Simplified application procedure for Unemployment Benefit II (Arbeitslosengeld II)

Due to the Corona pandemic, the offices of the Herford Jobcenter are closed to the public until further notice.

All personal appointments and invitations are cancelled without legal consequences - you do not have to cancel agreed appointments.

- Informationen on the social protection package (Sozial-Schutzpaket) can be found here.
- Informationen on the Corona basic protection (Corona-Grundsicherung) can be found here.

Applications via e-mail

Applications can be made informally via e-mail (overview contact to the benefits department) or deposited in the mailboxes of the branch offices.

Forms and proofs

Please complete the simplified application form and attach the required attachments and documents (see below).

Note: Unemployment benefit II is paid at the earliest as of the month in which you applied for it.

The most important attachments:

- Attachment to additional persons (WEP) (For each additional person over 15 years)
- Attachment on children (to be completed for each child up to 15 years)
- Attachment on income (EK) (For each person with income)
- Statement on income (Statement from the employer)
  Note: If you are currently unable to obtain the statement, please submit the existing statements, account statements with the credit.

Documents for self-employed and freelancers:
- **Simplified attachment for income from self-employment**
- **Attachment SV for private, voluntary statutory or no health insurance**

**Further attachments:**

Further attachments can be found [here](#). Please check if these are suitable for your situation. If possible, please attach suitable evidence.

Please submit copies preferably.

A decision on the entitlement to benefits for your joint household will be made on the basis of the documents submitted. If a provisional decision is made on the benefit, a final decision will only be made on application.

**ONLINE-SERVICE WWW.JOBCENTER.DIGITAL**

Additionally, our eService [www.jobcenter.digital](http://www.jobcenter.digital) is available for change notifications and **communication via P.O. box service**. You will also find further information under this link.

You will receive **online access** upon request by providing a private e-mail address. The access data will be sent by mail. Short instructions and information can be found [here](#).

**Notify changes and submit documents**

Veränderungsmeldungen Notifications of changes and documents can also be sent informally by e-mail ([overview Contact the benefits department](http://overview.Contact.the.benefits.department)) or dropped in the mailboxes of the branch offices.