Information about applying for educational and participation benefits (educational package)

Advice on data protection

The data underlies the principle of secrecy of social data. Your details will be collected due to Sections 60 to 65 Erstes Buch Sozialgesetzbuch (Book One of the Social Code, SGB I), Section 50 et seqq Zweites Buch Sozialgesetzbuch (Book Two of the Social Code, SGB II) and Sections 67a, b, c Zehntes Buch Sozialgesetzbuch (Book Ten of the Social Code, SGB X) for educational and participation benefits in accordance with SGB II or SGB XII or BKGG.

1. General information about the educational package

Who is entitled to claim benefits?
Children and young people from families receiving unemployment benefit II (Arbeitslosengeld II), social allowance, maintenance support, children’s allowance, housing benefits, or benefits in accordance with the Asylum Seekers Benefits Act, are entitled to claim benefits from this package.
The educational package applies for children and young people under the age of 25 with one exception. Benefits for participating in social and cultural events can only be used for children and young people under the age of 18.

How do I make an application?
First, you need to submit an application. You can get the forms from your social service authority or online at www.kiel.de. Please specify which person the benefits are being applied for. A new application must be made to the respective social service authority for each person! Those receiving children's allowance make the application at the housing benefit authority (Wohngeldstelle) at the Amt für Wohnen und Grundsicherung.
The benefits from the educational package end when the period of your social benefits ends. As soon as your social benefits are continued, you will also receive continued benefits via the Kiel Card. We will then also review the ongoing payment for school transport costs if these had previously been paid.
Recipients of children’s allowance who do not also receive housing benefits will only continue to receive the benefits from the educational package once the children’s allowance has finished if they submit the notification from the Familienkasse (Family Benefits Office) regarding continuation of children’s allowance, to the Wohngeldstelle at the Amt für Wohnen und Grundsicherung, without being requested to do so.

What benefits are available?
The following benefits are provided as cash payments:
• School supplies
• School transport costs
• Costs for a school trip

The following benefits are provided via the Kiel Card:
• Costs for one-day field trips in schools or day care centres
• Costs for overnight field trips in day care centres
• Costs for school lunches in schools or day care centres
• Costs for additional tutoring / appropriate learning support
• Costs for participating in social and cultural events

The City of Kiel - Information about the "educational package" (dated 01.09.2015)
The Kiel Card
The Kiel Card will be given or posted to you after you have made your application. Please keep the card in a safe
place. The credit on the card will automatically be updated when the benefits are continued.
You are generally able to decide for yourself which offers you would like to make use of (see Point 2 in the Information
about the individual benefits). The prerequisite for this is that the City of Kiel has an agreement with the service
provider. Unfortunately, the Kiel Card cannot be used without an agreement with the service provider.
If the service provider you have selected does not yet have an agreement with the City of Kiel, please ask him/her to
conclude such an agreement with us. The service provider can find the relevant form “Interessenbekundung” online at
www.kiel.de or can request it by telephone under 0431 / 901-3107. You can find out which service providers already
work with us at www.kiel.de/kielkarte.
If the social benefits for your child are stopped before the card expires, the Kiel Card will become invalid as from the
month in which the benefits stop. You are not permitted to make use of the educational package’s benefits via the Kiel
Card after the social benefits have been stopped.

2. Information about the individual benefits:

Cash payments

School supplies
School children receive this benefit if they attend a general or vocational school and do not receive a training
allowance.

School supplies are paid as a cash payment.

Benefits for school supplies amount to 70 Euros for 1 August and 30 Euros for 1 February each year. This money
is to be used for necessary school supplies or materials such as an atlas, pens, compass, exercise books, sports
equipment, etc.

Which documents do I need to present to my social service authority?
» You do not need to present any additional documents for children aged between 7 and 14 years.
» A valid school certificate of enrolment is necessary for children aged 6 or between 15 to 25 years.

Costs for transport to/from school
School children receive this benefit if they attend a general or vocational school and do not receive a training
allowance.
The costs for travelling to the nearest school are covered, if this school is more than 2km from the place of residence
for Classes 1 to 4, or more than 4km as from Class 5.
The actual necessary costs for transport to/from school are paid as a cash payment. This is generally the monthly cost
for a student travel ticket (normally a monthly ticket). We take any subsidies from other authorities into account.

A monthly co-payment from you of 5 Euros is deducted.
Which documents do I need to present to my social service authority?

» Evidence of the actual costs must be provided, e.g. by submitting receipts or copies of travel tickets.

» If the child does not attend the nearest school of a particular type, reasons must be submitted as to why the further school was selected.

» Please also present a valid school certificate of enrolment for children over the age of 15.

Costs for school trips lasting several days (Klassenfahrt)
Children and young people receive this benefit if they attend a general or vocational school and do not receive a training allowance.
Costs for school trips lasting several days (e.g. class trips, study trips) which comply with educational provisions are normally paid directly to the school or the bank account for the class trip (no payment via the Kiel Card). The trip must be organised and carried out by the school. The actual costs for the trip are paid as a cash payment. Pocket money for the trip cannot be reimbursed, unfortunately.

Which documents do I need to present to my social service authority?

» We require a certificate from the school, clearly stating the sum of the costs, the start and end of the trip, the payment date and the bank details (IBAN, BIC) for the payment, as well as the names of the child and the school.

The Kiel Card

Costs for one-day field trips in schools or day care centres
Children and young people receive this benefit if they attend a day care centre or a general or vocational school and do not receive a training allowance.
Costs will be covered if the field trip is organised and carried out by the school or day care centre.

Which documents do I need to present to the school or day care centre?

» Please present the Kiel Card once at the beginning of the validity period.

Costs for overnight field trips from day care centres
Children receive this benefit if they attend a day care centre.
Costs will be covered if the overnight field trip is organised and carried out by the day care centre.

Which documents do I need to present to the day care centre?

» Please present the Kiel Card once at the beginning of the validity period.

Costs for having school lunches
Children and young people receive this benefit if they attend a day care centre or a general or vocational school and do not receive a training allowance.
A subsidy for having school lunches or lunch at the day care centre is covered. This only applies to schools and day care centres, however, that offer warm lunches. You will be required to make a co-payment of 1 Euro per lunch. Pupils in Kiel are currently exempt from this co-payment, as the foundation “Bildung macht stark” covers this amount for school lunches. This does not apply to lunches in day care centres. The co-payment from you here is 20 Euros a month.

Which documents do I need to present to the day care centre?

» Please present the Kiel Card to the service provider for school lunches or to the day care centre.

The City of Kiel - Information about the “educational package” (dated 01.09.2015)
Costs for additional tutoring / appropriate learning support
School children receive this benefit if they attend a general or vocational school and do not receive a training allowance. School children can receive additional tutoring to help them achieve the critical learning objectives specified in educational provisions. These learning objectives do not include getting a better school-leaving qualification or a better grade average.
The tutoring must be appropriate and necessary in addition to school lessons.

Which documents do I need to present?
» Please ask the school to fill out the form “Bestätigung der Schule über vorübergehenden Lernförderbedarf”. This form is available in schools.
» You then need to present this form and the Kiel Card to the service provider you have selected (from the list “Anbieter für Lernförderung”).
» We will then review whether the costs can be covered.

Costs for participating in social or cultural events
Children and young people are entitled to claim this benefit up until the end of their 18th year of age.
10 Euros per month are available for participating in social and cultural events in the community for
1. membership fees in the fields of sports, games, culture and social interaction,
2. lessons in cultural subjects (such as music lessons) and comparable guided activities for cultural education and
3. participating in leisure activities.
It is normally possible to split the money across several services if the amount of 10 Euros per month is enough
to do so. The monthly amounts can be saved up during the benefit period, as long as they are not used. The full
amount can also be used completely in the first month for one event. It is also possible for you to pay extra towards
this benefit. In exceptional cases, the money can be used for reimbursing the costs for special equipment, if this
equipment is necessary for performing/participating in the activities.

Special features for the field of sports:
Kiel sports clubs (Sportvereine) in the Sportverband Kiel offer sporting activities for 10 Euros a month, regardless of
the actual membership amount. This 10 Euro monthly fee includes all costs for club members such as registration
fees, division fees, etc. The only thing to observe is the monthly period of notice.

Which documents do I need to present?
» Please present the Kiel Card to the service provider you have selected.