



Information sheet on social benefits to ensure the means of subsistence

Das Jobcenter EN

You have applied for benefits at the Jobcenter EN in accordance with the Sozialgesetzbuch Zweites Buch (SGB II) (Second Book of the Code of Social Law). The Jobcenter, as an authority, is therefore responsible for you. This applies to social benefits to ensure the means of subsistence and integration into work.

Social benefits in accordance with SGB II (unemployment benefit II or also called SGB II - benefit) are only granted upon application. After the approval period has expired the social benefits must again be applied for. For this use the benefits extension application. You can find this in the internet or get it from the regional office responsible for you.

What are SGB II - benefits?

What kind of social benefits do you receive from the Jobcenter EN?

- Services such as consulting with respect to social benefits
- Financial benefits
- Benefits in kind, for example food coupons or certificates for the coverage of costs

Who is entitled to social benefits?

All persons fit for work, in need of assistance, above the age of 15 are entitled to unemployment benefit II until reaching the age of retirement, if they normally reside in Germany.

All persons unfit for work, in need of assistance, living with you in a “community of need” receive income support.

You are fit for work in the sense of the SGB II if:

- you can work at least three hours per day under the normal conditions of the general labour market,
- you temporarily, due to an illness or a handicap, cannot work.

Do you feel that you are permanently not in a position to work for health reasons? Talk to us!

You are in need of assistance if:

- you cannot, or only inadequately, ensure your subsistence and that of your dependants from your own resources and strength, for example, from your own income, capital or work.

Please submit all documents that prove your need of assistance to the Jobcenter EN, such as evidence of income or capital. This also applies to every person living in your household.



The community of need

Social benefits in accordance with SGB II are checked and authorised in each case for a community of need. This community of need includes

- those in need of assistance that are fit for work,
- the parents living in the household or one parent living in a household of an unmarried person fit to work and under the age of 25 years and this parent's partner living in the household,
- partner of the persons in need of assistance that are fit for work:
the spouse not living permanently separated,
the civil partner not living permanently separated,
the person with whom the person who is fit for work and in need of assistance lives in a marriage-like relationship or a consensual union,
- the unmarried children of the person who is fit for work and in need of assistance, or of his/her partner, belonging to the household, if they are under 25 years of age and cannot ensure their subsistence from their own income or capital. The children unfit for work receive income support.

Scope of the financial benefits

The SGB II currently foresees flat rate standard rules to the following amount

Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Single parent Single Minor partner	Partner in community of need above 18 years of age (YRS)	Age of majority until reaching the age of 25. years (Member of the community of need) other BG dependants fit for work Persons who are not yet 25 years of age and have moved without the required assurances	children respectively young people aged 15 years up to the age of 18 years minor partners	children und the age of 7 years up to the age of 14 years	children from birth up to the age of 6 years
424.00 € month	382.00 € month	339.00 € monthly	322.00 € monthly	302.00 € monthly	245.00 € monthly



Note

If young adults under the age of 25 years move without the written assurance from the Jobcenter, they will only receive a flat rate of currently 332.00 € monthly.

The standard rules are monthly flat rates to be spent at your own discretion. From this regular expenses must be covered and reserves built up for one time purchases, for example, new clothing, new shoes, a new washing machine etc.

This means for example:

If you have closed a household or a personal liability insurance with an annual premium payment, then you must save up the amount and, when due, transfer the premium to the insurance yourself.

The flat rate **standard rules** include expenses for, e.g.

- Foodstuff, drinks
- Clothing
- Household electricity
- Replacement purchases of necessary household articles such as furniture and electrical appliances
- Personal hygiene
- Telephone, mobile phone, internet and telefax
- Leisure, culture

Note

If you can demonstrate that you have no savings, no capital and that you have no other ways or means of making a necessary purchase, then you can apply for a loan. The request must be made in writing with the latest bank statements for the last 3 months and the current savings books/accounts. This applies to all accounts and savings books/accounts all persons in your community of need.

The regular SGB II benefits include, in addition to:

- increased needs, for example, in the event of pregnancy, for single parents, expensive special diet etc.,
- increased needs for hot water, if the hot water is generated by an appliance installed in the accommodation,
- reasonable accommodation and heating expenses for a flat/private home used here,
- contributions for health and nursing care insurance, these contributions are paid directly to the health insurance by the Jobcenter EN.
- Special one-off benefits



Following benefits can be requested in writing:

- Initial fitting out for clothing (also in the event of pregnancy and birth),
- Initial fitting out for the flat, including household appliances,
- purchase and repair of orthopaedic shoes, repairs to therapeutic devices and equipping and rental of therapeutic devices.

Special benefits for education and participation of children and young people

Upon request following financial benefits for:

- Excursions
- Trips over several days
- Reasonable tuition
- Pupils' tuition
- Lunch in schools and childcare day facilities
- Participation in social/cultural life
- Person school needs

can be granted.

Income in the SGB II

Every person applying for assistance must use his/her income and claims vis á vis third parties such as maintenance or pensions to support themselves and the community of need as far as possible from their own resources.

Income includes all revenue in the form of money or in kind, regardless of the origin or the legal nature. Irrespective of whether they are subject to taxes or not. For this reason you are obliged to declare all kind of income to your regional office, for example all incomes from work, income from social benefits, income from maintenance. In doing so the amount of income received is of no consequence.

The Jobcenter EN then checks the documented income to decide whether it will be taken into consideration for the calculation of the benefits or not.

Assets in the SGB II

Every person applying for assistance must declare his/her **assets** to the Jobcenter EN and submit appropriate proof. Assets include, for example:

- Houses and ground
- Vehicles
- Life insurance
- Savings books/accounts
- jewellery

The Jobcenter EN then checks the documented assets to decide whether they will be taken into consideration for the calculation of the benefits or not.



Information on the account screening procedure

To check your income and financial circumstances and those of the members of your community of need, you are obliged to declare all accounts and savings accounts in your name, respectively in the names of the members of your community of need, with the latest account balance and the account powers of disposition to demonstrate your need for assistance.

If, despite a request by the Jobcenter EN, you only submit incomplete details of your income and financial circumstances, or if you have given reason for doubt concerning your need for assistance, the Jobcenter EN can initiate an account screening procedure at the Federal Central Tax Office in accordance with § 93 Abs. 8 Abgabenordnung (AO). All banks and savings banks with branches in Germany are contacted with the request for information, whether you, or members of your community of need have accounts at the respective bank or whether powers of disposition for an account exist. After a corresponding response your SGB II benefits are checked.

If there is any doubt regarding your need for assistance, the Jobcenter EN is authorised to deny the benefits until the issues have been clarified or only to grant the benefits temporarily. For this reason it is in your own interest to fulfil your obligations of cooperation, from the very beginning, by submitting the complete documentation of your earnings and assets.

Information on the Federal Labour Office's blocking period and uneconomical conduct:

Following conduct can, for example, cause a reduction or your SGB II benefits.

- Intentional reduction of your income/assets,
- continuous uneconomic conduct,
- causation of a blocking period or cancellation of the right to unemployment benefit 1 at the Federal Labour Office or the prerequisites defined in the third book that justify the implementation of a blocking period.

The reduction takes, as a rule, three months,

For this period of time reduced SGB II - benefits are paid.

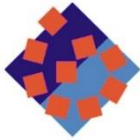
Information on the reimbursement of costs

If you caused your need for assistance without any compelling reason or due to negligence, the Jobcenter can demand reimbursement of the SGB II - benefits paid to you and the members of your community of need.

Information on your obligation to cooperation and information

To be able to check and verify your right to benefits your cooperation is indispensable. You must declare all facts that could be significant for the benefits and are requested in the application form. If information is required from third parties you must agree to these persons disclosing information. If evidence (certificates, proof) is required then you must specify this or submit it yourself.

During the time in which you have a right to SGB II - benefits you are obliged, upon request, to report personally and, if necessary, to appear in person for a medical or psychological examination.



Furthermore you are obliged to report all later changes, immediately and unsolicited, to the information you submitted. Only then can payments to the correct amount be ensured and excess payments avoided. This also applies if changes occur that can have a retroactive effect on the benefits, e.g. the retroactive granting of a pension.

You must, in particular, immediately report if

- you start work or are self-employed, or if you receive other social benefits such as unemployment benefits, sick pay, parental benefits, maternal benefits.
- You are working and/or the number of working hours changes.
- If the income or the assets of your community of need changes, for example after an inheritance or an endowment.
- You start a marriage/civil partnership or end the same,
- your address changes: If you request the costs for accommodation and heating, respectively if you are receiving them, you must, prior to moving, consult the responsible regional office and solicit the assurance for the future expenses for your new accommodation; if necessary also for the payment of the moving expenses. This also applies to the members of your community of need,
- if persons permanently living in your household move out or persons move in.

Please inform us immediately of any changes and make sure that the information is complete and correct. Observing these cooperation obligations is, in particular, in your own interest.

If you submit incomplete respectively incorrect information, or if you do not report changes respectively do not report them immediately, you must, where appropriate, reimburse those SGB II - benefits that were wrongfully received.

If, as a result of a breach of the cooperation obligations, you effect an unjustified payment of SGB II - benefits, then criminal or administrative offence proceedings can be brought against you for fraudulent behaviour towards public welfare authorities according to § 263 Strafgesetzbuch (StGB) (German penal code).

Benefit abuse will be detected and vigorously pursued, among others, by using modern methods of electronic data processing - also in cross-functional cooperation with other agencies and responsible bodies - respectively by deploying field staff.

Information on accessibility and availability

If you regularly receive SGB II - benefits, you must consult the Jobcenter EN before changing your location, e.g. for holidays or visits over several days. Get in touch with your integration coach/case manager. You can find further information in the "Informationsblatt für Kunden des aktivierenden Bereichs" (Information sheet for clients in the activating sector) or in the leaflet "Ortsabwesenheit" (absence from home location) which are available in every regional office.

You must always be accessible on every working day, personally and by mail, and daily be able to visit the Jobcenter. There is no entitlement to a holiday!

A change of location for up to three weeks (21 calendar days) per calendar year can be granted to you, if there is no conflict with the professional integration.



For this you must visit the Jobcenter EN personally before the planned absence from your home location and solicit the permission from your integration coach.

Report personally to the Jobcenter EN on the first working day after your return. Please also bring your identity document with you.

Please note that, in the event of a longer absence or failure to report your return, all SGB II - benefits will be cancelled or demanded back.

You can find further information in the leaflet "Ortsabwesenheit" (absence from home location).

Application for exemption from license fees for radio and television

The exemption from the obligation to pay license fees for radio and television must be requested by a written request. You can find the application forms under www.rundfunkbeitrag.de. Please attach the certificate for the exemption from the payment of radio and television license fees, which is attached to your permit notice, to the original. Only sending in this certificate does not suffice for an exemption.

Send the certificate together with a filled in application for the exemption to the following address.

ARD, ZDF und Deutschlandradio
Beitragsservice

50656 Cologne

For questions regarding the exemption from the payment of radio and television license fees, please get directly in touch with the license fee office at ARD, ZDF and Deutschlandradio.

Notes on data protection

The Jobcenter EN observes the applicable data protection regulations.

I have been informed that, within the scope of the activities in SGB II, data is collected, stored and processed electronically and can be made available to other agencies who fulfil public duties for me.

The District Administrator is responsible for the collection of the data: Ennepe-Ruhr-Kreises, Hauptstraße 92, 58332 Schwelm, Tel. 02336 93-0, verwaltung@en-kreis.de.

You can address questions regarding data protection to the data protection officer at Ennepe-Ruhr-Kreises, Hauptstraße 92, 58332 Schwelm, Tel. 02336 932329 or per email to datenschutz@en-kreis.de or to the State Officer for data protection and freedom of information Nordrhein-Westfalen (NRW), Kavalleriestraße 2-4, 40213 Düsseldorf, Telephone 0211 384-240, Telefax 0211 38424-10, email: poststelle@ldi.nrw.de, www.ldi.nrw.de - this is also the supervisory agency responsible for data protection in NRW.

You can find further information on the protection of your data under:
<https://www.enkreis.de/arbeitsberuf.html>



Confirmation

Today I was given the information sheet. I will also show it to the other persons in my community of need for their information.

Date and signature