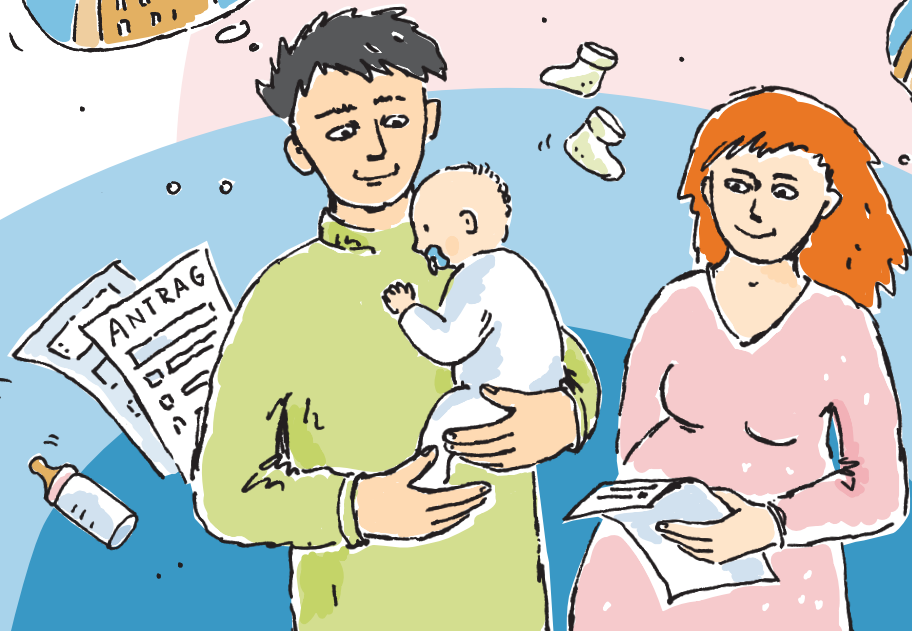


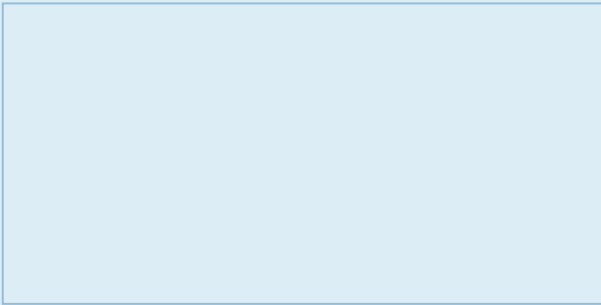
Guide:

# What is important during the time around birth?

Information for (expecting) Parents  
in Friedrichshain-Kreuzberg



The guide was handed over by:



## Impressum

### Publisher:

Bezirksamt Friedrichshain-Kreuzberg  
Frankfurter Allee 35 / 37, 10247 Berlin

Design and Illustration: Angela Buchholz, [www.buchholz-grafikatelier.de](http://www.buchholz-grafikatelier.de)

Guide for downloading: [www.berlin.de/fruehe-hilfen-fk](http://www.berlin.de/fruehe-hilfen-fk)

Guide orders: [kristine.balzer@ba-fk.berlin.de](mailto:kristine.balzer@ba-fk.berlin.de) • Tel.: (030) 9 02 98 - 44 58

Version: 01/01/2022

The guide „What’s important in the time around birth?“ is not intended to be complete, up-to-date or accurate.  
The office hours mentioned and, the legal and state benefits, and their eligibility basis may change.



Guide:

# What is important during the time around birth?

## Information for (expecting) parents in Friedrichshain-Kreuzberg



### Are you pregnant or becoming a father? Have you recently had a baby?

The (imminent) birth of your child means that there are going to be a lot of exciting changes in your everyday life.

As there's a lot to plan in the time around the birth, we'd like to help you to keep track with this brochure.

We've put together what you need to know about your pregnancy and after the birth of your baby and what things you need to do.

You'll also find out what financial and material assistance you can apply for, when and where, and what documents you need.

# Checklist before birth

What?	When?	Where?	
<b>Health</b>			
Look for a gynaecologist	From the start of your pregnancy	Internet	<input type="radio"/>
Free gynaecological prenatal care (with the issuance of the maternity booklet) and social counselling for women <b>without</b> health insurance	From the start of your pregnancy	Centre for sexual health and family planning	<input type="radio"/>
Look for a midwife	From the start of your pregnancy	Internet / list of midwives in Berlin	<input type="radio"/>
Look for birth facilities / register for childbirth	2 - 3 months before birth	Maternity hospitals, birth houses	<input type="radio"/>
Look for a paediatric practice for your baby's well-baby examinations	During pregnancy	Internet	<input type="radio"/>
<b>Work</b>			
Announcing your pregnancy at work	No deadline	Employer	<input type="radio"/>
Apply for parental leave	At least 7 weeks before the start of parental leave	Employer	<input type="radio"/>
<b>Authorities</b>			
Have paternity certificate certified	Before or after birth	Youth welfare office (Jugendamt) or registry office (Standesamt)	<input type="radio"/>
Declaration on joint custody if you are not married	Before or after birth	Youth welfare office (Jugendamt)	<input type="radio"/>
<b>Finances</b>			
Apply for maternity allowance (Mutterschaftsgeld)	Submit pregnancy certificates no later than 7 weeks before birth	Health insurance (Krankenkasse) and Employer	<input type="radio"/>
Benefits from the Jobcenter or social security office (Sozialamt) Apply for additional requirements for pregnant women / pregnancy clothing / initial equipment subsidy	Additional needs and pregnancy clothing: From the 13th week of pregnancy Baby items: 2 – 3 months before the calculated date of birth	Jobcenter or social security office (Sozialamt)	<input type="radio"/>
Apply for payment from the foundation „Hilfe für die Familie – Schwangere in Not“	Preferably in the first months of pregnancy	Pregnancy advice centre	<input type="radio"/>

# Checklist after birth

What?	When?	Where?	
<b>Health</b>			
Take your baby to well-baby examinations	From birth	Paediatric practice	<input type="checkbox"/>
Take out health insurance for your child	Immediately after the birth	Health insurance (Krankenkasse)	<input type="checkbox"/>
First visit / counselling offer by the children's and youth health service	After the birth	Children's and youth health service (Kinder- und Jugendgesundheitsdienst)	<input type="checkbox"/>
Take advantage of offers of early help	After the birth	Family centres	<input type="checkbox"/>
<b>Authorities</b>			
Registration at the registry office	Within a week of birth	Registry office (Standesamt)	<input type="checkbox"/>
Register your child with the registry office	Is done automatically by the registry office		<input type="checkbox"/>
Search for a childcare place	As early as possible	Internet / Youth welfare Office (Jugendamt)	<input type="checkbox"/>
Look for a Kita (nursery) place	As early as possible	Internet / Youth welfare Office (Jugendamt)	<input type="checkbox"/>
<b>Finances</b>			
Apply for child benefit (Kindergeld)	If necessary, from birth	Familienkasse	<input type="checkbox"/>
Apply for child supplement (Kinderzuschlag)	bei Bedarf ab der Geburt	Familienkasse	<input type="checkbox"/>
Apply for parental allowance (Elterngeld)	Within the first 3 months after birth	Youth welfare office (Jugendamt)	<input type="checkbox"/>
Apply for housing allowance (Wohngeld)	As needed	Citizens' office (Bürgeramt)	<input type="checkbox"/>
Apply for unemployment benefit II (Arbeitslosengeld II)	As needed	Jobcenter	<input type="checkbox"/>
Apply for maintenance advance (Unterhaltsvorschuss)	As needed	Youth welfare office (Jugendamt)	<input type="checkbox"/>
Apply for domestic help	As needed (also during pregnancy)	Health insurance (Krankenkasse)	<input type="checkbox"/>

# Before birth

You can do some things before the birth of your child. Try to do as much work as possible early, so you have more time for yourself and your family after having your baby.

## Pregnancy counselling

If you have questions about pregnancy, family planning or partnership, you can get information and advice from a pregnancy counselling centre. Contact persons can be found in the following institutions:

Centre for sexual health and family planning:	Urbanstraße 24, 10967 Berlin, Telefon (030) 9 02 98 83 63
Intercultural counselling centre of Caritas:	Mehringdamm 126, 10965 Berlin, Telefon (030) 66 63 33 90
Family and pregnancy counselling Albatros-Lebensnetz gGmbH:	Petersburger Platz 3, 10249 Berlin, Telefon (030) 4 49 63 83

What?	Information	When?	Where?	Required documents
<b>Health</b>				
Look for a gynaecologist	During pregnancy, check-ups are scheduled at regular intervals. They are included in your health insurance benefits, and you don't have to pay extra for them. The check-ups can be performed in gynaecological practice or by a midwife. You will also receive your maternity booklet here.	From the start of your pregnancy	<a href="http://www.kvberlin.de">www.kvberlin.de</a> > <a href="#">Arztsuche</a> > <a href="#">Frauenheilkunde und Geburtshilfe</a> <a href="http://www.wegweiser-aktuell.de">www.wegweiser-aktuell.de</a>	• Health card (Gesundheitskarte)

What?	Information	When?	Where?	Required documents
<b>Health</b>				
Look for a midwife	<p>Every woman is entitled to the support of a midwife during pregnancy and in the first weeks after birth.</p> <p>The midwife may also take ultrasound scans and check-ups during pregnancy. She also issues the maternity booklet (Mutterpass) After birth, she supports and advises on health, development and nutrition.</p> <p>The costs are covered by health insurance.</p>	From the start of your pregnancy	<p><a href="http://www.berliner-hebammen-vermittlung.de">www.berliner-hebammen-vermittlung.de</a>  <a href="http://www.hebammensuche.de">www.hebammensuche.de</a>  <a href="http://www.kidsgo.de">www.kidsgo.de</a>  <a href="http://www.zentraler-hebammenruf-berlin.de">www.zentraler-hebammenruf-berlin.de</a></p> <p>Zentraler Hebammenruf: Tel. (030) 2 14 27 71</p>	<ul style="list-style-type: none"> <li>• Health card (Gesundheitskarte)</li> </ul>
As needed: Family midwife	The family midwife advises and accompanies women and families around the pregnancy, birth and the first year of life of the children in health problems and in stressful life situations.	From the start of your pregnancy	<p><b>Ms. Aceves Vivanco</b> Tel. 0160 - 6 07 10 33 Giovanna.AcevesVivanco@ba-fk.berlin.de</p> <p><b>Ms. Maskow</b> Tel. 0157 - 77 41 98 69 maskow@stuetzrad.net</p>	
As needed: Aufsuchende Elternhilfe (Outreach help for parents)	The Aufsuchende Elternhilfe accompanies expecting mothers and parents as they embark on the first phase of family life. Employees offer social counselling and community support to create good conditions for the family and the baby.	From mid-pregnancy	<p><b>Ms. Goldhammer</b> Tel. (030) 68 05 91 12 or 0163 - 8 64 46 54 elternhilfe@navitas-ggmbh.de</p>	

# Before birth

What?	Information	When?	Where?	Required documents
<b>Health</b>				
As needed: Counselling in the family counselling centre (Erziehungs- und Familienberatungsstelle – EFB)	<p>Family counselling can support expectant parents in preparing for joint parenthood, including stabilising their relationship.</p> <p>In the event of separation, counselling can help establish constructive paths to joint parenthood or support single parents at an early stage.</p>	<p>During pregnancy</p> <p>Registration possible at any time</p> <p>Appointments by arrangement</p>	<p>Counselling in the family counselling centre (Erziehungs- und Familienberatungsstelle – EFB)</p> <p>In Mehringdamm 114 Tel. (030) 9 02 98 - 24 15</p> <p>In Adalbertstraße 23b Tel. (030) 9 02 98 - 16 00</p> <p>In Frankfurter Allee 35/37 Tel. (030) 9 02 98 - 45 22 efb@ba-fk.berlin.de</p> <p>Fröbel Familienberatung CLARA Fürstenwalder Straße 25 Tel. (030) 50 56 41 44 ffb-clara@froebel-gruppe.de</p>	
Looking for a birth facility / Registering for childbirth	<p>The maternity hospitals offer regular information evenings for expectant parents.</p> <p>For a home birth or a midwife-assisted birth in hospital, you need to start looking early for a midwife who will accompany the birth.</p>	<p>During pregnancy</p>	<p>Birth facility</p> <p>Vivantes Klinikum Am Urban Dieffenbachstraße 1 10967 Berlin Tel. (030) 1 30 22 56 30</p> <p>Vivantes Klinikum im Friedrichshain Landsberger Allee 49 10249 Berlin Tel. (030) 1 30 23 14 31</p>	<ul style="list-style-type: none"> <li>• Maternity booklet</li> <li>• Health card (Gesundheitskarte)</li> </ul>



What?	Information	When?	Where?	Required documents
<b>Health</b>				
Look for a paediatric practice for your baby's well-baby examinations	<p>The U1 and usually also the U2 are performed in the birth facility. Some paediatric practices also offer home visits.</p> <p>The following well-baby examinations (U3 - U9) are carried out in a paediatric practice.</p>	During pregnancy	<a href="http://www.kvberlin.de">www.kvberlin.de</a> >Arztsuche>Kinder- und Jugendmedizin Brochures: Family guide	
<b>Work</b>				
Announcing your pregnancy at work	Upon notification of the pregnancy, the employer must comply with the provisions of the Maternity Protection Act.	Early / from the beginning of pregnancy	Employer	<ul style="list-style-type: none"> <li>• Certification from your gynaecologist or midwife</li> </ul>
Apply for parental leave	<a href="http://www.familien-wegweiser.de">www.familien-wegweiser.de</a> >Familienthemen A-Z	7 Weeks before the parental leave begins	Employer	<ul style="list-style-type: none"> <li>• Written informal application</li> </ul>

# Before birth

What?	Information	When?	Where?	Required documents
<b>Authorities</b>				
Have paternity certification certified	<p>Paternity recognition is necessary for parents who are not married to each other. The mother of the child must agree to paternity acknowledgement.</p> <p>For the certification in the youth welfare department, dates are assigned in the.</p> <p>You can also obtain a (paid) certification of paternity recognition at the Standesamt.</p>	Recommended before birth but still possible after birth	<p>Jugendamt Family Service Office Frankfurter Allee 35/37 10247 Berlin, Raum 4103 Mon – Fri 9:00 – 12:00 Mon – Thur 13:00 – 15:00 Tel. (030) 9 02 98 14 14 FSB@ba-fk.berlin.de</p> <p>Telephone consultation within the above-mentioned office hours. Please make an appointment for your visit.</p>	<ul style="list-style-type: none"> <li>• Identity cards / passports of both parents</li> <li>• Birth certificate of the father</li> <li>• Maternity booklet / certificate from gynaecologist or midwife</li> <li>• If after birth: Birth certificate of the child</li> </ul>
Declaration of custody (for unmarried couples)	<p>Parents who are not married can, if they wish to have custody of their child, submit a public custody declaration. The paternity of the child must have been previously recognised.</p> <p>The paternity recognition and custody declaration can be recorded together.</p> <p>Appointments are given for the certification in the youth welfare office.</p>	Recommended before birth but also possible after birth	<p>Jugendamt Family Service Office Frankfurter Allee 35/37 10247 Berlin, Raum 4103 Mon – Fri 9:00 – 12:00 Mon – Thur 13:00 – 15:00 Tel. (030) 9 02 98 14 14 FSB@ba-fk.berlin.de</p> <p>Telephone consultation within the above-mentioned office hours. Please make an appointment for your visit.</p>	<ul style="list-style-type: none"> <li>• Identity cards / passports of both parents</li> <li>• Acknowledgement of paternity</li> <li>• Maternity booklet</li> <li>• If after birth: Birth certificate of the child</li> </ul>

What?	Information	When?	Where?	Required documents
<b>Finances</b>				
Apply for maternity allowance (Mutterschaftsgeld)	Working women who have the statutory health insurance receive maternity benefit from their health insurance 6 weeks before until 8 weeks after the birth.	7 weeks before the birth	Health insurance (Krankenkasse)	<ul style="list-style-type: none"> <li>• Application to the health insurance</li> <li>• Certification from your gynaecologist or midwife</li> </ul>
Benefits from the Jobcenter: Additional requirements for pregnant women / maternity clothing / initial equipment subsidy	<p>The recipients of ALG II can apply for the following one-time benefits:</p> <ul style="list-style-type: none"> <li>• Maternity clothing subsidy</li> <li>• Subsidy for baby equipment</li> </ul> <p>It is also possible to apply for a benefit covering additional requirements of pregnant women amounting to 17% of the standard benefit.</p> <p>In case of financial bottlenecks also possible for low paid women, students &amp; trainees.</p>	From the 13th week of pregnancy	<p>Jobcenter Berlin Friedrichshain Kreuzberg Rudi-Dutschke-Straße 3, 10969 Berlin</p> <p>Mon, Tue, Thur, Fri 8:00 – 12:30 Thur 12:30 – 18:00 (only for working people)</p> <p>Mon, Tue 12:30 – 16:00 (Consultation with appointment)</p> <p>or Social Office (Sozialamt) or State Office for Refugee Affairs (Landesamt für Flüchtlingsangelegenheiten)</p>	<ul style="list-style-type: none"> <li>• Written informal application for ongoing job centre services</li> <li>• Maternity booklet</li> <li>• For initial applications complete ALG II application + informal application</li> </ul>
Apply for payment from the Foundation „Hilfe für die Familie – Schwangere in Not“	<p>The Foundation „Hilfe für die Familie – Schwangere in Not“ provides pregnant women in financial distress with funds including for the pregnancy, lactation and initial equipment of the child.</p> <p>This help can also be requested in addition to the one-off grants from the job centre, Social Welfare Office or State Office for Refugee Affairs (LAF).</p> <p>It is important that the application is submitted to one pregnancy counselling centre and not to several.</p>	From the 13th week of pregnancy (8 – 10 weeks processing time)	<p>Every pregnancy counselling centre (see page 4)</p> <p>More at: <a href="http://www.stiftunghilfe.de">www.stiftunghilfe.de</a> &gt; <a href="#">Beratungsstellen</a> &gt; <a href="#">Schwangere</a></p>	<ul style="list-style-type: none"> <li>• Identity card / passport and confirmation of registration</li> <li>• Maternity booklet</li> <li>• Bank statements</li> <li>• Rental contract</li> <li>• Proof of income</li> <li>• Notifications from the Jobcenter / Sozialamt / LAF about the granting of one-time subsidies</li> </ul>

## After birth

Once your child is born, you'll want to devote yourself to your new family member. However, some things have to be done after birth. There are a variety of offers in our district that may be of interest to you now. The social workers of the child and youth health service will gladly inform you about these.

What?	Information	When?	Where?	Required documents
<b>Health</b>				
Take your baby to well-baby examinations	Attend the scheduled well-baby examinations in a paediatric practice.  Families without enough health insurance coverage should contact the child and youth health service (Kinder- und Jugendgesundheitsdienst).	From birth	Paediatric practice <a href="http://www.kvberlin.de">www.kvberlin.de</a> >Arztsuche>Kinder- und Jugendmedizin  Kinder- und Jugend-Gesundheitsdienst Urbanstraße 24 10967 Berlin  Tel. (030) 9 02 98 73 42  Thur 15:00 – 18:00 Uhr and by appointment <a href="mailto:kjgd@ba-fk.berlin.de">kjgd@ba-fk.berlin.de</a>	<ul style="list-style-type: none"> <li>• Yellow booklet for well-baby checkups</li> <li>• Vaccination booklet if necessary</li> </ul>
Take out health insurance for the child (family insurance)	After telephone notification, the health insurance company will send you a form.  It takes about 2 weeks after registering for your child to receive his or her own insurance card.  However, he or she can get medical treatment in the meanwhile.  There are no additional costs for health insurance for a child under statutory health insurance.	After the birth	Health insurance (Krankenkasse)	<ul style="list-style-type: none"> <li>• Birth certificate of the child</li> <li>• Completed health insurance form</li> <li>• Health card (Gesundheitskarte)</li> </ul>

What?	Information	When?	Where?	Required documents
<b>Health</b>				
Take advantage of services offered by the child and youth health service	<p>The social workers of the child and youth health service offer all mothers and fathers a home visit after the birth of the child.</p> <p>At home visit the families learn everything important for the time after birth: Questions about the development of your baby can be answered and information about necessary administrative procedures and interesting family meeting points in the district is provided.</p>	First visit: approx. 4 – 6 weeks after the birth	<p>Kinder- und Jugendgesundheitsdienst</p> <p><b>Kreuzberg:</b> Urbanstraße 24, Hofgebäude 10967 Berlin Tel. 0160 - 6 07 94 49 By appointment</p> <p><b>Friedrichshain:</b> Frankfurter Allee 35/37 10247 Berlin Tel. (030) 9 02 98 28 05 /-28 06 kjgd@ba-fk.berlin.de <a href="http://www.berlin.de/gesundheitsamt-fk">www.berlin.de/gesundheitsamt-fk</a></p>	
	The paediatric nurse advises on questions of breastfeeding, nutrition and care of the baby.	After the birth	<p><b>Ms. Günther</b> Tel. 9 02 98 73 43 ulrike.guenther@ba-fk.berlin.de</p>	
Take advantage of offers from Frühe Hilfen	<p>Frühe Hilfen in Friedrichshain-Kreuzberg can help you to cope well with the new life situation.</p> <p>Further information at: <a href="http://www.berlin.de/fruehe-hilfen-fk">www.berlin.de/fruehe-hilfen-fk</a></p> <p>Information about family midwives: see page 5</p> <p>For information on the Aufsuchenden Elternhilfe: see page 5</p>	After the birth	<p><b>Coordination Frühe Hilfen</b></p> <p><b>Kristine Balzer</b> Telefon: (030) 9 02 98 - 44 58 kristine.balzer@ba-fk.berlin.de</p> <p><b>Giovanna Aceves Vivanco</b> Tel. 0160 - 6 07 10 33 Giovanna.AcevesVivanco@ba-fk.berlin.de</p>	

# After birth

What?	Information	When?	Where?	Required documents
<b>Health</b>				
Take advantage of offers from Frühe Hilfen	<p><b>Welcome events</b> The family centres of our district invite families to welcome events after the birth of the child.</p>	<p>After the birth You'll receive the letter of invitation via the child and youth health service  Dates at: <a href="http://www.berlin.de/willkommensveranstaltungen-fk">www.berlin.de/willkommensveranstaltungen-fk</a></p>	<p>Family centres in the district Addresses at: <a href="http://www.berlin.de/angebote-fuer-familien-fk">www.berlin.de/angebote-fuer-familien-fk</a>  and on page 20/21</p>	
	<p><b>Cry baby clinic</b> Here babies who cry a lot and their parents receive unbureaucratic help</p>	<p>As needed by appointment</p>	<p><b>Schreibbabyambulanz</b> Anja Hable: Tel. (030) 61 62 99 82 Alexandra Tuxhorn-Eichler: Tel. 0151 - 42 02 92 08 Claudia Theil: Tel. 0157 - 39 32 73 49</p>	
	<p>If you're not getting help from family and friends after the birth of your baby, the volunteer projects wellcome and kangaroo can help you.  wellcome – Practical help after birth  Känguru – helps and accompanies you</p>	<p>In the first year of the child's life</p>	<p><b>wellcome – Team Friedrichshain:</b> Dagmar Mai, Stützrad gGmbH Tel. (030) 23 88 17 34  <b>wellcome – Team Kreuzberg:</b> Nadine Reinhardt, Jugendwohnen im Kiez gGmbH Tel. (030) 32 53 23 42 <a href="mailto:berlin.kreuzberg@wellcome-online.de">berlin.kreuzberg@wellcome-online.de</a>  <b>Känguru</b> Constanze Meyne, Diakonisches Werk Tel. (030) 36 44 84 48 <a href="mailto:kaenguru@koepjohann.de">kaenguru@koepjohann.de</a></p>	

What?	Information	When?	Where?	Required documents
<b>Health</b>				
Take advantage of offers from Frühe Hilfen	<p>Parenting and family counselling centre (Erziehungs- und Familienberatungsstelle)</p> <p>This is where parents receive early support and professional counselling on questions and stabilisation of parenthood and partnership, feelings of being overwhelmed and insecurities, in the post-processing of pregnancy and birth experience, in family conflicts as well as in the case of separation.</p>	<p>Registration possible at any time.</p> <p>Appointments by arrangement.</p>	<p>Parenting and family counselling centre</p> <p>Mehringdamm 114 Tel. (030) 9 02 98 - 24 15</p> <p>Adalbertstraße 23b Tel. (030) 9 02 98 - 16 00</p> <p>Frankfurter Allee 35/37 Tel. (030) 9 02 98 - 45 22</p> <p>efb@ba-fk.berlin.de</p> <p>Fröbel Familienberatung CLARA Fürstenwalder Straße 25, Tel. (030) 50 56 41 44</p> <p>ffb-clara@froebel-gruppe.de</p>	
	<p>Telephone counselling for concerns and uncertainties: Parents can call anonymously and free of charge from mobile and landline</p>	<p>Mon – Fri from 9 – 11 Tue + Thur from 17 – 19</p>	<p>Nummer gegen Kummer: 0800 - 1 11 05 50</p>	
	<p>Help &amp; advice for pregnant women and parents of children up to 3 years of age</p>	<p>Online at any time</p>	<p><a href="http://www.elternsein.info">www.elternsein.info</a></p>	

# After birth

What?	Information	When?	Where?	Required documents
<b>Authorities</b>				
Registration at the registry office	<p>The child's birth details are recorded at the hospitals and sent to the registry office (of the district where the child is born).</p> <p>If you submit the relevant documents in your hospital and have already signed the determination of the name for your child there, you will receive the free birth certificates (one each for parental and child allowance and for the health insurance) by post.</p> <p>Additional birth certificates, which are subject to a fee (12.00 euros or 6 euros for each additional copy), can also be ordered from the registry office.</p> <p>Details on registration can be found in the information leaflets of the hospitals.</p> <p>Births in birth houses and home births in Friedrichshain-Kreuzberg must be personally reported by a parent at the Standesamt.</p>	<p>From about one week after the birth, at the latest by 4 weeks after the birth</p> <p>Within a week of birth</p>	<p>Standesamt Friedrichshain-Kreuzberg Schlesische Straße 27 A 10997 Berlin</p> <p>Office hours on appointment: Mon, Tue 8:30 – 12:30 Thur 13:00 – 18:00 geburt@ba-fk.berlin.de</p> <p>Available by phone: Mon to Fri 9 – 12 at Tel. (030) 9 02 98 - 45 83</p>	<ul style="list-style-type: none"> <li>• Identity card (or passport and residence confirmation)</li> <li>• Birth certificate of the child's mother (with spouses both birth certificates)</li> <li>• Marriage certificate</li> <li>• Paternity declaration / custody of unmarried parents (if already available)</li> </ul> <p>Depending on the current marital status, further documents are required. Information on this can be obtained from the civil registry office.</p> <p>Parents of foreign nationality must present their passports to the registry office before certificates can be issued</p> <ul style="list-style-type: none"> <li>• Declaration of birth (with home births and births in birth houses)</li> </ul>
Register your child with the Residents Registration Office (Einwohnermeldeamt)	The registration at the Einwohnermeldeamt is done automatically by the Standesamt.			



What?	Information	When?	Where?	Required documents
<b>Authorities</b>				
Look for a childcare / daycare place	For the care of the child after the end of parental leave, there are a large number of day-care centres in Friedrichshain-Kreuzberg.	As early as possible	Brochures: Family guide <a href="http://www.kita-navigator.berlin.de">www.kita-navigator.berlin.de</a>	
Apply for a childcare voucher	<p>Before your child can start in a daycare centre, a daycare voucher must be requested.</p> <p>With the daycare voucher, you can select a daycare centre of your choice and conclude a contract with the carrier.</p> <p>The daycare voucher is only valid in Berlin.</p>	At the earliest 9 months, at the latest 2 months before the desired start of care	<p><b>Jugendamt</b> Family Service Office Frankfurter Allee 35/37 10247 Berlin Room 4103</p> <p>Mon – Fri 9:00 – 12:00 Mon – Thur 13:00 – 15:00 Tel. (030) 9 02 98 14 14 <a href="mailto:FSB@ba-fk.berlin.de">FSB@ba-fk.berlin.de</a></p> <p>Telephone consultation within the above-mentioned office hours.</p> <p>Please make an appointment in advance for your visit.</p>	<ul style="list-style-type: none"> <li>• Completed application form and attachments</li> </ul> <p>Apply for the daycare voucher online at: <a href="http://www.berlin.de">www.berlin.de</a> &gt; Suche: Kita Gutschein Online</p>

# After birth

What?	Information	When?	Where?	Required documents
<b>Finanzen</b>				
Apply for child benefit	<p>All children are entitled to child benefit at least until their 18th birthday.</p> <p>Information and online application at: <a href="http://www.familienkasse.de">www.familienkasse.de</a></p>	From birth	<p>Postal address: Familienkasse Berlin Brandenburg 14465 Potsdam</p> <p>Tel. 0800 - 4 55 55 30</p> <p>Familienkasse-Berlin-Brandenburg.F14@arbeitsagentur.de</p>	<ul style="list-style-type: none"> <li>• Completed application form</li> <li>• Birth certificate from the civil registry office for the application for child benefit</li> </ul>
Apply for parental allowance (Elterngeld)	<p>Elterngeld is paid to permanently employed people, unemployed people, students and trainees.</p> <p>The Elterngeld replaces the loss of earnings of the caretaker parent. It is usually 65% of the average net earnings of the last 12 months before the birth of the child.</p> <p>The Elterngeld is at least € 300 and a maximum of € 1,800.</p> <p>The Elterngeld Plus makes it possible to combine parental allowance and part-time work.</p> <p>Elterngeld calculator: <a href="http://www.bmfsfj.de">www.bmfsfj.de</a> &gt; Service &gt; Online-Rechner</p> <p>Elterngeld-Digital: <a href="http://www.elterngeld-digital.de/ams/Elterngeld">www.elterngeld-digital.de/ams/Elterngeld</a></p>	<p>Within the first 3 months after birth (Elterngeld is only paid retroactively for 3 months)</p>	<p>Jugendamt Family Service Office Frankfurter Allee 35/37 10247 Berlin Room 4103</p> <p>Mon – Fri 9:00 – 12:00 Mon – Thur 13:00 – 15:00</p> <p>Tel. (030) 9 02 98 14 14 FSB@ba-fk.berlin.de</p> <p>Telephone consultation within the above-mentioned office hours.</p> <p>Please make an appointment in advance for your visit.</p>	<ul style="list-style-type: none"> <li>• Completed application form</li> <li>• Birth certificate of the child from the registry office for applying for Elterngeld</li> <li>• Identity cards / passports of the parents</li> <li>• Proof of income and maternity benefits</li> <li>• Proof of parental leave</li> </ul> <p><a href="http://www.berlin.de">www.berlin.de</a> &gt; Service &gt; Dienstleistungen &gt; Elterngeld</p>

What?	Information	When?	Where?	Required documents
<b>Finances</b>				
<b>Apply for child supplement (Kinderzuschlag)</b>	<p>The child supplement is a supplement to the child benefit.</p> <p>It is aimed at low-earning parents who have enough income to cover their own needs, but not their children's.</p> <p>Recipients of social benefits are excluded.</p>	From birth	<p>Bundesagentur für Arbeit Berlin Mitte, Familienkasse Charlottenstraße 87 – 90 10969 Berlin</p> <p>Mon, Tue, Fri 9:00 – 12:00 Thur 9:00 – 18:00 Tel. 0800 - 4 55 55 30</p>	<ul style="list-style-type: none"> <li>• Completed application form</li> </ul>
<b>Apply for housing allowance</b>	<p>Housing allowance can be applied for if your own income is not sufficient for adequate and family-friendly living.</p> <p>The amount of the housing allowance is calculated from the number of household members, the total income and the amount of the rent to be taken into consideration (not covered by ALG II, SGB XII, BAföG, Vocational Training Allowance).</p>	As needed	<p>Bürgeramt 1: Yorckstraße 4 – 11 10965 Berlin</p> <p>Bürgeramt 3: Frankfurter Allee 35/37 10247 Berlin</p> <p>online appointment booking recommended</p>	<ul style="list-style-type: none"> <li>• Completed application form</li> <li>• Proof of income</li> <li>• Proof of rent</li> </ul>
<b>Apply for unemployment benefit II</b>	<p>Unemployment Benefit II can be applied for if your own income doesn't cover your basic needs.</p> <p>Information and application at: <a href="http://www.arbeitsagentur.de">www.arbeitsagentur.de</a> &gt;Arbeitslos und Arbeit finden&gt;ALG II beantragen</p>	As needed	<p>JobCenter Berlin Friedrichshain-Kreuzberg Rudi-Dutschke-Straße 3 10969 Berlin Postal address: 10958 Berlin</p> <p>Mon, Tue, Thur, Fri 8:00 – 12:30 Thur 12:30 – 18:00 (only for employed people) Tel. (030) 55 55 44 22 22</p>	<ul style="list-style-type: none"> <li>• Completed application form and attachments</li> <li>• Identity card</li> <li>• Proof of income / assets, bank statements</li> <li>• Rental contract</li> <li>• Copy of bank card, health card</li> </ul>

What?	Information	When?	Where?	Required documents
<b>Finances</b>				
Apply for maintenance advance (Unterhaltsvorschuss)	<p>If single parents do not receive any or receive insufficient maintenance from the other parent, they can apply for a maintenance advance for the child from 0 to 18 years of age living with them.</p> <p>There is also a right to a maintenance advance if paternity has not yet been determined.</p>	As needed	<p><b>Jugendamt Family Service Office</b> Frankfurter Allee 35/37 10247 Berlin Room 4103</p> <p>Mon – Fri 9:00 – 12:00 Mon – Thur 13:00 – 15:00 Tel. (030) 9 02 98 14 14 FSB@ba-fk.berlin.de</p> <p>Telephone consultation within the above-mentioned office hours. For your visit, please make an appointment in advance.</p>	<ul style="list-style-type: none"> <li>• Completed application form</li> <li>• ID document</li> <li>• Birth certificate of the child</li> <li>• Acknowledgement of paternity</li> </ul> <p>If divorced:</p> <ul style="list-style-type: none"> <li>• Divorce judgement or proof from the lawyer that you are separated</li> </ul> <p>You can find the application form on the internet: <a href="https://service.berlin.de/dienstleistung/326069/">https://service.berlin.de/dienstleistung/326069/</a></p>
Advice and support on paternity, maintenance and child custody	<p>An unmarried mother is entitled to counselling and support in establishing paternity and in matters of maintenance.</p> <p>Unmarried mothers and fathers can seek advice on the joint submission of the custody declaration.</p>	As needed, possible even before the birth of the child	<p><b>Jugendamt Assistance</b> Frankfurter Allee 35/37 10247 Berlin</p> <p>Tue 9:00 – 12:00 Thur 15:00 – 18:00</p> <p>Contact: Tel. (030) 9 02 98 43 83 Jugendamt-beistandschaft-1@ba-fk.berlin.de</p>	<ul style="list-style-type: none"> <li>• Identity card / passport</li> <li>• Birth certificate of the child</li> <li>• Proof of paternity</li> </ul>

What?	Information	When?	Where?	Required documents
<b>Finances</b>				
Applying for domestic help / family care	If it is not possible to look after the household (e.g. in the event of health problems) and no other person living in the household is able to look after the household, it is possible to apply to the health insurance fund for domestic help.	As needed (even during pregnancy)	Health insurance (Krankenkasse)	<ul style="list-style-type: none"> <li>• Maternity booklet</li> <li>• Attest von der Ärztin / dem Arzt oder Bescheinigung der Hebamme über Notwendigkeit einer Haushaltshilfe</li> </ul>
Applying for assumption of costs for contraceptives	If you are on a low income (e.g. ALG II, SGB XII, AsylbLG, BaföG, mini-job) you can apply for the pill, IUD, condoms or the „morning-after pill“.	As needed	Centre for sexual health and family planning (Zentrum für sexuelle Gesundheit und Familienplanung) Urbanstraße 24 10967 Berlin Tel. (030) 9 02 98 83 63 zentrum@ba-fk.berlin.de	<ul style="list-style-type: none"> <li>• Required documents at: <a href="http://www.berlin.de/zentrum-urbanstrasse-fk">www.berlin.de/zentrum-urbanstrasse-fk</a></li> </ul>

You can find more information on early prevention (Frühe Hilfen) and this brochure online here:



## The family centres in Friedrichshain-Kreuzberg look forward to your visit!

A family centre is a meeting place for all families. There are all kinds of activities on offer here: Toddler groups and family cafés, bilingual playgroups, family midwife consultations, and so much more.

This is where parents and families can meet and exchange ideas.  
Just drop by!



### Family centres in Kreuzberg:

**Familienzentrum Mehringdamm**  
Mehringdamm 114, 10965 Berlin  
Tel. (030) 28 50 47 16  
[www.pfh-berlin.de/  
familienzentrum-mehringdamm](http://www.pfh-berlin.de/familienzentrum-mehringdamm)

**Familienzentrum Adalbertstraße**  
Adalbertstraße 23 b, 10997 Berlin  
Tel. (030) 32 51 78 06  
[www.familienzentrum-  
adalbertstrasse.de](http://www.familienzentrum-adalbertstrasse.de)

**Familienzentrum Ritterburg**  
Ritterstraße 35, 10969 Berlin  
Tel. (030) 69 56 88 22  
[www.ritterburg-kreuzberg.de](http://www.ritterburg-kreuzberg.de)

**Familienzentrum TAM**  
Wilhelmstr. 116 – 117, 10963 Berlin  
Tel. (030) 2 61 19 92  
[www.tam-familienzentrum.de](http://www.tam-familienzentrum.de)

**Familienzentrum Wrangelkiez/  
Kiezanker 36**  
Cuvrystraße 13/14, 10997 Berlin  
Tel. (030) 22 50 24 01  
[www.familienzentrum-wrangelkiez.de](http://www.familienzentrum-wrangelkiez.de)

**Kindervilla Waldemar Familienzentrum**  
Markgrafenstraße 15a, 10969 Berlin  
Tel. (030) 25 94 29 62  
[www.kindervilla-waldemar.de/  
familienzentrum](http://www.kindervilla-waldemar.de/familienzentrum)

**Familientreff Kita Urbanstraße 48K**  
Urbanstraße 48k, 10967 Berlin  
Tel. (030) 50 58 65 85

# WILLKOMMEN BABY!

## Family centres in Friedrichshain:

**Familienzentrum Menschskinder**  
Fürstenwalder Str. 30, 10243 Berlin  
Tel. (030) 2 35 99 96 50  
[www.menschskinder-berlin.eu/  
familienzentrum](http://www.menschskinder-berlin.eu/familienzentrum)

**Familienzentrum DAS HAUS**  
Weidenweg 62 Hinterhaus, 10247 Berlin  
Tel. (030) 4 26 77 49  
[www.dashaus-kindheit.de](http://www.dashaus-kindheit.de)

**Familienzentrum Einhorn**  
Fredersdorfer Str. 10, 10243 Berlin  
Tel. (030) 40 50 42 45  
[www.deineinhorn.de](http://www.deineinhorn.de)

**Familienzentrum FuN für alle**  
Modersohnstr. 46, 10245 Berlin  
Tel. (030) 2 91 05 73  
[www.fun-friedrichshain.de](http://www.fun-friedrichshain.de)

**Familienzentrum Juli**  
Gürtelstraße 20, 10247 Berlin  
Tel. (030) 2 91 60 86  
[www.lebensnah.de](http://www.lebensnah.de)

**Familienzentrum FamoX**  
Scharnweberstr. 23, 10247 Berlin  
Tel. (030) 21 23 88 60  
[famox@oxymoron.de](mailto:famox@oxymoron.de)  
[www.oxymoron.de/de/famox](http://www.oxymoron.de/de/famox)

**Familien- und Nachbarschaftstreff  
RIGATONI**  
Rigaer Straße 71 – 73 A, 10247 Berlin  
Tel. (030) 42 01 90 14  
[www.lebensnah.de](http://www.lebensnah.de)

**Queeres Regenbogenfamilienzentrum  
Berlin Ost**  
Seumestraße 26, 10245 Berlin  
Tel. (030) 3 15 11 77 34  
[www.queeresfamilienzentrum.trialog-berlin.de](http://www.queeresfamilienzentrum.trialog-berlin.de)



Are you pregnant or becoming a father?

Have you recently had a baby?

The (imminent) birth of your child means that there are going to be a lot of exciting changes in your everyday life.

As there's a lot to plan in the time around the birth, we'd like to help you to keep track with this brochure.



Bundesstiftung  
Frühe Hilfen 

Gefördert vom:



Bundesministerium  
für Familie, Senioren, Frauen  
und Jugend

This brochure is published by the District Office Friedrichshain-Kreuzberg and financially supported by the Federal Foundation „Frühe Hilfen“.