

Information leaflet about your rights and obligations in the inclusion process

Dear customer,

As you have applied for benefits for securing livelihood in accordance with the second book of the German Social Code (SGB II), we would hereby like to briefly inform you about your rights and obligations in the integration process. Please take into account the following information in your own interest, particularly for the avoidance of disadvantages.

In the case of the granting of benefits to secure livelihood in accordance with SGB II, the following regulations apply:

Support in getting into work

As well as benefits for securing livelihood, you can also be supported through advice and mediation benefits with the aim of including you in employment within the scope of national insurance. Your employment agent will be involved in the decision whether and what benefits are necessary for getting you into work, taking into account your suitability and your current life situation and, after closer examination, in the decision-making process. Possible means of benefits are, among other things, reimbursement of costs for applications as well as travel expenses incurred in the course of job interviews.

The Fulda communal district job centre also offers further individual assistance. Your employment agent can give you more information about this in a personal discussion.

You must make an application **before** you can make use of benefits. You will receive information from your employment agent about the exact procedures. We would like to point out that costs already incurred without previously having made an application cannot be assumed after the fact.

Basic obligations during the inclusion process

As well as the principle of benefits, the principle of demand is also on an equal footing. You, as well as all employable members of your needs-based community, are obligated to use all possibilities to end or reduce your need for benefits as soon as possible. You are responsible for making an active effort to end your unemployment and to cooperate with the measures and inclusion suggestions offered which support this goal.

Data entry form and evidence

Presenting the following pieces of evidence avoids queries and makes it easier for your unemployment agent to analyse the situation and present a targeted integration suggestion:

- data entry forms, carefully and completely filled out
- Current application documents
- Proof of existing restrictions, e.g. health limitations or lack of childcare

Reason

In accordance with the conditions of SGB II, you are obligated to take on any work that you are mentally, emotionally and physically capable of doing. Exceptions to this exist, for example, if

- doing this work would interfere with the upbringing of a child,
Note: The upbringing of a child over three years of age is usually not interfered with as long as its care is ensured in a day-care facility or similar.
- doing this work would not be conducive to care of a relative and the care cannot be ensured by other means,
- doing this work is in opposition to another important reason.

An important reason for turning down an offer of work, in particular cannot be recognised if

- the work offered does not match your earlier activity or training,
- the place of employment is further in distance than before or
- the work conditions are more unfavourable than before.

Communication of changes

In principle, changes to your personal circumstances (e.g. working, earning an additional income, loss of job, change of address, etc.) must be reported to your assigned benefit administrator or employment agent without delay.

In this context, we would like to point out that benefit fraud and undeclared employment are fundamentally reported to the authorities by our agency.

Availability

Ensure that you are reachable on each working day at the address you have given either for your employment agent in person or for receiving post.

Holiday/Absence

You have the possibility to be away from the local area (place of residence) for a total of 21 days in the calendar year after prior consent from your employment agent. This consent can only be given if your employment integration is not affected by your absence. Please submit your application for absence to the service desk of our business around one week **before** your intended absence. In principle, absence is not possible within the first three months after the start of the support period due to the necessary initial advice sessions and the closure of an inclusion agreement.

Each unauthorised absence leads to the withdrawal of your entitlement to unemployment benefits for the duration of your absence and to the demands of repayment of any overpayments that were incurred in this time.

Obligation to report in person/Invitation to interview

Personal interviews are essential in supporting the inclusion process. If you receive an invitation from your employment agent you are obligated to participate in this interview.

Inability to work

If you are ill and unable to work, please give evidence of this immediately by submitting a doctor's note to the Communal District Job Centre from the first day of your inability to work. Certificates of inability to work should be submitted within 3 days.

I have read and understood the information leaflet about my rights and obligations in the inclusion process.

Date

Signature of applicant
