

**Dear client,**

this information sheet gives you an overview of the main offers of assistance for the integration into the labour market according to the Zweiten Buch Sozialgesetzbuch (SGB II) (Second book of the social security code).

You will receive information on the necessary prerequisites for the granting of these benefits.

Please read the following information very carefully so that you are aware of your rights and obligations.

For more information contact your Jobcenter EN.

The cooperation between you and the Jobcenter EN is based on the principle of “encouragements and challenges”. The objective is that you will, in future, be able to ensure your subsistence from your own resources and strength.

**Encouraging - our benefits**

We give you comprehensive support with benefits for the integration into the labour market.

The following services can be rendered

- personal consultation and care
- vocational coaching
- Job placement or training
- Start-up consulting
- Travel and application expenses
- Internship at employers
- Funding of jobs with subsidies
- required qualification
- vocational reeducation
- Provision of job opportunities

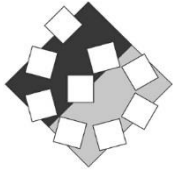
Furthermore, if necessary, we help you with the access to:

- Integration courses (German language courses)
- vocational rehabilitation
- Debt counselling
- psychosocial care
- Addiction counselling

We would be glad to help when applying for individual sponsorship offers.

You can also find more information on the Jobcenter EN's sponsorship offers on our website

<http://www.enkreis.de/arbeitsberuf/fuer-arbeitsuchende/foerdermoeglichkeiten.html>



## Challenges - your obligations

You are obliged to actively cooperate in all the measures for your integration into the labour market.

This means, in particular, that you are obliged:

- to always be accessible on every working day, personally and by mail, and daily be able to visit the Jobcenter EN
- to appear at the Jobcenter EN for appointments
- to look for and apply for work on your own initiative
- to accept and begin reasonable work
- to attend and participate in agreed measures
- to immediately report any changes in your personal and/or professional circumstances
- to attend medical and psychological examination appointments arranged by us

## Integration agreement

Your integration coach will, together with you, develop a plan for your integration into the labour market.

In advance a so-called potential analysis is performed, this is also legally mandatory. In doing so your personal situation, your strengths and areas of action are surveyed. In conclusion a placement objective is defined.

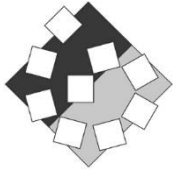
The plan describes the individual steps of action to fulfil this objective. The individual promotional benefits agreed upon and the resulting obligations are documented in an integration agreement.

The integration agreement defines:

- which benefits you will receive for the integration in the labour market
- which efforts you, at a minimum and how often, must undertake for the integration into the labour market and how these efforts are to be demonstrated
- which benefits from other sponsors have been included in the integration process.

As a rule the integration agreement is defined for six months.

After expiration of the six months the integration agreement is checked together with you and modified.



## Reasonableness

### What does reasonable work mean?

If you have applied for, or are receiving, benefits according to SGB II you are obliged to accept every kind of reasonable work.

Essentially a job is reasonable if it corresponds to your physical and psychological capabilities.

A job is also classified as reasonable even:

- if it doesn't correspond to your professional training
- if it doesn't correspond to a previous professional activity
- if the working conditions are less favourable than in your previous occupation
- if the workplace is further from your place of residence than a previous workplace

## Absence from the home location

### What do accessibility and absence from the home location mean?

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 personal ID.

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

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

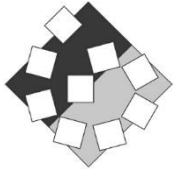
## Reporting / cooperation obligations

### What does immediate reporting of changes mean?

You are obliged to report all changes to your personal and professional situation immediately.

You must, in particular, immediately report if:

- you start a professional activity - even as a self-employed person or as a family worker
- the number of working hours changes
- if your income or your assets change, or if the income or assets of the members of your community of need change.



- you, or a member of your community of need, receive income from capital (e.g. interest, dividends) or a tax refund
- you apply for or receive annuities of any kind, especially disability pensions due to reduced earning capacity
- you are incapable of work due to sickness the inability to work and the expected duration must be demonstrated by you
- you are pregnant (please submit the maternity log)
- you apply for or receive maternal benefits or similar benefits
- there any changes to our child's care situation or other members of the family
- you start or end a marriage / civil partnership (see also the information sheet "benefit rights")
- your address changes. If you apply for or receive benefits for the cost of accommodation and heating, you must, prior to moving, get in touch with the responsible regional office (see also the information sheet "benefit rights")

Please make sure that your information is complete and correct. This is in your own interest.

Incomplete or incorrect information or changes not reported lead to:

- a demand for reimbursement of the benefits unjustly received
- the institution of administrative offence proceedings - or even criminal proceedings

### Breaches of obligations - legal consequences

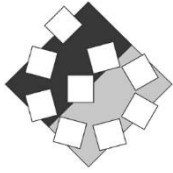
Not fulfil your obligations described in the section "Challenges - your obligations" leads to legal consequences, unless you can provide an important reason. These range from a partial to a complete cut of your unemployment benefits II.

Legal consequences come into effect, in particular, if you refuse

- to attend consulting and examination appointments
- to take part in, or continue, a measure agreed upon in the integration agreement
- to demonstrate that you have applied for work to a sufficient extent
- to accept and continue a reasonable work, training or job opportunity.

Your concrete obligations and the respective legal consequences in the event of a breach of obligations is documented in your integration agreement.

**Please also observe the information sheet "Leistungsrecht" (benefit rights).**



The Jobcenter EN observes the applicable data protection regulations for the processing of social benefits according to the SGB II.

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 data collected from you and the members of your community of need is, depending on the characteristics of the case, mainly disclosed to

- the Federal Labour Office in anonymised form for statistical purposes
- the Post AG as a private company with respect to your address for the purpose of sending letters
- executing sponsors of labour market measures
- the Bundesamt für Migration und Flüchtlinge (BAMF) (Federal ministry for migration and refugees).
- employers during the job placement process

for the correct approval of social benefits and the fulfilment of the legal charter for the activation, qualification and placement according to the SGB I, SGB II, SGB III and SGB X.

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](mailto: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](mailto: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](mailto:poststelle@ldi.nrw.de), [www.ldi.nrw.de](http://www.ldi.nrw.de) - this is also the supervisory agency responsible for data protection in NRW.

The data storage is for a period of 10 years, on the basis of the corresponding public laws, after closure of the case. After expiration of the time limit all data collected by us is deleted/destroyed.

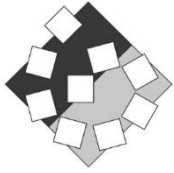
You have following rights regarding the data collected from you:

- Information about the processing of your personal data
- Insight into files according to the procedural regulations
- rectification of incorrect data
- deletion or restriction of the data processing
- objection against the data processing under certain circumstances
- complaint to the supervisory body in the event of breaches of data protection

If you do not agree to the collection, processing and disclosure of your data, I would like to make you aware that, without this data, the granting of SGB - II benefits as well as the provision of services for activation, qualification and placement for you and the members of your community of need are no longer possible.

You can find further information on the protection of your data under:

[JC EN Informationsblatt "Aktiver Bereich"](#)



<https://www.enkreis.de/arbeitsberuf.html>

**Confirmation of acceptance**

I have received the information sheet "Aktiver Bereich" (Active sector) and all unclear items were explained to me

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Signature