

## Instruction

All changes must be notified to the reception office of Jobcenter. The changes are ...

<p><b>Sickness / illness</b></p>	<p>An inability during unemployment can be proofed by delivering the illness voucher (<b>Krankenschein</b>) to Jobcenter.                  The illness voucher (<b>Krankenschein</b>) must be delivered with the customer number and BG number within three days after onset of illness.                  The beginning and end of a hospitalization, a cure or an treatment must be notified and reported immediately.</p>
<p><b>Notification requirements</b></p>	<p>Any change in the personal life like (<u>getting to work, moving, changing the bank account, marital status, name change, retirement, pension</u>) must be immediately notified by filling out the VÄM application in <u>Jobcenter</u>.</p> <p><b><u>Getting to work / employment incomes / other incomes:</u></b>                  When the working hours are less than 15 hours per week, this employment belongs to unemployment too.                  The incomes amount must be immediately proved by filling out the "EK" application and giving the income certificate.                  The incomes can be for example: Children benefit, Incomes from a non-self-employed or self-employed, benefits like jobless benefit or sickness benefit, capital and interest profit or renting and leasing proceeds, tax refund, all types of salaries, alimonies ...</p> <p><b><u>Moving and Relocation:</u></b>                  Before any relocation and moving, you need an approval from the department of benefits moving, because of the lodging costs suitability.</p>
<p><b>Absence</b></p>	<p>When a beneficiary of Jobless benefits would like to stay or residence in a place of non-his residence for long time, that is possible only after <b>an approval</b> too.</p>
<p><b>Availability</b></p>	<p>The beneficiary must be available during duty hours of Jobcenter MSE Süd via <b>mails and letter post</b>.</p>
<p><b>Jobless Registration</b></p>	<p>After every leaving off a work or a job, then a <u>personal registration</u> in <u>Agentur für Arbeit</u> is required. Please attach to your application in Jobcenter the document that you got it from <u>Agentur für Arbeit</u>.</p>

**If you get Jobless benefits I and Jobless benefits II in the same time, please notify Agentur für Arbeit and Jobcenter MSE-Süd.**