

Information for filling in the application forms for the unemployment benefit II of the Jobcenter Kreis Warendorf

English

1. General information

The information for filling in the forms is a help for filling in the application for benefits for the securing of the living costs according to the Social Security Statute Book II (SGB). You will find further information in the instructions Social Security Statute Book II (SGB).

You can find the information for filling in the forms on our internet page under www.jobcenter-warendorf.de also in English, Arabian and French language.

Normally your application will take effect on the first day of the month (section 37 subsection 2 sentence 2 Social Security Statute Book II). For this reason you have to give information for example for the inflow of income for the complete month, in which you make the application.

The application for unemployment benefit II consists of the basic application and different annexes, which have to be completed additionally according to your life situation. It is necessary that you register your personal data once again here, so that we are able to assign clearly the annexes to you.

I. General data of the applicant	
Family name	First name(s)
Street, house-no.. eventually with whom -	Postal code, place of residence
Telephone number (with telephone area code)	Mail-address

The information about the telephone number and the e-mail-address is voluntary. If you give the corresponding information, questions can also probably be clarified by telephone or by e-mail and your application can be processed more quickly. If you inform about your telephone number and e-mail-address, you agree to the internal use.

Household-sharing

A household-sharing consists of the beneficiary, who is able to work, as well as of

- the not permanently separated wife,
- the not permanently separated husband,
- the not permanently separated, registered same-sex life partner, respectively
- a person who lives together with the employable beneficiary in a community of responsibility and committed community ("consensual union").

Also the unmarried children, who are able to work and are not yet 25 years old and belong to the household are members of the household-sharing, as far as they cannot cover their living expenses from own income (for example child benefit and support payments) or assets. If a child, who is unmarried and able to work, applies for unemployment benefit II and is at least 15 years but not 25 years old, vice versa the parents or one parent, living in the household, belong to the household-sharing of the child.

Representative of the household-sharing

The household-sharing is always represented by the person who applies for the benefit (applicant).

Only one application is required for the whole household-sharing. If you fill in the application as a representative, you should include the persons you represent and coordinate the important information as well as the information concerning them with them together. The members of the household-sharing can also let themselves represent partially, that is to say for example the annex income and the annex assets can be filled in and signed by themselves.

2. & 3. Personal conditions and personal conditions of further persons in the household

Community of responsibility and committed community

The condition for the entitlement to benefits for securing the living costs is the existence of need for help (section 9 Social Security Statute Book II). Within the framework of examination according to section 9 subsection 2 Social Security Statute Book II also the income and the assets of the partner have to be taken into account. As a partner not only the wife respectively the husband or the registered same-sex life partner are meant, but also the partner of a so called community of responsibility and of a committed community.

Such a community of responsibility or a committed community exists, if the partner, with which the beneficiary lives together in a common household in such a manner, that it can be assumed according to reasonable acknowledgement, that the reciprocal will exists, to bear responsibility for each other and to support each other. This community of responsibility and committed community can both be entered by same-sex or heterosexual partners. Such a partnership can be assumed if a certain exclusivity of the relationship exists, which does not tolerate a comparable cohabitation in addition.

Moreover the general legal admissible possibility of marriage respectively establishment of a life partnership according to the Life's Partnership Law (LPartG) must exist between the employable person, requiring assistance, and the partner.

A reciprocal will, to bear responsibility for each other and to support each other is assumed, if partners

- care jointly for children or relatives in the household or
- are entitled to dispose of income or assets of the other partner,
- are living together for more than a year,
- are living together with a common child.

These criteria are not final, so that also other facts can establish the existence of a community of responsibility and a committed community. This can be for example an engagement (a given marriage promise), the living together in a common owned residential property or the care for a partner in a common household. It can be necessary on the part of the Jobcenter to save additional data.

Further persons

Further persons are persons who live together with you in a community of responsibility or a committed community. You yourself are not meant. As far as the fields in the application form are not sufficient, please make use of the annex „Further relatives“.

Common household

A household-sharing then exists if further persons live together with you in the household, who are however not members of your household-sharing.

For example to a common household belong:

- relatives and relatives by marriage,
- foster children and foster parents who live in the same household.

A shared apartment (WG, for example for students) does neither represent a household-sharing nor a common household. That means that you must not give information about the personal conditions of probable housemates in your application for unemployment benefit II. In these cases it is sufficient, if you indicate in the annex costs for the apartment the proportion of rent of the further person(s) or in the annex income the income from subletting payments of housemates.

Health- and nursing insurance

Health insurance	I am compulsorily insured in a legal health insurance or family insured		He/she is compulsory insured in a legal health insurance or family insured	
	<input type="checkbox"/> yes <input type="checkbox"/> no If yes: Name of the health insurance		<input type="checkbox"/> yes <input type="checkbox"/> no If yes: Name of the health insurance	
	Member-number:		Member-number:	
	If no: <input type="checkbox"/> I was not yet insured in a health insurance. Please choose one insurance health company and present the certificate of membership. <input type="checkbox"/> Up to now I had a private health insurance. (Please fill in the supplementary sheet social insurance.)		If no: <input type="checkbox"/> He/she was not yet insured in a health insurance. Please choose one insurance health company and present the certificate of membership. <input type="checkbox"/> Up to now he/she had a private health insurance. (Please fill in the supplementary sheet social insurance.)	

This information has to be given in order to secure a health – and nursing insurance for you and the members of your household-sharing; the Jobcenters are obliged to do this. If on the day before the beginning of the payments of unemployment benefit II, you were insured private, voluntarily legal or not at all in a legal health – or nursing insurance, please contact your official in charge for the benefits.

Pension insurance number

As a beneficiary for unemployment benefit II, you are not subject to compulsory insurance in the statutory pension insurance. For this reason no contributions are paid for the pension insurance. The period of payment of unemployment benefit II is however reported to the pension insurance institution, which then controls, if a credit period exists. Please inform us about your pension insurance number for this report. You can find your number in your social insurance card.

If you have not yet got a pension insurance number, you can apply for it at your health insurance.

4. Increased need

Under specific conditions benefits for increased need can be paid, which is not covered by the standard benefit. This applies for all persons belonging to the household.

One member within the common household

<input type="checkbox"/> is pregnant .	Name, first name:		Please present the maternity record!
<input type="checkbox"/> is a single parent .	Name, first name		
<input type="checkbox"/> belongs to the group of people of severely handicapped persons and receives benefits for the participation in work. Arbeitsteilnahme			
	Name, first name:		Please present the approval decision!
<input type="checkbox"/> Need for medical reasons for an expensive nutrition.			
	Name, first name:		Please fill in annex MEB!!
<input type="checkbox"/> is not able to work and holder of an identity document (according to section § 69 subsection 5 of the Social security statute book IX) with the mark G			
	Name, first name:		Please present the official identity document!
<input type="checkbox"/> has a current special need due to a special life condition (for example right of access)?			
	Name, first name:		

Increased need pregnancy

In order to receive a benefit for this increased need, the proof of a pregnancy is required. Please present a medical certificate or the maternity record. Eventually there may be costs for a medical certificate. These costs will not be paid by the Jobcenter.

Increased need single parenthood

People living alone who live together with one or several minor children in a common household, will receive a benefit for an increased need, because the condition is taken into account that no further person is living in the household sharing respectively the common household, who participates in the care or education of the child.

Increased need handicapped persons

The handicap can be proved by presentation of a benefit decision.

Increased need costs for a special nutrition

If you need for health reasons a special expensive nutrition, a certificate of the doctor in charge is necessary. For this reason you have to present a medical certificate to the Jobcenter from which the illness and the nutrition prescribed results. The fees incurred for the issue of the certificate can be paid back to a reasonable extent (actually 5.36 EUR).

Increased need mark G

For the granting of benefit for increased need a complete incapacity to work according to the Sixth Book of the Social security statute book must exist. The mark G can be proved by presentation of the disabled person's pass.

Increased need for special requirements

Especially conditions of life can justify an increased demand, if over a longer period costs are incurred, which cannot be avoided, for example such as for example

- recurrently required hygienic necessities for special diseases (e. g. HIV, neurodermatitis),
- for separately living parents the costs for realisation of the right of access

These costs can be taken over, if they are applied for. Such an increased need can only be recognized, if the incurred costs cannot be paid out of own resources.

One-off expenditures which are compensated by the standard rate or can be covered by an interest-free loan (e. g. eyeglasses, dental prosthesis) do not represent such a current special requirement.

5. Housing conditions

In order to determine your need for accommodation and heating, the **annex costs of your accommodation** has to be filled in completely by you and a rent certificate of your renter has to be presented.

6. Income

For each person of the household-sharing above the age of 15 the **annex income** has to be filled in.

7. Conditions of assets of the applicant

Information on the assets have to be indicated in the „**annex VM for the determination of the existing assets**“.

8. Dependent family members outside the common household

For example for separately living spouses or a parent living not in the household of a child/the children the „**annexe UH for the determination of dependent family members**“ has to be completed.

9. Other claims

Priority claims are those claims towards other service providers or third parties, which are appropriate to reduce at least your need of help or exclude your claim for unemployment benefit II.

These are for example:

- Maintenance claims according to the Civil Code (BGB),
- Claim for housing benefits/subsidy for charges, can be applied in your town administration or official administration,
- claim for child benefit/child supplement, can be applied at the institution responsible for paying child benefit (Familienkasse),
- claim for advance payment of maintenance, can be applied for at the youth welfare office,
- claim for unemployment benefit, can be applied for at your Jobcenter,
- claim for (foreign) pensions,
- claim for parental benefit/for maternity benefit/care benefit,
- claim for educational support,
- claim for sickness benefit.

Claims towards third parties, for example:

- contractual claims for payment,
- claims for damages,
- claims against employers (outstanding wage payments),
- claims from unjustified enrichments,
- claims from inheritances,
- repayment claims from gifts
- claims from a transfer – or a contract of estate reserved for parents,
- claims from a company pension scheme or
- not fulfilled, contractually guaranteed life annuity payments

10. Legal guardian/caregiver

If for you or a member of the household-sharing a legal care or guardianship is established, please inform us about the contact details of the caregiver and let the caregiver/legal guardian sign the application.

Important documents for the basic application:

Annex income:

All earnings in money or money-value have to be considered.

Especially the following is considered as income:

- Income as an employee or self-employed person, income from rental of property or land, from agriculture and forestry, from holiday jobs,
- child benefit, benefits in lieu of income such as unemployment benefit, insolvency payments, transitional payment, sickness benefit,
- pensions from statutory social insurances (e.g. old age pensions or miners guild compensatory payments, accident pensions respectively injury pensions), company pensions or pensions,
- maintenance payments, payments according to the Law on Advances for Maintenance Payments,
- interests, capital gains,
- housing benefit, social benefit according to the Twelfth Social Security Statute Book (SGB XII) and
- other current or non-recurring income (for example parental benefit, care allowance, care allowance for educational measures according to the Eighth Social Security Statute Book (SGB VIII)).

Expense allowances for a volunteer work or a charity task activity have also to be evaluated as income. Other current and non-recurring earnings are among others the life annuity for a sold real estate and the tax refund. You have also to inform us about compensation payments for damages.

Each change of the income conditions of your household-sharing has important influence on the amount of your entitlement to benefits and generally has to be communicated.

Also one-off earnings belong to the income: One-off earnings are for example tax refunds, payments for running costs, interest income, gambling winnings and bonus payments, provided that these earnings are received within the time period of need (that is within the month of application).

According to the accrual principle it depends on the factual receipt of the payments of income of all types by the beneficiary. The period, for which the income is paid, is not relevant. Example: The salary of the salary statement September is transferred to your account in October. – For this reason the accrual took place in October.

Child benefits for children in the household-sharing has to be taken into account for the respective child with the whole amount as income, as far as it is needed for the livelihood.

An amount, which exceeds the need of a child (without needs for education and participation) (for example by the coincidence of maintenance payments and/or further own income), has to be assigned to the income of the person entitled to child benefit.

Entitled to child benefit are generally parents, adoptive parents or the foster parents of the child. Grandparents can also be entitled to child benefit, as far as the child lives together with them.

The decision on the claim for child benefit is taken by the authority responsible for child benefit (Familienkasse). This authority will inform you by a written decision.

You can take from your statement of account the sum of the transferred amount, your child benefit number as well as the period, for which this amount is determined.

Annex assets

Please inform us about the existing assets for each individual member of the household-sharing. Assets are the entirety of the goods of a person, which can be measured in money, independent of the fact, if they exist at home or abroad. The following items especially belong to the assets:

- motor vehicles (for example car, motorcycle),
- endowment insurances, private pension insurances, building savings contracts,
- built-up or non built-up real estate property, condominiums and
- bank deposits and savings accounts (also online), cash, securities, shares, bonds, share funds,
- receivables,
- other assets (for example cash, valuable items, paintings, jewellery).

The information about the market value of property areas, condominiums and houses are required, so that the Jobcenter can eventually verify a possible utilisation of the property by sale, mortgaging or renting. The proof about the market value of a real estate can be executed by sales' contracts or market value appraisals, which are not older than three years. As far as such documents do not exist, the Jobcenter will take for undeveloped plots the values from real estate benchmark tables and for developed plots the information from the purchase price records of the appraisal board for real estate values at the cadastral – and land surveying office as a basis for the calculations.

Annex costs for accommodation

Requirements for accommodation and heating will be recognized in the amount of the actual expenses, as far as these are adequate (section 22 subsection 1 of the Social Security Statute Book II).

Costs for rent, operating costs and heating expenses have to be indicated.

Annexe maintenance (UH)

In order to be able to carry out a control of maintenance duties of third parties, you have probably to present maintenance decisions (for example divorce decrees, paternity judgements), comparisons or written agreements, from which the maintenance claim results.