

# Information for Applicants in SGB II -Newcomers-

## Chapter I

### General Information about the Service Center/Application

If you require any consultation on any matter, the Service Center is your starting point at the Municipal Job Center.

Here you can make appointments to see the officers in charge of subsistence allowances or labor market integration.

In order to submit an application for unemployment benefit II or education and participation, you have to come to the Service Center in person.

#### **Basic requirements for any consultation at the Municipal Job Center (KJC):**

1. – For any consultation please bring and present the **Fictional Certificate and/or Residence Permit**.
2. – Please arrive **on time** for any appointment

#### **Please respect the Office Hours for Consultation**

- Monday and Tuesday: from 8:30 am till 12:00 noon
- Wednesday - Closed
- Thursday from 8:30 am till 12:00 noon and from 1:00 pm till 5:30 pm
- Friday from 8:30 am till 12:00 noon

### **What will you need for the application:**

- Notification of award of residence status from the BAMF
- Fictional Certificate or Residence Permit incl. Housing Assignment

### **In order to submit your application you have to:**

- Fill out completely the Application forms you are given
- Select a health insurance facility (Krankenkasse) and have a membership certificate issued
- Apply/open a bank account
- Apply for child benefit for children under the age of 18 at the Child Benefit Facility (Familienkasse)
- If unemployed and registered with the employment agency for unemployment benefit II, the claim will extend until the age of 21 years
- If attending school, training or college the claim extends up to the age of 25 years
- Obtain a Tax ID number and a Certificate of registration from the Public Registration Office (Einwohnermeldeamt)
- Pension Insurance Number (from the health insurance facility - Krankenkasse)

### **What information do you have to provide about your family:**

#### Information about family members of the Applicant

Dependents:	Common Law Spouse or wife/husband Children living in the household, which have not completed the 25 <sup>th</sup> year of life
Information:	full name, date of birth, address, Marital status, country/place of birth and residence status

### **For applicants with children in kindergarten**

The application for covering the kindergarten charges must be submitted to the specialized youth office (Fachdienst Jugend) in the municipal town hall Landratsamt Schmalkalden-Meiningen.

### **Education and Participation**

Education and Participation are benefits for the children younger than 25 years of age who receive any form of income support (Unemployment benefit II, housing benefit, child benefit, benefits as per AsylbLG Act).

EXCEPTION: Social Participation, for instance membership fee in a sport club or holiday activities will be supported only until the child is 18 years old.

**Education and Participation include:**

- Supplement to the community lunches in the kindergarten or school
- Covering the cost for one day long school excursions or several days long class travel
- Social Participation (for instance membership in a sport club, holiday activities )
- Covering the cost for individual forms of education/private tuition
- Covering the cost for student transportation

**IMPORTANT!**

**The application for education and participation**

- Must be submitted always prior to the event eligible for support,
- The application forms are available at the Service Center and can be picked up from there,
- Must be filled out by the Applicant and the appendixes – by the respective service provider (for lunches for example – the respective catering provider at the kindergarten or the school )

**Chapter II**  
**General Information about Subsistence Allowances**

- You have to submit your application for subsistence support **in person**.
- After the Service Center gives you the application forms and a time for an appointment to submit your application you have to **come to the appointment on time**.
- You have to be **on time** for the appointment for submitting your application with all your papers/documents filled out properly and in full.
- As a rule, the allowance will be transferred to your bank account.
- The housing benefit will be transferred directly to your landlord.
- You will receive the allowances **each month in advance**.
- The income and the assets above the amount of the allowance shall be calculated for the benefit.
- In case you receive Unemployment Benefit II you are medically insured.
- In the case of non-performance of the obligations the Unemployment Benefit II will be reduced, and several times too. It can also be cancelled altogether.
- **Any changes** in the personal circumstances must be **reported immediately**.

**Statutory Subsistence (Unemployment Benefit II)**

		As of <u>01.01.2017</u>
- Persons living alone:	404,00 €	409,00€
- Partner in BG:	364,00 €	368,00 €
- Adults younger than 25 years: (in their parents' household)	324,00 €	327,00€
- Teenagers between 14 and 17 years:	306,00€	311,00€
- Children between 6 and 13 years:	270,00€	291,00€
- Children younger than 5 years	237,00€	237,00€

## **Subsistence for reasonable housing and heating costs**

1. In principle only reasonable cost is covered – for housing, heating (municipal services/differences between the Job Centers!).

The cost for electricity, telephone, etc. IS NOT PART of the cost for rent.  
This cost must be covered by each person from the Statutory Subsistence.

2. The criteria are size of the flat and cost for rent plus heating and utilities.
3. **In case you intend to move to a different flat, before you conclude the new rental contract please apply for an agreement for covering the new housing costs.**

## **Additional Benefits:**

### **First time furnishing and household appliances and bedding**

First time furnishing means if no furniture or not sufficient furniture/appliances and bedding is available when a person moves in for the first time in his/her own place of residence (Change from a rented place to one's own place)

1. Application with an exact list of the items needed,
2. Communal service – differences between the various service providers
3. Absolute necessity / individual check, referral to self-help or social assistance possible
4. Payment of a reasonable lump sum / partially with vouchers

## **Possible Supplements (upon request)**

- Expecting mothers
- Single parents
- Eligible disabled persons for participation in the labor market
- Expensive diet in certain cases if there are reasonable grounds for it
- Special needs (severe cases)
- Energy (decentralized water heating)

In addition – supplements for social insurance (Krankenkasse + Pflegeversicherung) or special assistance for eligible cases

### Section III

#### Content of the Consultation regarding Labor Market Integration

- Discuss your **current life situation** and **professional intentions**,
- Presentation of **Qualification Certificates and CV** required (if available)
- Establishing the recognition and translation – during the consultation
- Topics like: school, profession, vocational training, family status, health and language capacity are covered in the profile of the applicant

Type of Education	from ... till...	As what...?
	Example	Example
<b>School</b>	08/1997 till 07/2007	Primary and Secondary School
<b>Training/Studies</b>	08/2007 till 08/2010	Electrician training
<b>Work experience</b>	09/2010 till 10/2014	electrician

- The purpose is to determine the chances for the person on the labor market based on their skills and abilities.
- An immediate participation in a measure for establishing the person's skills is required.
- Placing according to the **obligation for participation in an integration course** and discussing the possibilities of the course providers in the respective district.
- **The future professional integration can be discussed only after successful completion of the integration course.**
- It depends on your current situation what intermediary and incentive services we can offer to you.
- We draft a mutual Agreement for Labor Market Integration with the following content: :  
**Note:** The content of the agreement depends on each case individually.

## Labor Market Integration Agreement (EGV)

The Labor Market Integration Agreement (EGV) is a public law contract between the municipal authority (Job Center) and the person eligible for receiving the service.

### Contents of the Labor Market Integration Agreement (EGV)

- **Eligibility for Services** ensuing from this agreement **can exist only** in case there is **a valid application for support under SGB II**
- You commit to come to all appointments to the municipal Job Centre **on time**, to participate **actively** and to cooperate.
- All agreed activities are intended to reduce or eliminate the need for social assistance. You must take part in all of them **at all times**.
- The agreed measures and obligations mentioned in the Labor Market Integration Agreement can be adjusted:
  - On the ground of serious changes in your personal circumstances
  - Or
  - If the goal of the integration can be achieved or accelerated only through adjustment or amendment of the agreement
- **If you are out of town**, you must inform your desk officer prior to your absence **in person** and **in writing**. A compulsory appointment for a **check in after your return** must be agreed.
- **You will receive no support**, if you **get a job outside the relevant area and time period without the approval of SB** and therefore you are not available for integration in the labor market.
- Your obligation is too **immediately (on the first day of incapacity) report incapacity to work** as well as the expected duration of the incapacity.  
You have to present to the Job Center the certificate of incapacity to work within three days at the latest.

### **Obligations of the consulting desk officer:**

- The consulting desk officer will support you on all issues and questions regarding your participation in the integration course.

### **Obligations of the eligible person:**

- **Regular, orderly and active participation in the integration course**
- **The course provider determines the process and the timing of the course**
- **In the case of illness you must notify the course provider before the start of the course and present the certificate of incapacity to work to the course provider and a copy to the consulting desk officer at the Job Center (on the first day and within three days at the latest)**
- **After successful participation in the integration course you must present the confirmation of participation in the course and the relevant certificate to the consulting desk officer at the Job Center**
- **In case of problems please contact the contact person at the course provider or the your consulting desk officer at the Job Center**



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**If you have any additional questions, we are at your disposal for a personal consultation.**

**Thank you!**