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## Simply explained – Important terms related to the Citizen's Allowance

In this text you will find **simple explanations of important terms**.

The terms have something to do with the citizen's allowance, i.e. the basic security for

jobseekers.

The information in this text is **not legally binding**. This means:

If you want to sue in court for a benefit, you can use the

Do not take information from this text as a basis. The examples are also not legally binding. The examples are only intended to help the Understand text better.

However, you can receive legally binding information. They have for this different possibilities:

- For example, you can ask your responsible job center.
- The information in the leaflet on the 2nd Social Code is legally binding.
- You will find legally binding information in the completion instructions. Instructions on how to fill in the form are included in the forms for applications.
- You can also find legally binding information on the Internet if you Go to [www.jobcenter.digital](http://www.jobcenter.digital).



## Data protection

People have to tell a lot about themselves at the job center if they want to get benefits. You will need to provide your personal data. The data is important so that the job center can calculate how much money people get.



People's personal data is particularly protected. This is called data protection. There are various rules for this. The rules are, for example, in the Social Security Code and in the General Data Protection Regulation of the European Union. At the job center the data will be processed and stored in accordance with these rules.

Information on data protection can also be provided by the Jobcenter. And you

can be found on the Internet at

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

## The Jobcenter

The Jobcenter helps people who have been out of work for a long time or who have never worked before. The Jobcenter helps in the search for **Work, training or further education**.



The Jobcenter also supports people in securing the livelihood, if the income is not enough for it. The Livelihood is the money you need to do the most important things. The most important things are, for example, the rent for a **Apartment** and something to **eat**.

The Jobcenter examines an entitlement to citizen's allowance and pays it

Power off.

## The digital job center

The Jobcenter has an extensive range of services on the Internet. You will find it

at **www.jobcenter.digital**.

You must sign up for this offer. After that, you can go to the

Internet site can do many things easily and quickly. You can go to the

Example: Submit applications and inform yourself. You will receive important Information on the topic of citizen's money.

Without paying attention to the opening hours of the job center, you can:

- submit evidence,
- Communicate changes ,
- Submit documents,
- submit an application for continued authorisation,
- write a mailbox message to the Jobcenter.

Good to know: Scan the QR code with your mobile phone. They are coming

then directly to the website of [www.jobcenter.digital](http://www.jobcenter.digital):



## Basic income support in Germany

People in Germany who are looking for work can look for certain

Basic **income support for jobseekers** . The rules are in place in the 2nd Social Code. This is abbreviated to SGB II. The basic income support for

Jobseekers are also called citizen's money. The basic security is to be ensure the livelihood of all.



There are 2 types of benefits in the area of basic security:

- Benefits that are supposed to help you get a job.
- Benefits that secure one's livelihood.

The basic income support in Germany has a goal. People should be able to make a living for themselves and their own families.

The basic income support in Germany ensures that all people have access to the things necessary for life. This service is for people who who have no money of their own or too little money. In Germany, basic security is only available to someone who does not have enough has its own money. The basic income thus ensures that all People have enough to live on.

## The eligibility requirement

To have a claim means that you have a right to something.

The claim can be contained in a law. The entitlement to citizen's allowance is in the 2nd Social Code. It also states that the claim is only valid in the case of certain conditions exist. These conditions are the Eligibility requirements.



## The community of needs

The community of needs is important when people receive benefits or would like to apply for it. The community of needs often consists of several people. At least one member of the community of needs must **be able to work**.

As a rule, the community of needs consists of an employable person People and:

- the husband or wife, if they are not permanently separated life.
- the registered civil partner or registered life partner, if they do not live apart permanently.
- a person with whom there is a "marriage-like community". One also says community of responsibility and responsibility. That can be the steady boyfriend or girlfriend, for example, if you live together.

Children can also belong to the community of needs. Counting children under these conditions:

- The children only count as part of the Community of needs.
- The children must not be married.
- The children are not allowed to have children of their own.
- The children do not have enough money to pay for their own livelihood.



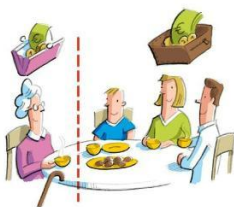
There are special rules when a child applies for citizen's benefit. If a child between the ages of 15 and 25 applies and the parents do not are employable, there are other rules for the community of needs. The Parents or a parent from the household then belong to the Community of needs of the child.

## The household community

The household community is something different from the community of needs.

The members of the household community **live together**. The community of needs. The household community includes, for example:

- relatives and in-laws such as grandparents, Siblings over 25 years old, uncles and aunts.
- Foster children and foster parents.



## The community of responsibility and responsibility

Community of responsibility and responsibility is the name given to a **special form of partnership between two people**. The partners, of which at least one is employable, live together in a Apartment. They share their household and support each other. It doesn't matter what gender people are.

The Jobcenter then assumes that the partners in a relationship are there for each other . The partners help each other with, for example Money.

It is defined what the Jobcenter can do under a responsibility and community of responsibility. The Jobcenter assumes a partnership when people are in a relationship and they living together. The partners in the responsibility and Communities of support must also be able to marry in purely legal terms. To

For example, people under the age of 16 are not allowed to marry in Germany.

They cannot therefore be placed in a responsible and community of responsibility.



The Jobcenter suspects that the partners stand up for each other if some requirements are met:

- The partners live together **for at least 1 year**.
- The partners live together with a **child together** .
- The partners provide for **children or relatives** together in their Household.
- The partners are allowed to dispose of each other's money. This is for ~~the~~ **this is the case if the partners have a joint account** .

The things mentioned above are so-called **presumption rules**.

This means that the job center automatically assumes this. If you don't opinion, you have to prove that these assumptions are not true.



In addition to the presumption provisions, there are also other facts, which establish a community of responsibility and responsibility . To the Reasons include:

- The engagement with your partner.
- Living in shared residential property. Residential property is for example, a house or a condominium.
- The care of the partner in the same household.  
In this case, you may need to verify other information become.

## The representative of the community of needs

When a person submits an application, he or she represents the community of needs. However, the application is for the entire community of needs. Anyone who community of needs should be associated with all members of the community of needs so that the information in the application is correct.



The members in a community of needs can also only partially be represented. This means that they have to make certain parts of the application themselves and sign. The members of the community of needs for example, the appendix to the income situation (abbreviated EK). The applicant must: then submit the attachments together with the application.

## Priority services

Before people can apply for citizen's allowance, they have to pay all the other

**Apply for social benefits** . Social benefits are to be paid for this ensure that people are no longer in need of help or less are in need of help. The citizen's allowance is for people who, despite the other

social benefits are in need of assistance. The same applies to the Community of needs. The community of needs must first of all other social benefits. These services are therefore called

**priority services**. Before people receive citizen's allowance, they must they take advantage of priority social benefits.

When people do not apply for priority social benefits, the Jobcenter can submit the application for them. The same applies for the community of needs. Some priority benefits lead to: that you can't get citizen's money.

Here is a list of the most important priority benefits:



- Child **benefit**.
- The **child allowance** is for people who work and have a child, for which they receive child benefit. People can use their income meets the needs for herself and for her partner but they don't have enough money for the child. The In some cases, the child allowance can be paid together with the **housing allowance**
- The **maintenance advance** for children. A parent can use this benefit if the other parent does not want to pay maintenance, or can.
- Unemployment **benefits**.
- The **reduced old-age pension** paid from the age of 63 . The benefit is not a priority if people are are in need of assistance.
- An **old-age pension from abroad** if it is paid with a German pension.
- Other pensions such as a **reduced earning capacity pension**, a **Widow's** or **widower's pension** or an **orphan's pension**.
- Sick **pay**.
- The benefits to promote training . To the services include the **training allowance**, the support under the Vocational Training Assistance Act (**BAföG**) and the Vocational training allowance (**BAB**).
- Housing **benefit for tenants** takes precedence if the tenants do not are more in need of help . The same applies to the burden subsidy for homeowners.
- Parental **allowance** after the birth of a child.

## The citizen's allowance

The citizen's allowance is for people who have no work. Working People can also get citizen's money. But this is only possible if they don't have enough money to live on. When people receive **citizen's money**

they must meet certain eligibility requirements

fulfil:

- You must be at least 15 years old.
- They do not receive an old-age pension because they are too young.
- They are able to work. This means that they are employable.
- They need help to provide for their livelihood. That is, They are in need of help.
- They must reside in Germany. This means that they must be Germany.



The entitlement is regulated in the 2nd Social Security Code

People are entitled to citizen's allowance if they are able to to work.

If they are not able to work, then people can have a

Be entitled to **citizen's allowance for people who are not able to work.**

That

The same applies to children under the age of 15. This citizen's money is also called allowance for people who are not able to work can only get people under conditions:

- There is a community of needs.
- One in the community of needs must be able to work.
- One person in the community of needs must be entitled to: Citizen' s money.

## Earning capacity

Earning capacity is the ability to work .

People are able to work if they work **at least 3 hours a day** or at least 15 hours a week under normal conditions can work . Normal conditions mean in a normal job. To Example in an office or as a salesperson.



People are able to work even with an illness . That only changes when if someone is absent from work due to illness or disability for at least 6 months. There can be various reasons why a person is not able to work .

The ability to work is also important for the citizen's allowance. In a People only receive citizen's allowance if at least one member of the community is capable of working.

## The need for help

People can be in need of help **for various** reasons:

- People are in need of help if they do not have enough money to live on.
- have. This money is also called livelihood.
- People are also in need of help if they live in a community of needs do not have enough money. For example, because the Money is not enough for all people in the community of need. The People also don't get enough help from their relatives or by providers of other social benefits such as the housing allowance office.



The citizen's allowance is **only** for people in need of help who do not . If people want to get citizen's money, they have to consume their **own money first**. This includes their **income**, but also the money saved and other things. They also say about this **Assets**. But people don't have to give up their entire assets

and not immediately. There are precise rules on how much money can be kept.

If people have income or assets , they have to look how much money they have for their livelihood. Depending on how people have a lot of money, they are partially or completely in need of help. If people have enough money to make a living, they are not in need of help.

## The need

Need is the amount of **money** that people **need to live**. The Needs take into account various things that a person needs to live. Needs. This includes , for example, **clothing** and **food**.



In Germany, there is the so-called **standard requirement**. The standard requirement is an average value. That is, it determines how much money a On average, people need to live. The standard requirement is in a law. The standard requirement is divided into different levels and is divided from different things . For example, on age and on the Familiensituation.

## The additional need

The standard requirement is sometimes not sufficient if people are in **particular situations** . This higher demand means additional demand. The additional need is paid to certain groups of people.



These include:

- Women when they **have reached the** 13th week of pregnancy.
- Single parents who **are caring for a minor** child.

- **Persons with disabilities** can, under certain conditions, also get the additional requirement.
- People receive an additional need if they are need **special foods** .
- **pupils** when they have to buy textbooks themselves. This only applies when the school prescribes the books.

## The special additional needs

Special additional needs are met if due to special living conditions, the **cost of living is higher**. And if the special circumstances are unavoidable. Examples of special needs are, for example:

- **Hygiene products** for certain **diseases**. These include , for example, For example, an infection with HIV or the skin disease neurodermatitis. Hygiene products are, for example, special cleaning agents.



- If the parents live separately, travel expenses may be included in the other parent. This is important so that the child can have contact with both parents.

People must apply if the costs of special requirements are to be taken over. But they can only use the money if they can't **pay for the things themselves**. They receive benefits from the job center for most needs. It is important to note also that no other body pays the costs.

However, glasses and dentures, for example, are not special needs. One solution for such one-time expenses is an **interest-free loan**. The Jobcenter lends money to people without borrowing fees (interest) demand. The people only have to pay back the sum they have borrowed. The Jobcenter examines this solution if special Needs arise.

## The needs for accommodation and heating (costs of the Accommodation)

People also have needs for accommodation and heating. The Jobcenter can cover the costs of accommodation and heating (rent) take over. The money from the Jobcenter for the costs of accommodation may be can only be used for rent.



In special cases, the money can also be paid directly to the landlord can be transferred.

Even if people have a house or a condominium, they have costs for accommodation. These include , for example, the Property tax, debt interest and residential building insurance. These Costs can be covered by the Jobcenter. The Jobcenter can in certain cases , also cover other costs . Thereto include , for example, costs for important repairs and costs to keep the house. However, the repairs must be important so that the costs are covered. There are also costs that are not can be taken over. The repayment instalments for the house or the Condominiums cannot be taken over. Repayment rates are the money you have to pay back for a loan.

If people want to move into a new apartment, they must first with the responsible job center. You can 't just do every Rent an apartment. You need a declaration of consent from Jobcenter before they sign a rental contract. The Declaration of consent also means assurance. When people without a good reason to move into a new and more expensive apartment, will only the costs were covered by the old apartment . You need to do the rest then pay for it yourself.

# Income

Income is all the money a person earns. The type and The origin of the income does not matter. The income can be used for For example, it **may consist of salary or rental income**. It doesn't matter if they Get money only **once** or **get it regularly** . You must always state the income.



These things are part of income, among others:

- The income that people get for work. This can also be Be money from **self-employment** . When pupils spend money during the holidays but they are allowed to keep it.
- When people own an apartment and get **rent**, what counts is the rent also becomes income. The same is true when people Lease land. For example, if they own fields or have a Wooded property.
- Various cash benefits in Germany are also part of the Income. These include, for example, **child benefit, unemployment benefit, insolvency benefit, sickness benefit** and the **Vocational training allowance**.
- Pensions are part of income, as are pensions from the statutory social insurance. These are, for example, the **old-age pension, accident pension, injury pension** and **Miners' compensation benefits**. **Pensions from abroad, Pensions** and **company pensions** are also part of income.
- **Alimony payments** are also part of income. People receive alimony payments under certain circumstances if they are raising a child alone or if they are divorced are. This also includes benefits under the Maintenance Advance Act. These are benefits that a parent if the other parent does not want to pay maintenance, or can.
- **Interest** and **investment income** are also part of income.
- Housing **benefit** and **social assistance** according to the 12th Social (SGB XII) are also part of the income.
- The **parental allowance** and the **care allowance** for educational work according to the 8th Social Code (SGB VIII) are also part of income.

People must also **declare one-time income** immediately.



A one-off income is, for example , **the tax refund**,  
**Winnings** from legal gambling or **reimbursement of operating costs**.

People must declare income even if they do not regularly  
Get money. For example, you will receive an irregular  
Income when they **sell things**. These can be, for example  
works of art.

## The Fortune

Wealth is all things that belong to people and their value  
can be **measured in money**. It doesn't matter whether things are in  
Germany  
or abroad. Assets include money that does not generate any income  
is.  
Assets include:

- The **balance in the bank** and **savings**. Savings  
can also be on an online account. In addition,  
Cash, securities, shares, bonds and equity funds to assets.
- **Motor vehicles** such as cars and motorcycles can be used for  
assets.
- **Insurance can** be part of assets.
- **Building savings plans** are also part of the  
assets.
- Land owned by people counts as wealth. These include  
**developed and undeveloped land** as well as houses. The  
For example, houses can be single-family homes or  
apartment buildings . Condominiums can also be used for  
assets.
- **Jewellery, valuable paintings** or other **valuables** are also part of the  
to assets.



Of the assets, only the part that is necessary for the  
livelihood of the people can be exploited. The assets are  
can be **used** if it can be used for subsistence.  
For example, by selling or renting things. But there are  
also assets that cannot be sold or rented  
can. For example, because the assets are pledged .  
These items are not usable.

If people live in a community of need, the assets of the others from the community of needs are taken into account.

When people apply for citizen's allowance for the first time, they should fully occupied with their job search . The Jobcenter takes into account therefore only considerable assets for a year. A fortune is significant over 40,000.00 euros. In addition, there are 15,000.00 euros for each additional

Member of the community of needs.

## The application for citizen's allowance

People have to apply if they receive citizen's allowance want.



The motion has several parts. These parts of the application are called attachments.

People are told at the job center which attachments they fill out must.

There are a few things that people consider when applying must. The application usually refers to the beginning of the month. That This means that the application is almost always **retroactive**. For example: You set the

Motion on 15 July. However, the application will then apply retroactively from 1 July.



People must therefore always provide their information for the whole month make. This is particularly important when it comes to information about their income.

### Attention!

People who apply must make sure that they have the Apply at the right job center. You must submit the application in the Jobcenter, which is responsible for their place of residence.

## The decision

When people submit an application, they get an answer. The answer is also called a notification. The decision on the application is pending in the decision. If something changes in the decision, people receive a new notice from their job center. They always receive the notices in writing. People receive a notification in these cases :

- The application is approved. It is also said that the motion will be Granted. The notice is then called an approval notice. In the It is known what benefit people will receive and for how long. This time is the approval period. If the approval period over, they must submit a new application.
- The application is not approved or only partially approved. They say the motion is also rejected. People receive a Rejection notice.
- There is a change in the amount of benefit that people get. You will receive a notice of change.
- People have received a benefit wrongly. The Jobcenter then informs people in the notice that they have received the benefit . The notice is called a reclaim notice.



## The payout

People get their services paid into their account.

The citizen's allowance is paid out on fixed dates. This is in the Rule the end of the month. This means that at the beginning of the month they will have the Services available .



## Objecting to a decision

People can **complain** when they are faced with a decision disagree. One also says: a contradiction insert. This can be done by all people who have benefited from the notice are affected. But you have to complain **within 1 month**, as soon as they have received the notification.

People must file the objection **in writing** or **in person** at the job center. You can only file an objection with the Jobcenter from which the decision came. The decision will be then checked.



The exam can have various results:

- People are right in their contradiction. That is, the Objection is granted.
- People are partly right with their contradiction. That is, the Objection is only partially granted.
- People are not right with their contradiction. That is, the Objection is not granted.

If their objection was not granted or only partially has been granted, people can sue before the social court. The A lawsuit can only be filed with the social court.

## The obligations to cooperate

People who receive citizen's allowance have certain obligations. They must cooperate with the job center. They also say about this Duties.



- People must provide **correct information**. For example, if they submit an application for a benefit, the information must be correct. When people live with others in a community of need, the details of the other persons in the community of needs. The information is important in order to eligibility for benefits . For example, whether they or a other member of the community of needs receive the citizen's allowance
- The information must **be complete**. No information may be provided lack.
- People must also be able to "prove" the information if they be asked about it. This means, for example, that they have **documents and certificates**
- People also have duties after the application has been submitted. If changes something, for example, which means that they no longer receive benefits. or the amount of the benefit would change. To Example, if they have found a job or have paid their rent increased. You must **immediately** notify the appropriate The Jobcenter case.

## Accessibility

If people receive citizen's money, they have to pay for the job center be reachable.

When people are away from home for a long time, they always have to responsible job centres. For example, when they go to the hospital if they want to move or go on vacation. They are then absent and not available for the job center.



People must tell the Jobcenter at least one week in advance that they are away from home for a long time. The job center must agree. Only then do they receive the citizen's allowance, even if they are absent.

When people work, no approval from the job center is required can be applied for.

You can be away from home for three weeks a year. If they are longer than 3 weeks, they do not receive a citizen's allowance.

## Social security

When people receive citizen's allowance, they are usually **subject to compulsory insurance** in statutory health insurance and Long-term care insurance. The Jobcenter then takes over the insurance for the recipients of citizen's money.



If people receive citizen's allowance for people who are not able to work, they are not covered by the Jobcenter in the statutory health insurance and long-term care insurance.

If people want to know something about their insurance coverage, they must contact their health insurance directly or long-term care insurance.

If people were in private health insurance before they have received citizen's allowance, **they remain privately insured**.

Some people can get a **subsidy** for the costs from the Jobcenter get. However, the subsidy is then only valid for the contributions to the health insurance or long-term care insurance and is paid directly to the insurance.

The job center only insures people when the benefit is approved became. You will then be insured from the 1st of the month in which the benefit

was granted. This means that the insurance can also be retroactive.

~~For example, you are insured from the 1st, even if the application is not submitted until the 1st of the month.~~

It may be that people get sick and have already submitted an application.

. However, the application has not yet been approved. You then have no insurance cover **yet**.

As a precaution, people should then start with their health insurance. Health insurance can help them provide information on provisional cover. That the same applies to relatives who are co-insured.

**Editor**

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Cash benefits and law SGB II (FGL 2)

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