality, from third parties.

In these cases, the previous delivery from the Confidentiality by you necessary. The delivery of these Declaration is voluntary.

In order to avoid the abuse of benefits, competent institutions shall be entitled to collect data from all

members of a community of needs via economic and personal relationships are automated with the data of other service providers – and certain other bodies ( e.g. with data from the Federal Central Tax Office (BZSt) and with data of employers' liability insurance associations and social security

carriers) and thus to check for their correctness. Furthermore, in order to combat non-performance, need information from the Central Vehicle Register, the population register and the Central Register of Foreigners

In order to clarify the income and asset situation, of the community of needs can be used on a case-by-case basis

at any time – even after receipt of the authorisation scheides – for each member of the community of needs a request for retrieval has been made to the BZSt become. In the event of a retrieval request, the BZSt the account master data from the credit institutions

of all accounts (including the name of the account holder, date of birth, account number and authorization to dispose of), insofar as the closure of the accounts for no more than three years.

In justified individual cases, the job centres can  
Clarification of performance issues External investigations – in particular  
special home visits . In the case of justification, suspicion of abuse of benefits, the home visit can also be made unannounced. The external service employees and field staff at the beginning of a home visit and explain the reasons for this measure. Due to the inviolability of the home in accordance with Article 13 of the Basic Law you have the right to deny access to the apartment . The toleration of the home visit is free and is not part of your obligations to cooperate. An application for benefits may therefore not be submitted solely on the basis of a refused home visit. Is a need asserted by you, however, is not can be ascertained, this can lead to the rejection of the benefit applied for .

---

The employees of the Jobcenter only collect data from you that is necessary for their work (Calculation of benefits or mediation) become.

---

They always have complete and truthful information.

If you provide false information, please contact the risk of an administrative offence or criminal offence.

## **The General Data Protection Regulation: Information on the processing of your data**

The protection of personal data enjoys a very high priority. The REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF 27 April 2016 on the protection of natural persons in the processing of personal data, the free movement of such data, and the repeal of the Directive 95/46/EC (General Data Protection Regulation) (GDPR) standardises and increases the Data protection within Europe. The processing of personal data is carried out by the Jobcenter in accordance with the legal provisions, in particular in particular with the provisions of the GDPR and the Social Security Code.

Further information on the regulations of data protection in accordance with the GDPR can be found in the brochure **"Your Data in Safe hands"** and under **» [www.arbeitsagentur.de/datenerhebung](http://www.arbeitsagentur.de/datenerhebung)**.

## Final notes and tips in everyday life

### **15 Proof against other authorities and Facilities**

That you are entitled to benefits of the basic income support for applicant, you can use the authorisation notification from your job centre and proof of the ( e.g. on the basis of the account statement).

They receive annual and post-service benefit from your Jobcenter proof. It records the times in which you have received benefits.

**Please keep these documents safe!**



#### **HINT**

---

Proof of receipt of benefits can be used, for example, to obtain an exemption from the circular radio report at the contribution service of ARD, ZDF and Deutschlandradio. Together with your Approval notice is automatically issued with a certificate of for submission to the Contribution Service. Apply for exemption from broadcasting Post as soon as possible.

---

# 16 practical tips

## 16.1 Saving – but how?

If you want to record your expenses with a budget book control, see where your money is coming from and where it flows.

This enables you to take targeted measures to improve your

Income and expenditure can be optimally reconciled. and plan your finances with foresight.



---

TIP

- Invest only this much money per week  
Wallet as your budget allows.
- Before you buy, check what you really need.  
and write a shopping list. Buy  
You then only have what is on your shopping list.
- Compare special offers before you buy  
and adjust the menu according to the offers  
from.
- Some branded products are available among others  
names with the same quality much cheaper and  
even "no-name" goods are of good quality.
- Only buy bulk packs if they  
are really cheaper than smaller quantities and you can  
use the
- Store or freeze food well.  
Buy smaller quantities if you have a lot
- thrown away.  
Ask for public transport
- for a social ticket.  
Be exempt from the broadcasting fee.
- (see » **Chapter 15**)  
Ask your municipality about possible
- Benefits.  
Ask for cultural or leisure events  
for discounts.

- Do not heat with the window open , even when Turn down the heating.
  - Turn off the lights and other power consumers (TV, radio) when you don't need them , e.g. when you leave a room.
  - Check with your phone provider for social welfare Rates.
- 

### 16.2 Work, I'm Coming! – The application

The first impression often decides on the invitation for a job interview. Your application folder is the first thing your potential employer will know about

to them. Therefore, set the greatest

Care for the content and formal elaboration

cover letter and the other application

data.

The following documents are included, in this order:

a complete written application:

- individual cover letter,
- curriculum vitae in tabular form, possibly with a picture,
- Copies of references (relevant employment references, university certificate, school certificate),
- Certificates of internships or courses, if applicable (certificates/further education).



#### TIPS

---

- Write your application documents as soon as possible with the computer on white DIN A4 paper and leave 2.5 centimeters of margin.
- Submit a cover letter and life expectancy run always rewritten in the original, certificates or certificates, on the other hand, only as legible copy.
- Avoid mistakes and pay attention to clean Documents without "dog-ears".

- Check whether the date and personal information in the cover letter and life run .
  - Sign the cover letter by hand. This is how you leave a personal impression.
  - Before you send the documents, from friends or relatives check that they are clear, clear and error-free. and you have presented yourself convincingly have.
  - It is best to make one of each application Copy so you know what you've written when you come in for an interview . can be loaded.
  - You put all the documents in a special Application folder or a clip stapler (do not punch holes) in this order: curriculum vitae, copies of certificates in chronological order (the current Ellste first). Submit the cover letter They cash. Then everything comes into a big sturdy envelope (do not bend).
  - Don't forget to put your Name and address and the correct recipient to write the correct recipient.
  - Make sure you have sufficient postage, bring the Envelope if necessary to the post office itself.
  - For applications by e-mail, use the format for your attachments (CVs, certificates, etc.) a PDF format. Ideally, connect all attachments to a single PDF file.
  - Keep yourself short and naming in the e-mail. enter the specific advertised position for which you apply – if possible, stating a reference number so that the employer can submit your application.
  - ~~your~~ job centre supports your application process through counselling and on request , You will be reimbursed for the costs of your applications.
-

 **SUMMARY**

---

**Your application documents are the first way to the new workplace.**

Therefore, take enough time to and, if necessary or unclear, advice from friends or relatives.

The staff will also be happy to help you Employees of the Jobcenter in the preparation of your Candidacies.

---

# Index A–Z

## A

Tax deduction	60
reasonable costs	45
Application	12 ff, 26 ff
Trainee	50 ff

## B

Bagatellgrenze	25
Needs for accommodation and heating	45 ff 12, 33 f
Information and participation	67 ff
Citizen's allowance	2, 10
Citizen's allowance for employable people	
Beneficiaries/Citizen's allowance according to § 19	2, 10 ff, 36
Paragraph 1 sentence 1 of the Second Book of the Code of Social Law	
Citizen's allowance for those who are not able to work	2, 10, 36
Beneficiaries/Citizen's allowance according to § 19	
Loan	46, 48 ff
Paragraph 1 sentence 2 of the Second Book of the Code of Social Law	
Duration of authorisation	55

## And

Income	57 ff
One-off services	49
Reachability	18 f
Refund	24 f
Fitness for work	38

## F

Tax exempt amounts	59 ff
--------------------	-------

## G

Duties	17 ff
Basic security benefit	12 ff

**J**

jobcenter.digital 3, 15 f, 22, 28, 30, 32 ff, 56, 99

**K**

Waiting period for accommodation 45  
 costs 57, 63 ff

Waiting period for assets 70 ff

Health insurance  
 immediate care allowance 43

**L**

Services Education and Participation 27, 42, 51, 67 ff  
 37, 50 ff

Benefits for trainees 17, 77 ff

Reductions in benefits

**M**

Additional requirements 42, 44 f  
 18

Reporting obligation 78

Meldeversäumnis

**N**

Unavailability 19 f

**P**

Seizure 56

Long-term care insurance 70 ff

**R**

Standard requirements 42 f

Pension scheme 74 f

**S**

Kind 49

Pupils, school-age young people 67 ff

Save 91 f

**T**

Temporary community of needs 41

**U**

Transfer 53 f

Move 46 ff

Accident insurance 74

**V**

Assets 57, 63 ff

priority services 38 f

**W**

important reason 79

Contradiction 35

**Z**

Competence 12

## Further information sheets / links

These fact sheets inform you about the services and services of your Employment Agency:

<b>Fact sheet 1</b>	for the unemployed
<b>Leaflet 1a</b>	for the partially unemployed
<b>Fact sheet 3</b>	Funding services
<b>Fact Sheet 6</b>	Promotion of professional development
<b>Fact Sheet 7</b>	education Employment of foreign workers employees in Germany
<b>Leaflet 8a</b>	Short-time work allowance for employers and
<b>Leaflet 8b</b>	Works Representatives
<b>Leaflet 8c</b>	Short-time work allowance
<b>Leaflet 8d</b>	Transfer
<b>Fact Sheet 10</b>	Seasonal short-time work allowance
<b>Fact Sheet 11</b>	Insolvency Benefit for Employment employees
<b>Fact Sheet 12</b>	Career guidance services
<b>Fact Sheet 16</b>	Promotion of participation in the labour market
<b>Fact Sheet 17</b>	Life Employment of foreign workers contractors in the context of work Sluggish in Germany
<b>Fact Sheet 18</b>	Consideration of dismissal
<b>Fact Sheet 20</b>	Compensation for Employment employees
	Family and career
	Unemployment benefits and international Employment

**Pamphlet**  
**§ 26 SGB II**

Subsidy for the insurance  
contributions of the health and  
nursing care

**Pamphlet**  
**§ 26 SGB II**

Subsidy to the insurance contributions  
health and nursing care contracts  
security to avoid help  
Need for use

**Pamphlet**

Beneficiaries SGB II  
without health and long-term care  
insurance  
Protection

 **LINK**

---

The information sheets listed above as well as other  
information

leaflets and information brochures can be found at  
» [www.jobcenter.digital](http://www.jobcenter.digital) **Downloads**

>> **More downloads.**

Up-to-date information on services and services

You can also find information from the  
Employment Agency

on the Internet at » [www.arbeitsagentur.de](http://www.arbeitsagentur.de).

---



### **We are here for you**

Please let us know if you are not satisfied with us. In each job centre has representatives of the customer response management. We are looking for a solution for your Problem. Also about a praise or an idea on how we can do better we are very happy!

### **How to achieve customer response management in your Job center**

- **In person** – ask for the person on site  
Customer Response Officer
- **By phone** – on the hotline **0800 4 55 55 00** (toll-free).  
Ask for your customer's customer response officer  
Jobcenters
- **In writing** – to your local job centre
- **Online** – under » [www.arbeitsagentur.de](http://www.arbeitsagentur.de) (« SUGGESTIONS AND KRITIK) or use the following QR code to enter directly  
Contact

### **Editor**

Federal Employment Agency  
Cash benefits and law SGB II

January 2024

[www.arbeitsagentur.de](http://www.arbeitsagentur.de)

Production

Variograph GmbH, Elsterwerda

# IMPORTANT NOTE IN CONNECTION WITH THE VALIDITY OF OF THE SGB II LEAFLET

Last update:  
28.03.2024

## ADDITIONAL INFORMATION ON BENEFIT REDUCTIONS IN THE CASE OF BREACH

A withdrawal of the complete standard requirement can take place if, within the last year, there has already been a certain breach of duty and you have not been able to perform reasonable work.

record. In this context, the possibility of taking up work must be genuinely and immediately and are willfully denied by you.

This lasts up to 2 months. It shall be lifted if the possibility of

You no longer take up work or you accept the job offer retrospectively.

## MERKBLATT SGB II

Further detailed information can be found in the "[Leaflet SGB II – Basic Income Support for Jobseekers](#)".

The information sheet and other information sheets can be found at »

[www.jobcenter.digital](#) >

Downloads (bottom right) > MORE DOWNLOADS.