



ROADMAP FOR BIRTH

Everything (expectant) parents in
Reinickendorf need to know



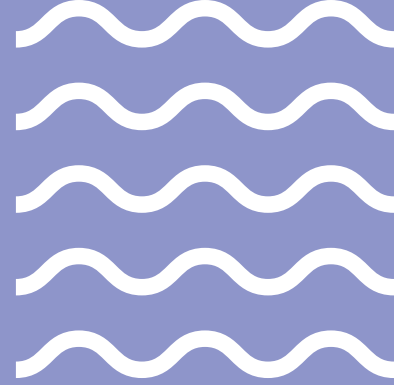
Bezirksamt
Reinickendorf

BERLIN



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INTRODUCTION

EVERYTHING (EXPECTANT) PARENTS IN REINICKENDORF NEED TO KNOW

Few events in life are as profound and meaningful as the birth of a child. You have just embarked on a journey filled with love and incredible moments, which can be intense and challenging at times.





This brochure will help you to stay on top of things and keep calm. After all, a birth comes with many exciting everyday changes. Mothers- and fathers-to-be have a lot to sort out: finding a midwife, attending antenatal checkups, possibly having acknowledgement of paternity certified, informing their employers, applying for parental allowance and day-care vouchers, and much more besides.

Our Roadmap for Birth provides a summary of everything you need to consider and get done during pregnancy and after the birth of your child. It also tells you which financial and material assistance you can apply for and when and where you can do so, along with the documents you will need for this. The information and practical checklists in this brochure will make it easy for you to find your way through the bureaucracy jungle, making your start to parenthood virtually child's play. The Reinickendorf Youth Welfare Office (Jugendamt Reinickendorf) is available to answer all your questions to do with "Early assistance".

HOW DO I USE THIS BROCHURE?

The following pages contain all the necessary steps that you should consider before and after the birth in the areas of health, work, authorities and finances.

1. Maintain an overview

The checklists on pages 8 to 15 provide you with an overview of the relevant steps.

2. Find the right contacts

On the following pages, you will find all the information you need for each step. You will also find contact details listed for the responsible authorities, along with links and QR codes that will take you directly to the relevant forms and contacts, making it quick and easy to complete important applications.

3. Check off what you've done

Use the checklists and check off what you've already done. That way, you'll have everything under control and can make sure that nothing is forgotten.

4. Get personal advice

The Reinickendorf Family Office's counselling bus comes directly to your neighbourhood. Here, you can ask anything you want to know about the birth in person. More info is available on Page 68.

5. Use the app



The guide is also available in digital form – online at qrco.de/fahrplan-geburt-35 and as an app.

6. Take a deep breath

This brochure will help you to make the intense period surrounding the birth as relaxed and stress-free as possible.

Let's go!



HEALTH



AUTHORITIES



WORK



FINANCES



CHECKLIST BEFORE THE BIRTH

✓	WHAT?	WHEN?	MORE INFO
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<input type="checkbox"/>	Pregnancy advice	as required during pregnancy	P. 17
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HEALTH

✓	WHAT?	WHEN?	MORE INFO
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<input type="checkbox"/>	Find a gynaecologist	from the start of pregnancy	P. 19
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<input type="checkbox"/>	Find a midwife	from the start of pregnancy	P. 20
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<input type="checkbox"/>	Find a birthing facility/ register for the birth	during pregnancy	P. 21
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<input type="checkbox"/>	Find a paediatrician's office for paediatric check-ups	during pregnancy	P. 23
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WORK

✓	WHAT?	WHEN?	MORE INFO
<input type="checkbox"/>	Notify your workplace of your pregnancy	no deadline	P. 25
<input type="checkbox"/>	Apply for parental leave	no later than 7 weeks before the start of parental leave	P. 26



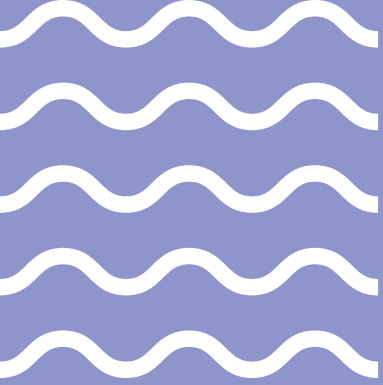
AUTHORITIES

✓	WHAT?	WHEN?	MORE INFO
<input type="checkbox"/>	Have acknowledgement of paternity certified (in the case of unmarried couples)	before or after the birth	P. 29
<input type="checkbox"/>	Submit a custody declaration (in the case of unmarried couples)	before or after the birth	P. 31



FINANCES

✓	WHAT?	WHEN?	MORE INFO
<input type="checkbox"/>	Apply for maternity allowance	no later than 7 weeks before the birth	P. 33
<input type="checkbox"/>	Apply for additional needs for pregnant women/maternity clothing	from the 13th week of pregnancy	P. 34
<input type="checkbox"/>	Apply for aid for initial baby equipment	2-3 months before the calculated due date	P. 35
<input type="checkbox"/>	Apply for payment from the “Hilfe für die Familie – Schwangere in Not” foundation	during the first months of pregnancy	P. 36
<input type="checkbox"/>	Apply for domestic help	as required (including during pregnancy)	P. 38



CHECKLIST AFTER THE BIRTH



HEALTH

✓	WHAT?	WHEN?	MORE INFO
<input type="checkbox"/>	Attend paediatric check-ups	from birth	P. 42
<input type="checkbox"/>	Take out health insurance for the child	immediately after the birth	P. 43
<input type="checkbox"/>	Take advantage of services offered by the child and youth health service	after the birth	P. 44



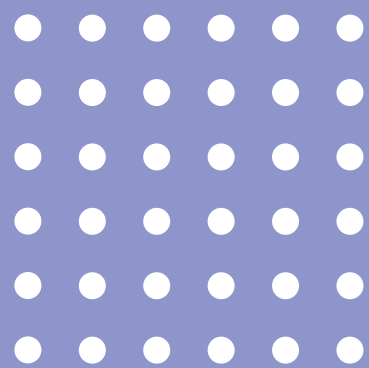
AUTHORITIES

✓	WHAT?	WHEN?	MORE INFO
<input type="checkbox"/>	Register child at the registry office	within a week after the birth	P. 47
<input type="checkbox"/>	Find a daycare place	as early as possible	P. 50
<input type="checkbox"/>	Apply for a daycare voucher	9-2 months before the start of care	P. 52



FINANCES

✓	WHAT?	WHEN?	MORE INFO
<input type="checkbox"/>	Apply for child allowance	from birth	P. 55
<input type="checkbox"/>	Apply for supplementary child allowance	from birth	P. 57
<input type="checkbox"/>	Apply for parental allowance	from birth	P. 58
<input type="checkbox"/>	Apply for housing benefit	as required	P. 60
<input type="checkbox"/>	Apply for citizen's income	as required	P. 62
<input type="checkbox"/>	Apply for advance on maintenance	as required	P. 64



BEFORE THE BIRTH

There is a lot to do before your child is born. Try to get as much done as possible early on.

Then you will have more time for yourself and your family when the child arrives.

PREGNANCY ADVICE

If you have any questions about pregnancy, family planning or relationships, you can obtain information and advice from a pregnancy advice centre. Contacts are available at the following facilities:

Deutsches Rotes Kreuz Kreisverband Reinickendorf-Wittenau e.V.

Antonienstr. 50A
13403 Berlin

Tel. (030) 600 300 5603
Email Sozialarbeit@drk-rdfwitt.de

Immanuel Beratung Reginhardstraße Pregnancy advice and pregnancy conflict counselling

Reginhardstr. 34
13409 Berlin

Tel. (030) 44 72 62-330
Email beratung.reginhardstrasse@immanuel.de



**DRK-Kreisverband
Reinickendorf-Wittenau**
qrco.de/fahrplan-geburt-42



Immanuel Beratung
qrco.de/fahrplan-geburt-43

**Appointments are made by prior
arrangement by telephone.**



HEALTH

Notes

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Find a gynaecologist

Information

Check-ups are scheduled at regular intervals during pregnancy. They are covered by health insurance and do not have to be paid for separately. The check-ups can be carried out in the gynaecologist's office or by a midwife. The maternity record is also issued at this point.

When?

from the start of pregnancy

Required documents

Health insurance card

Where?

Online



kvberlin.de

Gynaecology and obstetrics
qrc0.de/fahrplan-geburt-01



wegweiser-aktuell.de

qrc0.de/fahrplan-geburt-02



Find a midwife

Information

Every woman is entitled to support from a midwife during pregnancy and in the postnatal period.

The midwife is able to carry out all check-ups during pregnancy except for ultrasound examinations. They also issue the maternity record.

The costs are covered by health insurance.

- Counselling during pregnancy/preventive care
- Birth preparation
- Postpartum care
- Information on postnatal recovery courses and other offers

When?

from the start of pregnancy

Required documents

Health insurance card

Where?

Online

- berliner-hebammenverband.de
- hebammensuche.de
- berliner-hebammenvermittlung.de
- kidsgo.de
- ammely.de



Find a birthing facility / register for the birth

Information

Registration for the birth takes place directly at the chosen maternity clinic. Information is available from the Vivantes Humboldt-Klinikum's antenatal clinic. Information evenings with a tour of the delivery room and the maternity ward take place every first Tuesday of the month.

Further support on questions relating to the birth is also offered by the Babylotsen program (free of charge).

**Information evening:
1st floor, room 3301 (library),
free of charge, registration not
required**

When?

during pregnancy

Required documents

- Maternity record
- Health insurance card





Where?

Clinic for Obstetrics

Vivantes Humboldt-Klinikum

Am Nordgraben 2
13509 Berlin

Tel. (030) 130 121 851 (pregnancy advice centre)
Tel. (030) 130 123 510 (Delivery room)
Tel. (030) 130 122 274 (Babylotsen)
Email gyn-geburtsmedizin.huk@vivantes.de

Online



Clinic for Obstetrics

qrco.de/fahrplan-geburt-04



Instagram

qrco.de/fahrplan-geburt-05



Babylotsen

qrco.de/fahrplan-geburt-39



Find a paediatrician's office for paediatric check-ups

Information

The U1 and usually also the U2 paediatric check-ups are carried out in the birthing facility.

The subsequent paediatric check-ups (U3-U9) are carried out in a paediatrician's practice.

When?

Known as U-Untersuchungen in German, the paediatric check-ups are very important. You should therefore look for a paediatrician's office **as early as during pregnancy** and ask if there are any available appointments.

Required documents

none

Where?

Online



kvberlin.de

Pediatrics and Adolescent Medicine
qrco.de/fahrplan-geburt-06



wegweiser-aktuell.de

qrco.de/fahrplan-geburt-07



WORK

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Notify your workplace of your pregnancy

Information

In order to be able to exercise your rights as a mother, adjust your working conditions if necessary and ensure protection against dismissal, you must inform your employer of your pregnancy.

When?

no deadline, but **as early as possible** in order to guarantee compliance with maternity regulations

Required documents

- Maternity record if applicable
- Certificate from the gynaecologist or midwife

Where?

Employer



Apply for parental leave

Information

Parental leave is a statutory entitlement to unpaid leave from work for mothers and fathers after the birth of a child. It allows parents to look after their child for up to three years without losing their job.

During parental leave, special protection against dismissal is in place and parents can apply for parental allowance during this time.



BMFSFJ - Parental leave
qrco.de/fahrplan-geburt-08

When?

no later than 7 weeks before the start of parental leave

Required documents

Informal written application

Where?

Employer

Information on parental allowance can be found on Page 58.



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AUTHORITIES

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Have acknowledgement of paternity certified (in the case of unmarried couples)

Information

Acknowledgement of paternity is important for parents who are not married. It is certified free of charge by the Youth Welfare Office. Certification is subject to a fee at the registry office.



Info in the Family Portal
qrco.de/fahrplan-geburt-10



More information at
qrco.de/fahrplan-geburt-11

When?

recommended before the birth, but also possible after the birth

Required documents

- Identity documents/passports and birth certificates of both parents (in original form from the child's father)
- Maternity record
- If after the birth: Child's birth certificate

If the acknowledgement is made at the registry office, you will only need to present the birth certificate if the birth was registered at another registry office.

If the acknowledgement is made at the Youth Welfare Office, at the local court or before a notary, you must always present the child's birth certificate.





Where?

Youth Welfare Office

Child custody advice and representation

Eichborndamm 215
13437 Berlin

Before the birth Tel. (030) 90294-6249, -6250

After the birth Tel. (030) 90294-6285, -6270

Email KBV@reinickendorf.berlin.de

Registry office

Eichborndamm 215
13437 Berlin

Visitor address

Antonyplatz 2
13437 Berlin
(Lift at Eichborndamm 217)

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Submit a custody declaration (in the case of unmarried couples)

Information

Parents who are not married to each other must make a public custody declaration if they wish to have joint custody of their child.

When?

before or after the birth

Required documents

- Identity documents/passports and birth certificates of both parents
- Maternity record
- Acknowledgement of paternity (if after the birth of the child)

Where?

Youth Welfare Office

Child custody advice and representation

Eichborndamm 215
13437 Berlin

Before the birth Tel. (030) 90294-6249, -6250

After the birth Tel. (030) 90294-6285, -6270

Email KBV@reinickendorf.berlin.de

**Please make an appointment
for the certification by email:
KBV@reinickendorf.berlin.de**



Apply for maternity allowance

Information

Working women who are covered by statutory health insurance receive maternity allowance 6 weeks before to 8 weeks after the birth. The amount paid is based on their average earnings in the last 13 weeks before the maternity protection period.

The money is paid jointly by the employer and the health insurance fund. If you are receiving ALG I, only the health insurance fund will pay for this.



Info in the Family Portal
qrco.de/fahrplan-geburt-12

When?

- as soon as the certificate confirming the expected date of birth has been received
- but no later than 7 weeks before the birth

Required documents

- Health insurance application form
- Certificate from the gynaecologist or midwife confirming the expected date of birth

Where?

Health insurance fund



Apply for additional needs for pregnant women / maternity clothing beantragen

Information

Recipients of citizen's income have the option of applying for a one-off allowance for maternity clothing

They can also apply for additional needs for pregnant women amounting to 17% of the standard benefit.

When?

from the 13th week of pregnancy

Required documents

- Informal written application
- Proof of pregnancy
(e.g. copy of maternity record)

Where?

Berlin Reinickendorf Job Centre

Mirastr. 54
13509 Berlin

Tel. (030) 5555 36 6882



Consultation and opening hours
qrco.de/fahrplan-geburt-13



Apply for aid for initial baby equipment

Information

Recipients of citizen's income have the option of applying for the following one-off benefits:

- Initial baby equipment
- High chair
- Pram
- Crib

When?

2-3 months before the calculated due date

Required documents

- Informal written application
- Proof of pregnancy (e.g. copy of maternity record)

Where?

Berlin Reinickendorf Job Centre

Details on Page 34



Apply for payment from the “Hilfe für die Familie – Schwangere in Not” foundation

Information

The “Hilfe für die Familie – Schwangere in Not” foundation provides additional benefits once per pregnancy if initial equipment cannot be purchased from your own funds or if the benefit granted by the job centre is not sufficient. You will be supported by any pregnancy advice centre when submitting your application. They will take the application and forward it to the foundation.

Only submit the application to one pregnancy advice centre and not to multiple.

When?

during the first months of pregnancy

Required documents

- Identity document or passport and confirmation of registration
- Maternity record (for existing pregnancy)
- Complete documentation on existing personal assets, e.g. savings book or accounts, investment assets, life insurance, building savings contract, residential property (including abroad), value of car
- Proof of own income and, if applicable, the income of all relatives living in the household. All documents providing proof of income are required from the 3rd month of pregnancy.



Where?

- Advice centres for pregnant women in Berlin
- Advice centres for families in Berlin
- Debt advice centres in Berlin

Online

- stiftunghilfe.de

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Apply for domestic help

Information

If it is not possible to continue running your household (e.g. due to health problems) and nobody else living in your household is able to do so, you can apply for domestic help from the health insurance fund.

You must apply for it yourself and it cannot be ordered by the doctor or midwife.

However, a doctor or midwife can certify the need for domestic help and support the application process.

When?

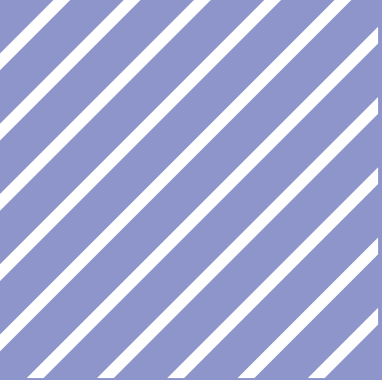
as required (including during pregnancy)

Required documents

- Maternity record
- Certificate from the doctor or midwife confirming the need for domestic help

Where?

Health insurance fund



AFTER THE BIRTH

Once your child is born, you will probably want to focus all your energy on your new family member.

However, there are still some administrative tasks that need to be completed after the birth.



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Attend paediatric check-ups

Information

Important: Attend the paediatric check-ups (U-Untersuchungen) at the paediatrician's office you chose before the birth

These are preventive screenings (U2-U9) intended for the early detection of illnesses and negative developments in children.

When?

from birth

Required documents

- Yellow booklet for preventive screenings
- Vaccination certificate

Where?

Paediatrician's office



Take out health insurance for the child (family insurance)

Information

After being informed by telephone, the health insurance fund will send you a form. The child will receive their own insurance card 2 weeks after registration. Medical treatment is also possible beforehand. There are no additional costs for insuring the child.

When?

immediately after the birth

Required documents

- Child's birth certificate
- Completed health insurance fund form
- Health insurance card
(if already available)

Where?

Health insurance fund



Take advantage of services offered by the child and youth health service

Information

After your child is born, you will receive a welcome letter from the KJGD (child and youth health service) offering you an initial home visit.

During the **initial home visit**, you will receive information on social, financial and health-related issues.

Other services offered by the KJGD include:

- Medical examinations of infants and children
- Advice on the next steps in your child's development
- Assistance with administrative procedures
- Individual advice and support in crisis and overload situations

When?

Initial home visit: approx. 4 weeks after the birth

Required documents

- Yellow booklet for preventive screenings
- Vaccination certificate



Where?

at your home

Child and youth health service

Health Department

Teichstr. 65

13407 Berlin

(Building 4, 2nd floor)

Tel. (030) 90294-6396

Fax (030) 90294-5170

Email kindergesundheit@reinickendorf.berlin.de



Consultation and opening hours

qrco.de/fahrplan-geburt-14

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AUTHORITIES

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Register child at the registry office

Information

You can register your child at the hospital's registry office, which will then send the documents to the relevant registry office.

If it is not possible to register at the hospital's registry office (due to a weekend or for other reasons), the hospital will send the registry office a notification of birth. You will then have to make an appointment with the relevant registry office by phone or by email. After the birth has been certified, you will receive certificates for maternity assistance, parental allowance and child benefit free of charge. Further certificates are subject to a fee and must be ordered.

When?

within a week after the birth

Required documents

- Parents' identity documents or passports
- Birth certificates of parents in original form and, if applicable, with translation
- If parents are married:
 - Transcript from the marriage register with name change
 - Marriage certificate
 - Couple's birth certificates
 - If applicable, previous child's / children's birth certificate(s)





- If mother is not married:
 - Mother's birth certificate
 - Custody declaration
 - If applicable, acknowledgement of paternity
 - If applicable, sibling's/siblings' birth certificate(s)
 - If mother is divorced:
 - Mother's birth certificate
 - Marriage certificate
 - Legally binding divorce decree
 - Transcript from the marriage register with name change
 - If applicable, acknowledgement of paternity
 - If mother is widowed:
 - Mother's birth certificate
 - Marriage certificate
 - Husband's death certificate
 - Transcript from the marriage register with name change
 - If applicable, acknowledgement of paternity
- For parents with foreign nationality:
 - Passports and residence permits
 - If applicable, translated civil status documents (birth, previous marriage, previous children)
 - Additionally for naturalisation:
 - Naturalisation certificate or citizenship certificate
 - If applicable, declaration of alignment

**Please make an appointment
for the registration by email:
Geburtsanmeldung@
reinickendorf.berlin.de**



Where?

Registry office

Birth register

Eichborndamm 215
13437 Berlin

Visitor address

Antonyplatz 2
13437 Berlin
(Lift at Eichborndamm 217)

Tel. (030) 90294-2152 or -2166

Fax (030) 90294-2145



Consultation and opening hours

qrco.de/fahrplan-geburt-15

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Find a daycare place

Information

none

When?

Finding a daycare centre **as early as possible** is recommended (if applicable, even before the birth).

Required documents

none

Where?

Online



Daycare centres in
Reinickendorf
qrco.de/fahrplan-geburt-16

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Apply for daycare voucher

Information

Before your child can be taken care of in a daycare centre, you will need to apply for a daycare voucher. This voucher contains information on the approved scope of care, any additional entitlements of the child and the meals component. Upon presentation of the daycare voucher, you conclude a care contract with the daycare provider.



Application form for the support of children
qrco.de/fahrplan-geburt-17



Online application for the daycare voucher
qrco.de/fahrplan-geburt-18

When?

From the age of one, your child has a legal entitlement to 5-7 hours of childcare in a daycare centre or in child daycare facility. Please apply for the daycare voucher as soon as your child turns one. You can submit the application no earlier than 9 months in advance.

Important: Please apply for the daycare voucher **at least 2 months before you wish the care to start.**

In special cases, it is possible to apply at shorter notice, e.g. if taking up work at short notice or moving.

Sign the online application and send it to the Youth Welfare Office by email or post.



Required documents

- Completed and signed application form
- Proof of need if care is required for more than 7 hours a day (e.g. employer's certificate)
- Proof of need if childcare is required before the child's 1st birthday
- Custody declaration (for single parents)

Where?

Youth Welfare Office Reinickendorf

Daycare for children

Nimrodstr. 4-14
13469 Berlin
(Staircase A, ground floor)

Tel. (030) 90294-6676

Fax (030) 90294-6726

Email Tagesbetreuung-Kinder@reinickendorf.berlin.de



Consultation and opening hours
qrco.de/fahrplan-geburt-19



FINANCES

Notes

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Apply for child allowance

Information

All children are entitled to child allowance from birth until they reach the age of 18.

You can obtain the application form for child allowance from the family benefits office (Familienkasse). Here you can also apply online.



Start child allowance application

[qrco.de/fahrplan-geburt-20](https://www.qrco.de/fahrplan-geburt-20)

When?

from birth

Important: Child allowance is only paid retroactively for 6 months.

Required documents

- Completed application form
- Birth certificate
- Tax identification number (tax ID)





Where?

Berlin-Brandenburg Family Benefits Office

Storkower Straße 120
10407 Berlin

For questions about child allowance and
supplementary child allowance*
Tel. (0800) 45555-30

For questions about payment dates*
Tel. (0800) 45555-33

*This call is free of charge for you.



Consultation and opening hours
qrco.de/fahrplan-geburt-21

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Apply for supplementary child allowance

Information

The supplementary child allowance is an addition to child allowance. It is aimed at low-income parents who are able to finance their own maintenance with their income, but not that of their children. As a general rule of thumb: Parents who receive citizen's income, social benefit or social assistance and have no other income can receive child allowance, but not supplementary child allowance.

You can obtain the application form for supplementary child allowance from the family benefits office (Familienkasse). Here you can also apply online.



**Apply for supplementary
child allowance**
qrco.de/fahrplan-geburt-22

When?

from birth until the child has reached the max. age of 25

Required documents

- Completed application form
- Proof of all income

Where?

Berlin-Brandenburg Family Benefits Office

Details on Page 56



Apply for parental allowance

Information

Parental allowance is usually 65% of the average net earnings of the last 12 months.



BMFSFJ - Parental allowance
qrco.de/fahrplan-geburt-09



Parental allowance calculator
qrco.de/fahrplan-geburt-23



Apply for parental allowance
qrco.de/fahrplan-geburt-24

When?

from birth

Important: Parental allowance is only paid retroactively for 3 months.

Required documents

- Completed application form
- Birth certificate for parental allowance application (from the registry office)
- Identity documents/passports, confirmation of registration
- Proof of income and maternity allowance
- Proof of parental leave and maternity allowance (from employer)



Where?

Youth Welfare Office

Parental Allowance Department

Eichborndamm 215
13437 Berlin

Tel. (030) 90294-6154

Email elterngeld@reinickendorf.berlin.de

The relevant extension number is based on the child's surname.

Letters A, J, N, O, T, V, Z	-6129
Letters C, K, M	-6130
Letters B, S, Q, U	-6104
Letters D, E, L, P, R	-6306
Letters F, G, H, I, W, Y	-6033



Consultation and opening hours

qrco.de/fahrplan-geburt-25

You can apply directly for parental allowance during the opening hours listed under the QR code at Reinickendorf Town Hall, 2nd floor, room 283-293.

You can submit documents by email, by post or using the postbox located on site.

**Information on parental leave
can be found on Page 26.**



Apply for housing benefit

Information

You can apply for housing benefit as a rent subsidy. It is dependent on the amount of income, the number of household members and the income to be taken into account.



More information at
qrco.de/fahrplan-geburt-27



Apply for housing benefit digitally
qrco.de/fahrplan-geburt-28

When?

as required (not granted if you are receiving transfer benefits such as citizen's income, basic social security, asylum seeker benefits)

Required documents

- Completed application form
- Proof of all income
- Proof of rent and tenancy



Where?

You can complete the housing benefit application online and submit it digitally. If you are submitting a written application, please send the completed and signed application and all supporting documents (copies) by post to:

Citizens' office at Reinickendorf Town Hall

Eichborndamm 215
13437 Berlin

Complete applications can also be handed in at any other citizens' office in Berlin.

Consultation appointments by telephone arrangement:

Tel. (030) 115



Consultation and opening hours
qrco.de/fahrplan-geburt-29



Apply for citizen's income

Information

You can apply for citizen's income if your own income does not cover your living expenses.

Download the Jobcenter to go app.



Digitale Angebote

qrco.de/fahrplan-geburt-30

When?

as required

Required documents

- Completed application form with annexes
- ID card
- Proof of income, assets, bank statements
- Rental agreement
- Copy of bank card
- Copy of health insurance card



Where?

Berlin Reinickendorf Job Centre

Mirastr. 54
13509 Berlin

Tel. (030) 5555 36 6882



Consultation and opening hours
qrco.de/fahrplan-geburt-13

Notes

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Apply for advance on maintenance

Information

Eligibility for advance on maintenance payments applies to children who

- have not yet reached the age of 12 and
- live with one of their parents who is single, widowed or divorced or is permanently separated from their spouse or partner.

Furthermore, they must

- not or not regularly receive maintenance from the other parent or orphan's benefits of at least the amount of the advance on maintenance and
- must not or not predominantly be cared for by the parent away from the household.

Paternity does not have to be established at the time of application. If necessary, it can be helpful to set up a guardianship at the Reinickendorf Youth Welfare Office to assist you with establishing paternity, among other things.

After the age of 12 and up to the age of 18, a child is entitled to advance on maintenance payments if

- the child does not receive citizen's income or
- the advance on maintenance payments can prevent the need for assistance under SGB II or
- the parent that the child lives with receives a gross monthly income of at least EUR 600, excluding child benefit, in addition to the citizen's income.



Apply for advance on maintenance

qrco.de/fahrplan-geburt-32



When?

from the month of application

Required documents

- Completed application form with annex
- Identity card/passport with residence permit
- Child's birth certificate
- Acknowledgement of paternity
- If parents are divorced: Divorce decree or proof of separation from lawyer
- For children over 12 years of age: Supplementary sheet for children who have reached the age of 12
- If applicable, complete job centre notification
- For children over 15 years of age: current school certificate

Where?

Youth Welfare Office

Department for Advance on Maintenance

Eichborndamm 215
13437 Berlin

3rd floor in the main building of the town hall,
rooms 354a - 370

Tel. (030) 90294-6119

Fax (030) 90294-6325

Email unterhaltsvorschuss@reinickendorf.berlin.de



Consultation and opening hours

qrco.de/fahrplan-geburt-33

FRÜHE HILFEN FOR YOUNG FAMILIES

Expectant and new parents in the district also receive comprehensive support from the Frühe Hilfen (Early Help) services. Various services are available from pregnancy until the child is 3 years old – from advice on bonding, sleep and financial issues to voluntary support and care from family midwives.

Information on the Frühe Hilfen service

District Office Reinickendorf

Ms. Naumann-Gerber

Tel. (030) 90294-6198

Email naumann-gerber@reinickendorf.berlin.de



More information at
qrco.de/fahrplan-geburt-40





ELTERNMAIL BERLIN

From birth to the age of six, ElternMail provides useful information on child development, upbringing, health and education by email. The content is based on the most important milestones as well as the current needs and challenges of the respective age group of a child and supports parents with sound knowledge and practical everyday tips. In addition, ElternMail offers contact points for further support and refers to local services for families in Berlin.

Registration for the email service is uncomplicated and free of charge.



**More information and
registration at**
qrco.de/fahrplan-geburt-41

PERSONAL ADVICE IN YOUR NEIGHBOURHOOD

Particularly practical: The Reinickendorf family office's counselling bus comes directly to your neighbourhood. Here, you can ask anything you want to know about the birth in person. The family office team will help you fill out applications and accept your documents. The colleagues at Manege gGmbH also offer social counselling services.

The current timetable of when and where the family office bus will be stopping in the neighbourhood can be found on the website of the Reinickendorf Youth Welfare Office.

The family office bus is run in close cooperation between the district office and Manege gGmbH.



More information at
qrco.de/fahrplan-geburt-38





STILL GOT QUESTIONS?

Then write us or give us a call!
We will be happy to assist you -
so that you can experience the
months surrounding the birth as an
exciting, thrilling and unforgettable
time despite all the necessary
arrangements.

IMPRINT

Herausgeber

District Office Reinickendorf of Berlin

Youth and Family Department

Youth Welfare Office

General Child, Youth and Family Support

Eichborndamm 215

13437 Berlin

Tel. (030) 90294-6198

Email jugendamt-west@reinickendorf.berlin.de



**Website of District Office
Reinickendorf**

qrco.de/fahrplan-geburt-34

Editorial office

Jan W. Haas

Notes

This brochure is an offer from the Early Help/Family Education and Family Support Department and can be ordered from the District Office Reinickendorf – Youth Welfare Office Region West.

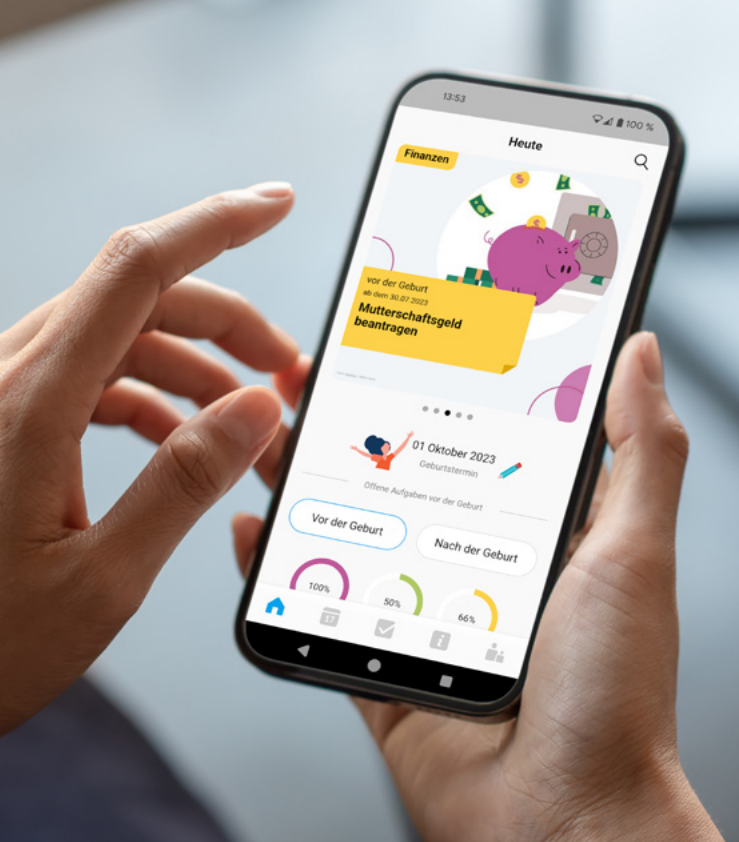
The “What is important in the time around the birth?” guide makes no claim to the completeness, timeliness and accuracy of the information provided. The consultation times listed, along with the legal and state benefits and their entitlement basis may change.

Last updated: 10/2024

**We wish you all the best
for this exciting new
phase of your life.**



Guide online at
qrco.de/fahrplan-geburt-35



FREE APP FOR THE GUIDE

The Baby-Berlin app helps you to keep track of all appointments, deadlines and to-do's in the time around the birth without stress, so that nothing is forgotten. It informs you about which financial and material aid can be applied for when and where, and which documents are required for this.

The Baby-Berlin app is for all residents of Berlin who are expecting a child or have just become parents.

for Android



for iOS



Gefördert vom:



Bundesministerium für Familie, Senioren, Frauen und Jugend