

**Information material for applicants under Vol. II of the  
German Social Code (SGB II)  
- Persons from migrant backgrounds -**

**The following generally applies for interviews at the Municipal Job Centre (KJC):**

1. Provide proof of identity at all interviews.
2. Be on time for all appointments arranged.
3. **Interviews without prior appointment** may only be carried out **during opening hours at the service centre** of the Municipal Job Centres in Meiningen and Schmalkalden.

**Part I**

**General information on the service centre/application**

The service centre is your first port of call at the Municipal Job Centre when you have queries.

You can visit the service centre in Meiningen or Schmalkalden.

Visit the service centre in person to apply for *Arbeitslosengeld II* unemployment benefits.

The service centre arranges appointments with relevant officers specialising in helping you secure a livelihood and integrate into the job market.

The **service-centre opening hours** are as follows:

**Opening hours for the Meiningen service centre:**

- Monday and Tuesday, 8.30am to 12pm
- Thursday, 8.30am to 12pm, and 1pm to 5.30pm
- Friday, 8.30am to 12pm

Closed Wednesdays. No interviews can be arranged at the Meiningen centre on this day.

**Opening hours for the Schmalkalden service centre:**

- Monday, from 8.30am to 12pm
- Thursday, from 8.30am to 12pm, and 1pm to 5.30pm

Closed Tuesdays, Wednesdays and Fridays. No interviews can be arranged at the Schmalkalden centre on this day.

## **Applying for benefits under Vol. II of the German Social Code (SGB II)**

Applications for benefits under SGB II may be lodged during opening hours at the Meiningen and Schmalkalden service centres.

### **What you have to do as part of the application:**

- Complete and sign the application documents
- Choose your health fund and have a member certificate issued
- Apply for/open a bank account
- Apply for child allowance from the family benefits office
- Obtain a tax ID no. from the registration office
- Pension insurance number (for health fund)

### **What information you need to provide about your family:**

#### *Information on all family members in the household*

Members include:

Partners/spouses  
Children under the age of 25

Information includes:

Full name, date of birth, residential address, marital status, country/city of birth, residency status

### **Information for households with children attending kindergarten:**

Applications for coverage of kindergarten fees must be lodged at the *Fachdienst Jugend* youth service centre at the Schmalkalden-Meiningen District Office.

### **Information on benefits from the Education and Participation Package (Bildungs- und Teilhabepaket)**

This includes benefits for children under the age of 25, and who receive social benefits (*Arbeitslosengeld II* unemployment benefits, housing allowance, children's allowance, benefits under the German Asylum Seekers Benefits Act).

**EXCEPTION:** The 'social participation' benefit, e.g. sports-club memberships or holiday activities, is only granted to those under 18 years of age.

Benefits from the Education and Participation package are:

- Expenses for communal lunch at kindergarten or school
- Coverage of costs for one-day school excursions or multi-day school trips
- Social participation (e.g. sports-club membership, holiday activities)
- Coverage of costs for one-on-one educational support/private tutoring
- Coverage of costs for student transportation

The application for Education and Participation

- Is considered as having been lodged with the application for *Arbeitslosengeld II* unemployment benefits (exception: benefits for educational support must be applied for separately);
- The necessary forms are available at the service centre, and may be taken from there or retrieved online on the Municipal Job Centre's website <https://www.lra-sm.de/jobcentre> and completed on your computer;
- The application forms (e.g. lunch, social participation) must be completed by the respective benefit provider (e.g. for lunch, the relevant food provider at the day-care centre or school).

## Part II

### General information on benefits to secure livelihoods

Once the service centre has provided you with the application documents and arranged an appointment for you to lodge your application, you must adhere to the **appointment**.

You must be **on time** for the application appointment, and bring **all** the relevant documents/proof.

The benefits are generally transferred to your account.

The housing costs are generally transferred straight to the landlord.

You receive the benefits **monthly in advance**.

Income and assets above the allowance amount are offset against the benefits.

If you receive *Arbeitslosengeld II* unemployment benefits, you have health insurance.

The *Arbeitslosengeld II* unemployment benefits may be reduced, possibly multiple times, if duties are breached without recognised, just cause. They may even be stopped altogether.

**Changes** to your personal circumstances must be **reported immediately**.

**The standard requirement for *Arbeitslosengeld II* unemployment benefits is set annually by the German federal government, with different amounts for specific groups (persons living on their own, children of varying ages etc.). The standard requirement currently applicable to you and any other members of your household can be found in your notice.**

#### **Coverage of costs for housing and heating**

Generally only **appropriate** costs for housing and heating are covered. As costs for housing and heating are paid using municipal funds, the cost amount covered may vary between job centres.

**It is imperative you ask your local job centre about the appropriate costs before renting a home, and then lodge an application for confirmation that the appropriate costs for housing and heating will be covered. This also applies if you wish to move house.**

### **This also applies if you wish to move house.**

The costs for electricity, telephone etc. are not part of the rental costs. You need to pay for these yourself at the standard rate.

The criteria for appropriate housing are house size and rent, plus heating and additional costs.

### **Possible special benefits:**

#### Purchasing initial furnishings for the home, including household appliances and linen

- Initial furnishings are covered if you do not have (enough) furniture/household effects to first move into your own home (shift from a sub-letting situation to your own home).
  1. Application specifically listing each item needed,
  2. Municipal benefit, i.e. differences between the individual benefit providers
  3. Absolute need/individual assessment, possible referral to self-help or social aid services
  4. Payment of appropriate flat rates / sometimes also voucher processes

### **Possible additional needs are covered (sometimes upon request) for:**

- Mothers-to-be
- Solo parents
- Disabled beneficiaries when participating in the working world
- Expensive food, if specific requirements have been met
- Persons with special needs (hardship regulations)
- Persons with special energy requirements (localised hot-water treatment)

### **Other benefits:**

Additional grants may be provided for social security (health and nursing insurance) or special benefits if applicable.

If you have any problems or queries relating to your benefits, contact your local officer at the Municipal Job Centre.



Meiningen

Schmalkalden-Meiningen District Office

Municipal Job Centre

Obertshäuser Platz 1

98617 Meiningen

Telephone: (03693) 485-444

Email: sst\_jobcenter@lra-sm.de

Schmalkalden

Schmalkalden-Meiningen District Office

Municipal Job Centre

Sandgasse 2

98574 Schmalkalden

Telephone.: 03863 / 6820

Email: sst\_jobcenter@lra-sm.de

**Please note: For interviews relating to assistance with securing livelihoods, please arrange an appointment with your local officer beforehand, and state the subject of your enquiry. This will enable swift clarification.**

## Part III

### Information on benefits relating to job-market integration

#### Interview content

- Discuss your **current living situation** and **career expectations**,
- **Certificates/References** and a **CV** must be provided
- Options for having your profession recognised are discussed during the consultation
- Aspects such as school, profession, vocational qualifications, family situation, health and language skills are collated into a profile
- The aim is to ascertain your chances on the job market, based on your skills and opportunities
- You will be presented with options for assessing your professional skills. This may also include enrolment in integration and language courses where necessary
- We create a joint integration agreement (this is a contract between the Municipal Job Centre and the beneficiary), which establishes specific goals and duties

#### The basic content of the integration agreement is:

- An **entitlement to benefits** based on this agreement **only exists** if you are also **entitled to SGB II benefits**.
- You must be **on time** for all appointments at the Municipal Job Centre.
- All activities established in the integration agreement are aimed at reducing/eliminating your dependency on aid. You must **always** actively help with this.

Measures and duties established in the integration agreement may be adjusted if:

- Your personal circumstances change dramatically
- or
- The aim of integrating you into the job market can only be achieved/accelerated by adjusting and changing the agreement

- **Absences from your place of residence** must be requested **in person/writing** from the relevant officer. A binding, in-person **review appointment** must be arranged.
- **No benefits are paid** if you **are absent from your place of residence for an extended period of time without the consent of the job-market integration officer**, and thus are not available for job-market integration.
- An **inability to work**, and the expected duration thereof, must be **reported immediately (on the first day of your inability to work)**.  
The incapacity certificate must be presented to the Job Centre within three days of said incapacity commencing.

**If you are due to attend an integration course, the following will be arranged with you in the integration agreement:**

**Advisor tasks:**

- The advisor will assist you with all matters and queries relating to attending integration or language courses.

**Tasks of the employable beneficiary:**

- Regularly, properly and actively participate in the integration course / Arrive on time for lessons
- If ill, immediately report to the course provider before the course begins, and provide them with an incapacity certificate (required from the first day, and must be presented within no more than three days).

- After completing the integration or language course, you are responsible for providing the confirmation of your participation, as well as the certificate obtained, to your relevant Job-Centre officer.

If you have any problems or queries relating to job placement or your participation in integration/language courses, contact your local officer at the Municipal Job Centre.



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Municipal Job Centre  
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98617 Meiningen  
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Schmalkalden

Schmalkalden-Meiningen District Office  
Municipal Job Centre  
Sandgasse 2  
98574 Schmalkalden  
Telephone.: 03863 / 6820  
Email: sst\_jobcenter@lra-sm.de

**Please note: For interviews relating to job-market integration, please arrange an appointment with your local officer beforehand, and state the subject of your enquiry. This will enable swift clarification.**