

Your Way to the Jobcenter

Subsequent to the benefits regulated by the Asylum-Seekers' Benefits Act (Asylbewerberleistungsgesetz/ AsylbewLG) there might be – under certain conditions - an entitlement to benefit under Social Security Statute II (Zweites Sozialgesetzbuch SGB II). In order to receive these benefits you are required to submit your application under SGBII **in person** at the Jobcenter in Bonn.

The application procedure at the Jobcenter Bonn is divided into **three steps**:

1st step: application

- in person within the opening hours, by telephone, or email or by post
- your passport
- BAMF- certificate of permission which grants the status of being a refugee (BAMF Bundesamt für Migration und Flüchtlinge/ Federal Office for Migration and Refugees)
- if needed your Residence permit in full detail (original)
- details on the family members living with you in the same household

→ At this point you receive an invitation for your personal new customer advice for step no. 2

2nd step: appointment with your personal new customer advice

The new customer advisors check your eligibility requirements for the entitlement to benefit under SGBII, hand the application form over to you and advise you.

Please bring the following documents to your appointment:

- passport (in the original)
- if necessary your Residence permit (in the original) / temporary Residence permit (Fiktionsbescheinigung) of all participants
- BAMF certificate of permission (in the original) which grants the status of being a refugee
- allocation of accommodation (unless specified otherwise in the temporary Residence permit/ Fiktionsbescheinigung)
- stoppage order of AsylbewLG
- details concerning living conditions (number of residents living in an apartment/accommodation, address, if any, fee notifications of the city of Bonn, or a copy of the lease contract)
- proof of a health insurance (health-insurance card or membership certificate)
- social security card (if available) /pension insurance number
- if you already have an income: data of the employer and the amount of your income (if available copies of income certificates)

→ Immediately after this consultation you will receive your appointment for the application admission in the new application team (step 3).

In addition you will get an invitation for an employment service. It is mandatory that you come to the appointed date! The job advisor will support and advise you in order to integrate you into the labour market(i.e. also attend a language course).

3rd step: Appointment for the application admission in the new application team

To this appointment please bring along all the application forms – filled in and signed – that you already received from your new customer advisors (step 2).

(any assistance needed in filling in the application forms is given by the Social Welfare Association or by the German Caritas Association as well as other social providers.)

Furthermore, following documents should be presented:

- all documents under no.2, if not yet presented
- proof/evidence of any existing assets
- bank statements of the past three months prior to first application
- proof of application for Child Benefit (Child Benefit number, if available)
- tax identification number

This list is not complete and final. During the application further proofs and certificates might be required. Our officers of the new application admission will provide you with an information sheet with all relevant data, the name of your contact person and the documents that still have to be presented at the Jobcenter.

Only after the presentation of **all** relevant documents a decision of approval to your claim on benefits under SGBII can be taken.

Please use your time in order to be prepared for your first appointment.

- **search for a health insurance and file an application there**

Once your benefits for asylum seekers are suspended, your health-insurance card will be seized by the social security office. As in Germany you have the right to choose a statutory health insurance provider, you now must choose a health insurance as quickly as possible and apply for membership there. The application can be filed in person at the health insurance branch office or online.

- **in case you have children, please make an application for Child Benefit.**

Parents are entitled to Child Benefit until their child turns 18 (under certain conditions even longer). The relevant forms and further information regarding Child Benefit are available at the Family Benefits Office of the Employment Agency (Familienkasse der Agentur für Arbeit), Villemoblerstraße 101 in 53123 Bonn or online under www.familienkasse.de.

- **search for accommodation**

If you are looking for an apartment on your own, the Jobcenter will assume/ cover the costs of loan to a reasonable extent during the time you receive benefits. Any information about the next steps in the procedure of finding an apartment, the appropriate accommodation - always in comparison to the rent level in Germany - will be given at the Jobcenter. Information is also available online under: www.job-center-bonn.de.

Important: Please only sign a lease after prior consultation with the Jobcenter. Please also consider/pay attention to any domicile requirements (Wohnsitzauflagen).

- Please open a **bank account**, if not already done so.

If you need cash before your application is judged to be valid, because you are without means, please seek advice in person for a payment (cash) within the opening hours. It is mandatory for you to submit the actual/current bank statement as well as your passport/Residence permit(Aufenthaltstitel)! You will receive a payment if you are basically entitled to benefit under SGB II.

Please remember: the Jobcenter has to be informed about all personal and economic changes, most of all about the birth of a child, a planned relocation or a new job.

Your Jobcenter Bonn

Montag	08.00 – 12.00 Uhr
Dienstag	08.00 – 12.00 Uhr
Mittwoch	geschlossen
Donnerstag	08.00 – 17.00 Uhr
Freitag	08.00 – 12.00 Uhr

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