

**Information for benefit claimants pursuant to Book Two  
of the German Social Code (SGB II) - basic security benefits for job-seekers -**

Ladies and gentlemen;

Until now you have received benefits under the Asylum Seekers Benefits Act (AsylbLG)) and now have applied for, or would like to apply for, basic security benefits for job seekers pursuant to the German Social Code II (SGB II) (unemployment benefit II) at the local Job Centre in the Odenwald district.

**Please observe the following information:**

- The processing of your application is divided into two parts: Benefits will be granted by your benefit administrator and your integration into the labour market will be handled by your employment coach. That means you always have two contact persons.
- **Appointments with your benefit administrator or your employment coach must be arranged in advance.** You may either receive an invitation to go to the local Job Centre or you may make an appointment yourself in order to settle particular issues. Please understand that we cannot see anyone who does not have an appointment.
- In order to make an appointment you should contact your case manager. The telephone number is on every letter you receive from us.
- If you speak little or no German, you should bring a **translator/interpreter** who speaks German with you when you come for the appointment. This is the only way we can be sure that we understand each other and that your issue can be settled promptly. If you want us to give the person who translates for you information over the phone, you must draw up an appropriate **power of attorney** and submit this to us.
- If you want to **hand in any documents or collect application forms**, you should go to the service counter in the local service centre which is in the district administrative authorities building (Kreisverwaltung). You can also tell the staff here that you want to make an appointment with your benefit administrator or your employment coach. Your request will be forwarded to the employee responsible and you will be sent an invitation.
- The **service counter is open** on Monday, Tuesday, Thursday and Friday from 8 am to 12 noon and Thursday from 2 to 5.30 pm. The service counter is closed on Wednesday.
- You can also send all documents or applications by post or fax.

**Here is a checklist of all the most important documents required to apply for benefits under SGB II which you should bring with you when making the application.**

**Office hours:** Mo., Tu., Th., Fr.: 8 am - 12 noon, Th. 2 - 5.30 pm  
Licensing authorities/ Road traffic authorities: Mo. to Fr.: 8 am - 12 noon, Th. 2 - 5.30 pm

**Bank account details:**

Postbank Frankfurt/Main	Sort code 500 100 60, Acc. No. 114 67-603	IBAN: DE17 5001 0060 0011 4676 03	BIC: PBNKDEFF
Sparkasse Odenwaldkreis	Sort code 508 519 52, Acc. No. 901	IBAN: DE05 5085 1952 0000 0009 01	BIC: HELADEF1ERB
Volksbank Odenwald	Sort code 508 635 13, Acc. No. 30 015	IBAN: DE63 5086 3513 0000 0300 15	BIC: GENODE51MIC

**Please bring the following documents with you when making the application (if available):**

- ✓ Passport or personal identity card with a valid residence title for your and any relatives if applicable
- ✓ Confirmation of Recognition from the Federal Office for Migration and Refugees (BAMF)
- ✓ Driving licence / vehicle registration papers (*KfZ-Schein*) if you have a car
- ✓ Certificates, documentary proof of qualifications (school, professional training, university degrees)
- ✓ Bank account details and if you already have an account, bank statements for the last three months for all existing accounts (without any gaps)
- ✓ Confirmation of membership in a health insurance fund and social security number
- ✓ If you live in accommodation that has not been rented by Odenwald District: Confirmation of tenancy and tenancy agreement
- ✓ Confirmation of residence (*Meldebescheinigung*) for all persons the persons living in your community of dependence (*Bedarfsgemeinschaft*)

**Kind regards,**

**Your local Job Centre  
Odenwald District**

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