

Job center-what is important?

Important: The job center wants to know if anything has changed with you; e.g. if you receive a new born (child), move, or find a job. You have to quickly report!

Even sick leave with a medical certificate from the doctor, and the leave must be submitted as fast as possible at the job center!

Money:

- * Every six months, a new application has to be made (4 weeks before the deadline)
- * For public television (not satellite!) You do not pay. There is an exemption from the television and radio fee. For this a request must be made!

Apartment:

- * The Job Centre doesn't pay the electricity for your home. That you have to pay by yourself.
- * If you move, you need to inform the Job Center. The Job Center needs to know how much the new apartment costs. If you do not inform them, there may be problems and the job center may not pay for it. Finding an apartment is your affair!
- * If the apartment has not been approved by the Job Center, there is no help in the deposit (as a loan)
- * Please sign the new lease only if the job center said "ok" .
- * The landlord must give you a Vermieterbescheinigung (ownership certificate) which you have give the Registration office (Einwohnermeldeamt) Norden !
- * Rent and additional costs (utilities) and Stadtwerke / EWE, the job center will transfer the money directly.

Work / training:

- * If you work, you might get less money from the job center or nothing at all. That also will be calculated by the job center.
- * If the amount you get is not the same for every month, then you have to give immediately the job center your paycheck every month!
- * If you get no money from the job center any more. Then you have to pay the rent and additional costs (Nebenkosten), gas and electricity by yourself.
- * If you work you have to tell the job Center your income. Otherwise you can get in to big problem.
- * Offers for trainings and job offers from the job center must be taken respectively and you have to apply for the job! (Otherwise you get fined "penalties" = reduction of money!)

Children:

- * If you have children you could get help. For example, school trips, lunches are paid, etc. That is called "education and participation package".
- * When a new child comes: apply for child benefit and parental money at the (Arbeits (Labor) / Jugendamt!) Both are calculated or charged with the job center Money!

Vocational Schooling (from 11th grade / BBS) or vocational training:

Children under 25 years (living with parents together!) or "Unaccompanied youth" (without parents!)

In Education (from class 11 / BBS) or Professional training receive no money from the job center any more!

You can apply for Employment BA-föG (school) or BAB (vocational training) at the district of Aurich / by Bundesagentur für Arbeit! (Federal agency for work) There may be from the job center a grant for the apartment. (Blank Please calculate!) Children to 23 years, who live with their parents, are insured under their parents' family health insurance ".

Unaccompanied minors "(without parents!) Have to insure themselves! (About 80 € per month)

There are the BAB and BAföG office might grant a part of the insurance money. (Apply)

General:

- * for events and attendees from the job center necessarily go, otherwise it maybe that you become less money. ("Sanctions" = reduction of money!)

For questions about job center you can make an appointment with Klaus Bagusat

(KVHS Norden, Gartenweg 21, 26506 Norden, Tel. Appointments: 04931/938529)

Or every Thursday from 14:00 am-16: 30 pm at the Refugee Adviser Alma Nordwall at Klaus Bagusat office .

Alternatively you can go to the Refugee Adviser Alma Nordwall at Diakonie Norden (Norddeicher Str.146, 26506 Norden).

Always important: Please sign only things (contracts) that you understand! If you do not understand something,

you can take it contract home. There you can ask someone for help to understand it.

That is your right. No contract should be signed immediately

(For example: by gas, electricity and mobile tariffs)