



INFORMATION FOR (EXPECTANT) PARENTS IN BERLIN-SPANDAU



Ms / Mr _____

street, house no. _____ postal code _____

E-Mail _____ phone _____

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We cannot guarantee that the information given in the schedule "What is important during the time around birth?" is always complete, up-to-date and accurate.
The consultation hours stated herein as well as the legal and public services and their eligibility status may be subject to change.

This brochure is linked to the *Frühe Hilfen* (Early Prevention) division of *Bezirksamt Berlin-Spandau* (District Office of Berlin-Spandau). It can be ordered there from the network coordinator of *Frühe Hilfen*, Ms Jessica Polko. j.polko@ba-spandau.berlin.de, phone number: 030 - 90 279 32 72



Here you can find the app to the Schedule:
What is important during the Time around Birth?

Information for (expectant) Parents in Berlin-Spandau

You will soon become a mother or father or your child was recently born?

So you will certainly have to prepare and take care of quite a few things right now: You have to look for a midwife, go to the preventive check-ups and prenatal classes, you may have the (expectant) father's acknowledgement of paternity notarised (if applicable), go to the Citizens' Office (*Bürgeramt*), inform your health insurer, apply for parental leave, child benefits (*Kindergeld*) and parental allowance (*Elterngeld*), look for a nursery place (*Kitaplatz*) and a lot more. The many applications and dealings with authorities which have to be settled now are particularly time-consuming: Before and also directly after the birth of your child there is a lot of paper work to be done, many forms to be completed and many visits to the authorities to be done.

The Schedule "**What is important during the Time around Birth?**" gives you an overview of the things you have to take into consideration during pregnancy and after giving birth to your baby and also of the things you have to take care of. You will also learn when and where you may apply for which kind of financial and material assistance and what documents you will require.



To do:	When?	Where?	
Counselling for pregnant women	during pregnancy	counselling centre for pregnant women	
Health			
Look for a gynaecologist.	as from the beginning of pregnancy	Internet	<input type="radio"/>
Look for a midwife.	as from the beginning of pregnancy	Internet	<input type="radio"/>
Look for a birth centre / register for birth.	during pregnancy	birth centre	<input type="radio"/>
Look for a paediatrician's surgery for the child check-ups.	during pregnancy	Internet	<input type="radio"/>
Job			
Inform your employer about your pregnancy.	no deadline	employer	<input type="radio"/>
Apply for parental leave.	7 weeks before the beginning of the parental leave at the latest	employer	<input type="radio"/>
Authorities			
Have acknowledgement of paternity notarised.	before or after birth	Youth Welfare Office or Civil Registry Office	<input type="radio"/>
Submit custody statement (for unmarried couples).	before or after birth	Youth Welfare Office	<input type="radio"/>
Finance			
Apply for maternity allowance (<i>Mutterschaftsgeld</i>).	Submit certificate of pregnancy 7 weeks before giving birth at the latest.	health insurance	<input type="radio"/>
Benefits from the JobCenter: Apply for additional needs allowance for pregnant women / maternity clothes / baby equipment.	Additional needs allowance for pregnant women / maternity clothes: as from the 13th week of pregnancy baby equipment: 3 - 4 months before the expected date of birth	JobCenter	<input type="radio"/>
Apply for funding by the Foundation "Hilfe für die Familie – Schwangere in Not" ("Family Assistance – Pregnant Women in Need of Assistance").	during the first months of pregnancy	counselling centre for pregnant women	<input type="radio"/>

To do:	When?	Where?	
Health			
Take child to check-ups.	as from birth	paediatrician's surgery	<input type="radio"/>
Take out health insurance for your child.	Immediately after birth	health insurer	<input type="radio"/>
Use service offers provided by the Children's and Young People's Healthcare Service.	after birth	Children's and Young People's Healthcare Service	<input type="radio"/>
Authorities			
Register with the Civil Registry Office (<i>Standesamt</i>).	within one week after birth	Civil Registry Office	<input type="radio"/>
Register your child at the Residents' Registration Office (<i>Einwohnermeldeamt</i>).	automatically done by the Civil Registry Office (<i>Standesamt</i>)		<input type="radio"/>
Look for a nursery (<i>Kita</i>) place.	as early as possible	Internet	<input type="radio"/>
Apply for a Kita voucher (<i>Kitagutschein</i>).	9 - 12 months before the beginning of the childcare	Youth Welfare Office	<input type="radio"/>
Apply for childcare subsidy (<i>Betreuungsgeld</i>).	as from the 15th month, if needed	Youth Welfare Office	<input type="radio"/>
Finance			
Apply for child benefit (<i>Kindergeld</i>).	within six weeks after birth	Family Benefits Office	<input type="radio"/>
Apply for child allowance (<i>Kinderzuschlag</i>).	from birth up to the age of 25 years	Family Benefits Office	<input type="radio"/>
Apply for parental allowance (<i>Elterngeld</i>).	within the first 3 months after birth	Youth Welfare Office	<input type="radio"/>
Apply for housing benefit (<i>Wohngeld</i>).	if needed	Citizens' Office (<i>Bürgeramt</i>)	<input type="radio"/>
Apply for unemployment benefit II (<i>Arbeitslosengeld II</i>).	if needed	JobCenter	<input type="radio"/>
Apply for maintenance allowance advance (<i>Unterhaltsvorschuss</i>).	if needed	Youth Welfare Office	<input type="radio"/>
Apply for household help (<i>Haushaltshilfe</i>).	If needed (including during pregnancy)	health insurer or Youth Welfare Office	<input type="radio"/>

Checklist before Birth

There are many things to be organised even before your baby is born. Try to organise as many things as possible at an early stage to have more time for yourself and your family after your baby is born.

COUNSELLING FOR PREGNANT WOMEN

All women and men are legally entitled to counselling in family planning, pregnancy and child birth. The counselling centre for pregnant women gives information and advice in all kinds of social law, financial and personal assistance.

1. Sozialberatung (Social Counselling Centre) Spandau – Beratung und Leben GmbH

Hasenmark 3 – 13585 Berlin – Telefon. 030-331 30 21

Please register by phone for a counselling interview.



To do:	Details:	When?	Where?	Required documents
Health				
Look for a gynaecologist.	Preventive check-ups are provided for at regular intervals during pregnancy. They are part of the health insurers' range of services and do not have to be paid extra. Preventive check-ups are offered by gynaecologists or midwives. The maternity card (<i>Mutterpass</i>) is also issued during these appointments.	as from the beginning of pregnancy	Internet <ul style="list-style-type: none"> ■ kvberlin.de (> <i>Arztsuche > Frauenheilkunde und Geburtshilfe</i>) See leaflet with list of doctors for gynaecology and obstetrics in Spandau.	<ul style="list-style-type: none"> ■ health insurance card

* leaflet with services provided: "Angebote für werdende Mütter und Väter, Familien mit Säuglingen und kleinen Kindern in Spandau" (District Office of Berlin-Spandau, Dept. Social Affairs and Healthcare, Planning and Coordination)

To do:	Details:	When?	Where?	Required documents
Health				
Look for a midwife <ul style="list-style-type: none"> ■ Counselling during pre-pregnancy and preventive check-up ■ prenatal courses ■ postnatal care ■ Information about services provided ■ postnatal exercise courses 	All women are entitled to support by a midwife during pregnancy and during the first weeks after giving birth. The midwife can perform all preventive check-ups during pregnancy except for ultrasonic screens. She also issues the maternity card (<i>Mutterpass</i>). The costs are borne by the health insurance.	as from the beginning of pregnancy	Internet <ul style="list-style-type: none"> ■ berliner-hebammenliste.de ■ hebammensuche.de ■ hebammenruf-berlin.de ■ kidsgo.de see leaflet: List of midwives for the district of Spandau* Central Midwives' Hotline (Zentraler Hebammenruf) phone 030 - 214 27 71	<ul style="list-style-type: none"> ■ health insurance card
Look for a birth centre/ register for birth.	information evening in the clinic: Every 3rd Tuesday of the month at 8pm in the patients' centre, house 1 (main building) (<i>Patientenzentrum, Haus 1 (Hauptgebäude)</i>) <ul style="list-style-type: none"> ■ pgdiakonie.de special medical consultation hours: registration for diabetes consultation, multiple births and specific ultrasound consultation	during pregnancy The birth is ideally registered between the 16th and 20th week of pregnancy.	birth centre: Evangelisches Waldkrankenhaus Spandau clinic for gynaecology and obstetrics (<i>Klinik für Gynäkologie und Geburtshilfe</i>) Stadtrandstr. 555 13589 Berlin Registration for birth: The midwives' house (<i>Hebammenhaus</i>) offers the following consultation hours: Wed. 12.15 pm – 7.30 pm Fri. 10.15 am – 3.30 pm phone 030 - 37 02 – 22 02 / - 12 70	<ul style="list-style-type: none"> ■ maternity card (<i>Mutterpass</i>) ■ health insurance card ■ findings / pregnancy-related documents

▶▶ continuing on page 8

* leaflet with services provided: "Angebote für werdende Mütter und Väter, Familien mit Säuglingen und kleinen Kindern in Spandau" (District Office of Berlin-Spandau, Dept. Social Affairs and Healthcare, Planning and Coordination)

Was?	Informationen	Wann?	Wo?	Benötigte Unterlagen
Health				
			Special medical consultation hour phone 030 - 37 02 – 12 05 only upon prior appointment	
Look for a birth centre / register for birth.	information evening in the clinic: every 1st and 3rd Wednesday of the month at 7 pm in the auditorium of house 28 ■ havelhoehe.de	during pregnancy The birth is ideally registered at an early stage of pregnancy.	Gemeinschaftskrankenhaus Havelhöhe clinic for anthroposophical medicine, department of gynaecology and obstetrics Kladower Damm 221 14089 Berlin Telephone consultation hours: Mon - Fri 12 pm to 1 pm phone 030-365 01 – 493 hebamme@havelhoehe.de	<ul style="list-style-type: none"> ■ maternity card (<i>Mutterpass</i>) ■ health insurance card ■ pregnancy-related documents
Look for a paediatrician's surgery for the child check-ups.	The <i>U1</i> (1st child check-up) and in most cases also the <i>U2</i> (2nd child check-up) are done at the birth centre. The subsequent child check-ups (<i>U3 – U9</i>) are carried out at the paediatrician's surgery.	Child check-ups are very important. This is why you should look for a paediatrician's surgery already during your pregnancy and ask for available appointments.	Internet ■ kvberlin.de (> <i>Arztuche</i> > <i>Kinder- und Jugendmedizin</i>) see leaflet: addresses of paediatricians in Spandau*	



To do:	Details:	When?	Where?	Required documents
Job				
Inform your employer about your pregnancy.		No deadline, but as soon as possible to ensure that the maternity regulations are adhered to.	employer	<ul style="list-style-type: none"> ■ maternity card (<i>Mutterpass</i>) if applicable ■ certificate by gynaecologist or midwife
Apply for parental leave.	■ bmfsfj.de (> <i>Familie</i> > <i>Elterngeld/Elternzeit</i> > <i>Alles Wissenswerte zur Elternzeit im Überblick</i>)	7 weeks before the beginning of parental leave at the latest	employer	<ul style="list-style-type: none"> ■ informal application in writing

To do:	Details:	When?	Where?	Required documents
Authorities				
Have acknowledgement of paternity notarised.	The acknowledgement of paternity is important for parents who are not married to each other. ■ vaterschaftsanerkennung.com The Civil Registry Office (<i>Standesamt</i>) of Spandau notarises the acknowledgement of paternity upon prior appointment. Please make an appointment by phone. The Civil Registry Office charges a fee of € 30 for the acknowledgement of paternity.	advisable before birth, but also possible after birth	Youth Welfare Office District Office Spandau Dept. for Young People, Education, Culture and Sport, assistance in parent and child law issues Klosterstr. 36, 13581 Berlin phone 030 - 90 279 – 20 77 only upon prior appointment by phone <i>Consultation hours:</i> Tue 9 am – 12 pm Thur 4 pm – 6 pm	<ul style="list-style-type: none"> ■ identity cards and birth certificates of both parents ■ maternity card (<i>Mutterpass</i>) ■ if done after the birth: birth certificate of the child

To do:	Details:	When?	Where?	Required documents
Authorities				
			<p>or Civil Registry Office (Standesamt) Spandau Carl-Schurz-Str. 2 - 6 13578 Berlin phone 030 - 90 279 – 36 09 / - 36 19 / - 25 91</p> <p>Consultation hours: Mon & Tue. 9 am – 1 pm Thur 2 pm – 6 pm</p> <p>Telephone consultation hours: Wed 9 am – 11 am</p>	
Submit custody statement (for unmarried couples).	<p>Parents who are not married to each other have to submit a public custody statement if they wish to have joint custody of their child.</p> <p>legal guardianship: Parents having sole custody may apply for a Beistandschaft (legal guardianship) to establish the paternity and to assert claims for maintenance against the other parent. Such legal guardianship can be applied for at the Jugendamt (Youth Welfare Office) free of charge.</p>	before or after birth	<p>Youth Welfare Office District Office (<i>Bezirksamt</i>) Spandau Dept. for Young People, Education, Culture and Sport Klosterstr. 36, 13581 Berlin phone 030 - 90 279 – 20 77</p> <p>Consultation hours: Tue. 9 am – 12.00 pm Thur 4 pm – 6 pm</p>	<ul style="list-style-type: none"> ■ identity cards and birth certificates of both parents ■ maternity card (<i>Mutterpass</i>) ■ if done after the birth: birth certificate of the child ■ acknowledgement of paternity

To do:	Details:	When?	Where?	Required documents
Finance				
Apply for maternity allowance (<i>Mutterschaftsgeld</i>).	<p>Employed women who are covered by a statutory health insurance are paid maternity allowance by their health insurer for six weeks before birth until eight weeks after giving birth.</p> <p>The employer pays the net wage less € 13 per work day This amount is paid by the health insurance. For women who are paid unemployment benefit II (<i>ALG II</i>) the maternity allowance is only paid by the health insurance.</p>	Submit certificate of your pregnancy 7 weeks before giving birth at the latest.	health insurance	<ul style="list-style-type: none"> ■ application of the health insurance ■ certificate by gynaecologist or midwife
<p>Benefits paid by the JobCenter: Apply for additional needs allowance for pregnant women / maternity clothes / baby equipment.</p>	<p>Women who are paid unemployment benefit II (<i>ALG II</i>) can apply for the following one-off benefits:</p> <ul style="list-style-type: none"> ■ maternity clothes: € 206 ■ baby equipment: € 311 ■ high chair: € 15 ■ pram: € 100 ■ cot: € 100 <p>It is also possible to apply for an additional needs allowance for pregnant women in the amount of 17 per cent of the regular allowance.</p>	<p>additional needs allowance for pregnant women / maternity clothes as from the 13th week of pregnancy</p> <p>baby equipment: 3 - 4 months before the expected date of birth</p>	<p>JobCenter JobCenter of Spandau Altonaer Str. 70 / 72 13581 Berlin Opening hours: Mon 8 am – 12.30 pm Tue. 8 am – 12.30 pm Thur 8 am – 12.30 pm and 12.30 pm – 6 pm Only for working women and participants of training measures Fri 8 am – 12.30 pm</p> <p>■ berlin.de/jobcenter-spandau.de</p>	<ul style="list-style-type: none"> ■ informal application in writing ■ maternity card (<i>Mutterpass</i>)



To do:	Details:	When?	Where?	Required documents
Finance				
Apply for allowance by the Foundation "Hilfe für die Familie – Schwangere in Not" ("Family Assistance – Pregnant Women in Need of Assistance").	The Foundation "Hilfe für die Familie – Schwangere in Not" provides supplementary one-off pregnancy benefits if the baby equipment cannot be bought with own financial means or if the benefit granted by the JobCenter is insufficient. You can get support in filing the application at every counselling centre for pregnant women. The counselling centre processes the application and forwards it to the Foundation. It is important to file the application only with one counselling centre for pregnant women and not with several counselling centres.	during the first months of pregnancy (8 to 10 weeks required for processing the application)	at every counselling centre for pregnant women ■ stiftungshilfe.de	<ul style="list-style-type: none"> ■ identity card / passport and certificate of registration (Meldebestätigung) ■ maternity card (Mutterpass) ■ documents about any own assets ■ statements of account ■ tenancy agreement ■ proofs of income ■ notices from the JobCenter regarding the granting of special allowances

Checklist after giving birth

Once your child is born you will certainly want to dedicate yourself entirely to your new family member. Some direct visits to the authorities, however, still have to be done after your baby is born.

To do:	Details:	When?	Where?	Required documents
Health				
Take child to check-ups.	Important: Go to the appointments for child check-ups at the paediatrician's surgery you selected before the birth of your child.	as from birth	paediatrician's surgery ■ kinderaerzte-in-berlin.de ■ kinderaerzte-im-netz.de see leaflet*	<ul style="list-style-type: none"> ■ yellow booklet for preventive check-ups ■ Vaccines Record Card
Take out health insurance for your child (family insurance).	The health insurance will send a form once you have informed them by phone. There is an own insurance card for your child approx. 2 weeks after registration. Medical treatment is also possible before that. There are no additional costs for the health insurance of your child.	Immediately after birth	health insurance	<ul style="list-style-type: none"> ■ birth certificate of the child ■ completed form of the health insurance ■ health insurance card (if already available)
Use services provided by the Children's and Young People's Healthcare Service (Kinder- und Jugendgesundheitsdienst).	You will get a welcome letter from the Children's and Young People's Healthcare Service (KJGD) after the birth of your child offering you a first visit at your home . At this visit at your home the social workers will inform you about healthcare issues.	first visit at home after a child birth You may come to our counselling centres with your children as soon as they are born.	Children's and Young People's Healthcare Service Klosterstr. 36, 13581 Berlin phone 030-90 279 – 22 54 / -22 56 Consultation hour: Tue 1 pm – 3 pm Fri 9 am – 11 am	<ul style="list-style-type: none"> ■ yellow booklet for preventive check-ups ■ Vaccines Record Card <p>The check-ups are free of charge. (no insurance card of the health insurance needed)</p>

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To do:	Details:	When?	Where?	Required documents
Health				
	<p>You can get counselling on children's healthcare, nutrition and development, health disorders, accident prevention and advice in health, family and social issues and problems. We provide information about statutory benefits and give support in case of financial problems. We give information about group offers, child day care, about other counselling centres and organise assistance if needed.</p> <p>Further service offers of the Children's and Young People's Healthcare Service (KJGD) include:</p> <ul style="list-style-type: none"> ■ medical consultation hours: covering healthcare and development issues of your child. ■ Kita admittance examinations ■ counselling on vaccinations 		<p>Further offices: Westerwaldstr. 19 - 21 13589 Berlin phone 030-37 10 44 11 <i>Consultation hour:</i> Mon 1 pm – 3 pm</p> <p>Goldbeckweg 29 13599 Berlin phone 030-90 279 – 86 41 <i>Consultation hour:</i> Thur 1 pm – 3 pm</p> <p>Räcknitzer Steig 8 13593 Berlin phone 030-36 47 81 11 <i>Consultation hour:</i> Mon 1 pm – 3 pm</p> <p>Central consultation hour for children in Spandau every Thursday from 4 pm – 6 pm address: Klosterstr. 36 13581 Berlin entrance A</p>	



To do:	Details:	When?	Where?	Required documents
Authorities				
Register with the Civil Registry Office (<i>Standesamt</i>).	<p>Your child's birth details will be recorded at the birth centre and transferred to the Civil Registry Office (<i>Standesamt</i>) (of the district in which your child is born).</p> <p>You will get the birth certificates after payment of fees during the consultation hours: of the Standesamt after submitting the respective documents at your birth institution and after signing the declaration specifying the name of your child there. Please make an appointment during the consultation hours: by phone or by Email.</p> <p>Further details about the registration can be found in the information leaflets of the birth clinics.</p>	within one week after birth	<p>Civil Registry Office (<i>Standesamt</i>) Spandau Carl-Schurz-Str. 2 - 6 13578 Berlin phone 030 - 90 279 – 36 09 / - 36 19 / - 25 91</p> <p><i>Consultation hours:</i> Mon & Tue 9 am – 1 pm Thur 2 pm – 6 pm</p> <p><i>Telephone consultation hours:</i> Wed 9 am – 11 am</p> <p><i>Email:</i> standesamt@ba-spandau.berlin.de</p>	<ul style="list-style-type: none"> ■ birth certificate of the birth centre ■ identity cards of the parents ■ birth certificates of both parents ■ marriage certificate of the parents ■ maternity card (if after birth: birth certificate of the child) <p><i>additionally: If not married</i></p> <ul style="list-style-type: none"> ■ acknowledgement of paternity (if available) and custody declaration, if applicable <p><i>If the mother of the child is divorced</i></p> <ul style="list-style-type: none"> ■ marriage certificate and divorce decree <p><i>If there are joint previous children</i></p> <ul style="list-style-type: none"> ■ birth certificates of the children
Register your child with the Residents' Registration Office.	The registration at the Residents' Registration Office (<i>Einwohnermeldeamt</i>) is automatically processed by the Civil Registry Office.			
Look for a nursery (<i>Kita</i>) place.		It is advisable to start looking for a <i>Kita</i> as early as possible.	<p>Internet</p> <ul style="list-style-type: none"> ■ berlin.de/sen/familie/kindertagesbetreuung/kita-verzeichnis/anwendung/ 	

To do:	Details:	When?	Where?	Required documents
Authorities				
Apply for nursery voucher (<i>Kitagutschein</i>).	<p>Before your child can be taken care of in a <i>Kita</i> (nursery) or day care centre, it is necessary to apply for a voucher (<i>Kitagutschein</i>). The voucher contains the daily scope of childcare as well as the estimated monthly cost. The <i>Kita</i> voucher entitles you to conclude a childcare contract with the <i>Kita</i> (nursery) or day care centre of your choice.</p> <p>Information and forms are available at: <ul style="list-style-type: none"> ■ spandau.de (> <i>Stichwörter A-Z > Kita-Anmeldung</i>)</p> <p>online application at: <ul style="list-style-type: none"> ■ https://fms.verwalt-berlin.de/kita/ </p>	The application for a <i>Kita</i> voucher is possible at the earliest 9 months, at the latest 2 months before the desired beginning of the childcare (in particular cases even earlier, if a place is available).	<p>Youth Welfare Office specialised group for child day care Carl-Schurz-Str. 2 / 6 13597 Berlin</p> <p>Email: kindertagesbetreuung@ba-spandau.berlin.de</p> <p>Personal consultation hours: Tue 9 am – 1 pm Thur 3 pm – 6 pm</p> <p>Telephone consultation hours: Mon & Wed 10 am – 12 pm phone 030 - 90 279 – 24 32</p>	<ul style="list-style-type: none"> ■ completed and signed application form and supporting documents
Apply for childcare subsidy (<i>Betreuungsgeld</i>).	The childcare subsidy (<i>Betreuungsgeld</i>) can be applied for each child not attending a publicly funded childcare institution or <i>Kita</i> day care.	eligibility as from 15 months of the child (for at most 22 months)	<p>Youth Welfare Office parental allowance office Klosterstr. 36 13581 Berlin phone 030 - 90 279 – 26 74</p> <p>Consultation hours: Tue 9 am – 12 pm Thur 4 pm – 6 pm</p>	<ul style="list-style-type: none"> ■ copy of the child's birth certificate ■ copies of the identity cards of both parents ■ copy of the passport with residence permit (<i>Aufenthaltstitel</i>) and certificate of registration (<i>Meldebescheinigung</i>) ■ copies of the childcare contract and the <i>Kita</i> voucher

To do:	Details:	Wann?	Where?	Required documents
Finance				
Apply for child benefit (<i>Kindergeld</i>).	<p>All children are eligible for child benefit (<i>Kindergeld</i>) as from birth until at least to the completion of the 18th year.</p> <p>application form for child benefit (<i>Kindergeld</i>) (available at the Family Benefits Office (<i>Familienkasse</i>)): <ul style="list-style-type: none"> ■ arbeitsagentur.de (> <i>Bürgerinnen & Bürger > Familie und Kinder > Kindergeld, Kindergeldzuschlag</i>)</p> <p>It is also possible to file an online application here.</p>	within six weeks after birth	<p>Federal Employment Agency (Bundesagentur für Arbeit) Family Benefits Office (Familienkasse) Berlin Nord Storkower Str. 120 10407 Berlin phone 0800 - 4 55 55 – 30 / - 33 (for inquiries about the date of payment) Consultation hours: Mon, Tue & Fri 8 am – 12 pm Thur 8 am – 6 pm Postal address: Familienkasse Berlin-Brandenburg 14465 Potsdam</p>	<ul style="list-style-type: none"> ■ completed application form ■ birth certificate from the Civil Registry Office (<i>Standesamt</i>) for the application for child benefits (<i>Kindergeld</i>)
Apply for child allowance (<i>Kinderzuschlag</i>).	<p>The child allowance (<i>Kinderzuschlag</i>) is a supplementary allowance to the child benefit (<i>Kindergeld</i>). It is intended for parents on low incomes who can finance their own subsistence with their income, but not the subsistence for their children.</p> <p>The general rule is: Parents who are paid <i>ALG II</i> (unemployment benefit II), <i>Sozialgeld</i> (social welfare) or <i>Sozialhilfe</i> (social assistance) and have no other income may receive <i>Kindergeld</i>.</p>	from birth up to the age of 25 years of the child at most	<p>Federal Employment Agency (Bundesagentur für Arbeit) Family Benefits Office (Familienkasse) Berlin Nord (see above)</p> <p>■ arbeitsagentur.de</p>	<ul style="list-style-type: none"> ■ completed application form

To do:	Details:	When?	Where?	Required documents
Finance				
Apply for parental allowance (<i>Elterngeld</i>).	parental allowance (<i>Elterngeld</i>) generally amounts to 65 per cent of the average net earnings of the past 12 months. Elterngeld calculator: ■ bmfsfj.de (> Service > Onlinerechner)	within the first 3 months after birth (parental allowance is only paid retrospectively for 3 months)	Parental Allowance Office of the Youth Welfare Office Klosterstr. 36, 13581 Berlin phone 030 - 90 279 – 34 94 / - 38 32 / - 34 93 Consultation hours: Tue 9 am – 12 pm Thur 4 pm – 6 pm	<ul style="list-style-type: none"> ■ completed application form ■ birth certificate from the Civil Registry Office for the application for parental allowance (<i>Elterngeld</i>) ■ identity cards of the parents ■ proof of income and maternity allowance (<i>Mutterschaftsgeld</i>)
Apply for housing benefits (<i>Wohngeld</i>).	housing benefits (<i>Wohngeld</i>) is paid as a rent or burden allowance and is designed to support low-income households which do not obtain benefits pursuant to the Social Security Code 2 (<i>Sozialgesetzbuch 2</i>). It is dependent upon the family income, the number of household members and the rent.	if needed (not granted for recipients of <i>ALG II</i> , <i>BAföG</i> and vocational training allowance)	Office for Citizens' Services (Bürgeramt) Housing Department Galenstr. 14, 13597 Berlin phone 030-90 279 – 23 60 Open consultation hours: Thur 3 pm – 6 pm	<ul style="list-style-type: none"> ■ completed application form ■ supporting documents about income ■ supporting documents about the rent ■ most recent rent calculation ■ tenancy agreement
Apply for unemployment benefits II (<i>Arbeitslosengeld II</i>).	<i>ALG II</i> can be applied for if the subsistence is not secured by one's own income.	if needed	JobCenter of Spandau Altonaer Str. 70 / 72 13581 Berlin Opening hours: Mon, Tue & Fri 8 am – 12.30 pm Thur 8 am – 12.30 pm and 12.30 pm – 6 pm Only for working women and participants of training measures	<ul style="list-style-type: none"> ■ completed application form and attachments, identity card ■ supporting documents about income / assess, statements of accounts ■ tenancy agreement ■ copy of the bank card and health insurance card

To do:	Details:	When?	Where?	Required documents
Finance				
Apply for maintenance allowance advance (<i>Unterhaltsvorschuss</i>).	Children who have not reached the age of 12 years yet and are living with one their parents, who is single, widowed or divorced or lives separately from his or her spouse and is not or not regularly paid maintenance from the other parent are eligible for maintenance allowance advance payments (<i>Unterhaltsvorschussleistungen</i>). This also applies if the paternity has not been established.	if needed	Maintenance Advance Payment Department of the Youth Welfare Office (Jugendamt) Klosterstr. 36, 13581 Berlin phone 030-90 279 – 65 24 Consultation hours: Tue 9 am – 12 pm Thur 4 pm – 6 pm	<ul style="list-style-type: none"> ■ completed application form ■ identity card ■ birth certificate of the child ■ acknowledgement of paternity For divorced parents <ul style="list-style-type: none"> ■ divorce decree or lawyer's supporting document that the parents live separately
Apply for household help.	If it is not possible to carry on the household (e.g. due to health problems) and there is no other person living in the household who can carry on the household, a household help may be applied for with the health insurer. <ul style="list-style-type: none"> ■ It has to be applied for by yourself and cannot be ordered by the doctor or the midwife. ■ The doctor or midwife, however, can certify that a household help is needed and can support the application. ■ The household help is either organised by the health insurer or the Youth Welfare Office (<i>Jugendamt</i>) or you have to look for a household help yourself. 	if needed (also during the pregnancy already)	Mainly through the health insurer. If the health insurer declines your application it is possible to file a respective application with the Youth Welfare Office (<i>Jugendamt</i>). Youth Welfare Office, competence according to address: Hakenfelde, Mitte, Haselhorst, Siemensstadt phone 030-90 279 – 86 12 Heerstraße-Nord, Gatow / Kladow, Wilhelmsstadt phone 030-90 279 – 23 31 Falkenhagener Feld, Brunsbüttler Damm phone 030-36 70 77 13	<ul style="list-style-type: none"> ■ maternity card (<i>Mutterpass</i>) ■ certificate by the doctor or the midwife that a household help is needed



SCHEDULE
WHAT IS IMPORTANT DURING THE TIME
AROUND BIRTH



The (imminent) birth of your child involves many exciting changes in your daily life and there are many things to prepare. We would like to support you with the schedule „What is important during the Time around Birth?“ (1st edition in December 2014) so that you don't lose track as (expectant) parents in the district of Spandau.