

ROADMAP

What is important in the period around childbirth?

Information for (expectant) parents
in Steglitz-Zehlendorf

BERLIN



Bezirksamt
Steglitz-Zehlendorf

Bundesstiftung
Frühe Hilfen



Gefördert vom:



Bundesministerium
für Familie, Senioren, Frauen
und Jugend





www.fruehehilfen-sz.de



Bundestiftung
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Frühe
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The roadmap “What is important in the period around childbirth?” makes no claim that the information provided is complete, current or accurate. Office hours as stated and the legal or state benefits are subject to change, as is the basis of entitlement.

ROADMAP

What is important in the period around childbirth?

Information for (expectant) parents in Steglitz-Zehlendorf

The (imminent) birth of your child will be accompanied by numerous exciting changes in your everyday routines. This booklet is intended to help you keep track of things, as there is also plenty to prepare in the period around childbirth.

The roadmap *"What is important in the period around childbirth?"* provides a summary of the matters you should consider during pregnancy and after the birth of your child and what you need to do. It also explains which financial and material support you can apply for, when and where you can do so, and which documents you will require.



Familienbüro

As parents, you will regularly encounter a large number of questions and will have to make decisions, no matter how old your child happens to be. We would be pleased to inform and advise you in all matters relating to families! The Family Office is there for all (expectant) parents in the borough of Steglitz-Zehlendorf. Services provided by the Family Office are confidential, independent of the provider and free of charge.

OUR SERVICES

Financial issues

- **Pregnancy and parental leave:** Families need to reconsider their financial situation and plans for the future, especially before the birth of a child. The Family Office advises you on all matters relating to financial benefits and your eligibility. You can, under certain circumstances, also place an application to Stiftung Hilfe für die Familie, a foundation that provides support to families.
- **Parental allowance:** You can pick up forms to apply for parental allowance from the Family Office. We will also provide assistance in placing the application if required. Before submission, we conduct an initial review of the forms and the necessary documents.
- **Advance on child support:** You can pick up forms to apply for an advance on child support from the Family Office. We will also provide assistance in placing the application if required. Before submission, we conduct an initial review of the forms and the necessary documents.
- **Advice on ALG II job seeker benefits and the Education and Participation Package (BuT):** You can come to us with your questions about ALG II benefits. We will also help you to fill out the application if required.
- **Changes in your life circumstances – training, separation, illness or debts:** The staff at Diakonisches Werk Steglitz and Teltow-Zehlendorf can provide advice on these topics and, if required, refer you to appropriate specialist counselling centres.

Education and support services

- **Daycare/after school centre voucher:** You can pick up forms to apply for the daycare/after school centre voucher from the Family Office. We will also provide assistance in placing the application if required. Before submission, we conduct an initial review of the forms and the necessary documents.
- **Education and leisure activities:** You will receive an overview of the numerous opportunities to meet with other parents or to organise activities for your children.

Office hours:

Mon 9 am – 12 pm and 1 – 3 pm
 Tue 9 am – 12 pm and 1 – 3 pm
 Wed 9 am – 12 pm and 1 – 3 pm
 Thu 9 am – 12 pm and 1 – 6 pm
 Fri 10 am – 1 pm

Zehlendorf Town Hall, Kirchstr. 1/3,
 14163 Berlin, Room E21

Phone: +49 (0)30 90299 5797

Email:
jugendamt-familienbuero@ba-sz.berlin

Kindly call the social workers on
 +49 (0)30 90299 51 54 or -51 55
 to make an appointment if you require social
 counselling.

The Family Office is a **cooperation between the Steglitz-Zehlendorf Youth Welfare Office and the Diakonisches Werk Steglitz und Teltow-Zehlendorf e.V.** and is financed by both entities.

Coordination of Early Assistance

Trusting cooperation between the Departments of Youth Welfare and Health is among the defining features of the our Early Assistance Network. We are therefore able to make low-threshold services easily accessible to all parents.

Contact:

Ms Schönheit

Phone: +49 (0)30 90299 8221

Email: mieu.schoenheit@ba-sz.berlin.de

www.fruehehilfen-sz.de

Family midwives

provide advice and guidance during pregnancy and during the 1st year in the child's life:

- in the care, nutrition, development and support of your child
- in the introduction of structured daily routines with your child
- in how to nurture a positive parent/child bond

Contact:

Ms Anlauff

Phone: +49 (0)30 90299 3664

Email: vivien.anlauff@ba-sz.berlin.de

Parent mentors

The two contact persons are ready to listen to your concerns and provide information, services and advice. You will find detailed information on the Early Assistance website.

Contact:

Frühe Hilfen Steglitz-Zehlendorf

Phone: +49 (0)30 74 77 07 24

Email: info@fruehehilfen-sz.de

www.fruehehilfen-sz.de

Outreach Programme for Parents

The Outreach Programme for Parents accompanies expectant mothers from the middle of their pregnancy and parents during the phase of establishing a family.

Its staff offers social counselling and support for official errands in order to lay a solid foundation for the baby.

Contact:

Praxis Langer gGmbH

Phone: +49 (0)177 3 26 47 30

Zephir gGmbH

Phone: +49 (0)30 23 88 07 43

Volunteers

Volunteer family mentors support parents in their everyday lives. They give them time to relax or switch off from the usual hustle and bustle.

- Relief in everyday situations from caring for and looking after the child to support in official matters

Contact:

Känguru

Phone: +49 (0)177 309 777 2

E-Mail: kaenguru@dwstz.de

wellcome

Phone: +49 (0)174 1 86 80 39

Family centres

The family centres engage in close cooperation with the daycare centres and provide easily accessible services, courses, events and family counselling. You will find detailed information about the services on the family centre websites.

Ev. Familienzentrum Zehlendorf-Mitte

Dahlemer Weg 60, 14167 Berlin
 Tel: 030 / 51 73 48 41
 Mobil 0176 36 35 93 55
 E-Mail: familienzentrum@dwstz.de
www.dwstz.de

Familienzentrum Lichterfelde-Süd

Schütte-Lanz-Straße 43, 12209 Berlin
 Tel: 030 / 75 65 49 70
 Mobil: 0173 / 184 50 94
 E-Mail: Familienzentrum-LIS@mittelhof.org
www.mittelhof.org/familienzentren

Jugend- Familienzentrum JeverNeun

Jeverstraße 9, 12157 Berlin
 Tel: 030 / 79 74 78 04
 E-Mail: jeveneun@nbhs.de
www.jeverneun.nbhs.de

Interkulturelles Familienzentrum „Familien Ring“

Selerweg 17, 12169 Berlin
 Tel: 030 / 80 961 961
 E-Mail: fz-familienring@mitra-ev.de
www.mitra-ev.de

Familienzentrum Lankwitz

Beethovenstr. 34, 12247 Berlin
 Tel: 030 / 54 49 21 62
 Mobil: 0177 801 99 24
 E-Mail: familienzentrum@mittelhof.org
www.mittelhof.org/familienzentren

Familiengarten

Kelchstraße 21-23, 12169 Berlin
www.blutzeit-berlin.de

Stadtteilzentrum Gutshaus Lichterfelde

Hindenburgdamm 28, 12203 Berlin
www.stadtteilzentrum-steglitz.de/gutshaus-lichterfelde

Stadtteilzentrum Südost

Leonorenstraße 85, 12247 Berlin
www.stadtteilzentrum-steglitz.de/stadtteilzentrum-suedost

Stadtteilzentrum Zehlendorf

Königstraße 42-43, 14163 Berlin
www.mittelhof.org

SchreiBaby assistance

- Parents with infants and toddlers who cry a lot, are difficult to soothe, sleep poorly or suffer from feeding disorders and a failure to thrive
- Emergency assistance in crisis situations when parents are at their wits' end
- Relief and direct assistance for parents and children

Contact:

Schreibaby Ambulanz Mittelhof (Mittelhof e.V.)

Königstr. 42–43, 14163 Berlin (Zehlendorf), phone: +49 (0)157 58 54 17 16

Jungfernstieg 19, 12207 Berlin (Steglitz), phone: +49 (0)160 96 75 49 03

www.mittelhof.org

Parenting and family counselling on the topics of crying, sleeping and feeding

Beethovenstr. 34, 12247 Berlin (Steglitz)

Königin-Luise-Strasse 88, 14195 (Zehlendorf)

Phone: +49 (0)30 90299 25 01 (Steglitz)

+49 (0)30 90299 84 10 (Zehlendorf)

Email: info-efb-steglitz@ba-sz.berlin.de

info-efb-zehlendorf@ba-sz.berlin.de

Paediatric and Adolescent Health Service – Health Department

Paediatrician and physiotherapist

Sonneberger Weg 28, 12209 Berlin (Lichterfelde)

Phone: +49 (0)30 90299 28 62

Email: jugendgesundheitsdienst@ba-sz.berlin.de

DRK parenting and family counselling on the topics of crying, sleeping and feeding at Haus der Familie

Düppelstrasse 36, 12163 Berlin (Steglitz)

Phone: +49 (0)30 79 01 130

Email: efb@drk-berlin.net

www.drk-berlin.net

What?

Pregnancy counselling

When?

during pregnancy if required

*Where?*Pregnancy counselling
centre**HEALTH**

Find a gynaecologist

from the start of pregnancy

Internet



Find a midwife

from the start of pregnancy

Internet



Find birthing facilities/register for birth

during pregnancy

Birthing facility



Find a paediatric practice for the early childhood check-ups

during pregnancy

Internet

**WORK**

Notify employers of pregnancy

no deadline

Employer



Apply for parental leave

at least 7 weeks prior to the start of parental leave

Employer

**AUTHORITIES**

Have acknowledgement of paternity notarised

before or after the birth

Youth Welfare or Registry Office



Submit a declaration of custody (for unmarried couples)

before or after the birth

Youth Welfare Office

**FINANCES**

Apply for maternity allowance

Submit certification of pregnancy
no later than 7 weeks prior to the birth

Health insurance provider

JobCenter benefits: Apply for additional benefits for
expectant mothers/maternity clothing/
initial furnishings allowanceAdditional benefits for expectant mothers, maternity
clothing: from the 13th week of pregnancy

Initial baby equipment: 2–3 months before the
calculated delivery date

JobCenter

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

during the first months of pregnancy

Pregnancy
counselling centre

*What?**When?**Where?***HEALTH**

Attend the early childhood check-ups	from childbirth	Paediatric practice	<input type="radio"/>
Arrange health insurance for the child	immediately after the birth	Health insurance provider	<input type="radio"/>
Make use of the offers provided by Paediatric and Adolescent Health Services	after the birth	Paediatric and Adolescent Health Services	<input type="radio"/>

AUTHORITIES

Registration with the Registry Office	within a week after the birth	Registry Office	<input type="radio"/>
Register the child with the Residents' Registration Office	is dealt with automatically by the Registry Office		<input type="radio"/>
Find a daycare centre place	as early as possible	Internet	<input type="radio"/>
Apply for a daycare voucher	2–9 months before the start of care	Youth Welfare Office	<input type="radio"/>

FINANCES

Apply for child benefit	after the birth	Family Benefits Office	<input type="radio"/>
Apply for child supplement	from childbirth if required	Family Benefits Office	<input type="radio"/>
Apply for parental allowance	within the first 3 months after the birth	Youth Welfare Office	<input type="radio"/>
Apply for housing benefit	if required	Citizens' Office	<input type="radio"/>
Apply for ALG II benefit	if required	JobCenter	<input type="radio"/>
Apply for an advance on child support	if required	Youth Welfare Office	<input type="radio"/>
Apply for domestic help	if required (also during pregnancy)	Health insurance provider	<input type="radio"/>

Before childbirth

There is plenty to do, even before your child is born. Try to take care of as much as possible at an early date.

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

Centre for Family Planning

On the grounds of the Vivantes Auguste Viktoria Clinic,
House 30, 4th floor, Rubensstr. 125
12157 Berlin (the most convenient entrance is on
Grazer Damm)

Phone: +49 (0)30 9 02 99 17 01

Pregnancy counselling

For questions regarding your financial and/or personal circumstances. You can, under certain circumstances, also place an application to Stiftung Hilfe für die Familie, a foundation that provides support to families.

Expectant mothers without health insurance – Options for medical care, examinations and social counselling

Prenatal counselling on prenatal diagnostics

Free contraceptives: it is possible for persons on low incomes to obtain all recognised contraceptives free of charge. We provide advice on questions and methods of contraception.

Counselling on pregnancy options according to Section 218 German Criminal Code (StGB) – counselling and issue of the counselling certificate

Psychological counselling for conflicts between couples, separation conflicts, crises and conflicts during pregnancy and after birth



*What?**Information**When?**Where?**Required documents***HEALTH****Find a gynaecologist**

Preventative check-ups are scheduled at regular intervals during pregnancy. They are covered by health insurance and do not attract an extra charge. The check-ups can be performed in the gynaecological practice or by a midwife. A maternity pass is issued as well during the process.

from the start of pregnancy

Internet

kvberlin.de

>Find a doctor >Gynaecology and obstetrics

Wegweiser-aktuell.de

· Steglitz or Zehlendorf

Health insurance card

Find a midwife

- Pregnancy counseling/preventive care
- Preparation for childbirth
- Postnatal care
- Information on services
- Postnatal courses

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

The midwife is qualified to perform all preventive check-ups during pregnancy, except for ultrasound examinations.

They also issue the maternity pass.

Costs are covered by the health insurance provider.

from the start of pregnancy

Internet

berliner-hebammenvermittlung.de

hebammensuche.de

kidsgo.de

Health insurance card

*What?**Information**When?**Where?**Required documents***HEALTH****Find a birthing facility/
register for childbirth**

The maternity clinics organise regular information evenings for expectant parents

during pregnancy

Birthing facility in the borough

Krankenhaus Waldfriede e.V.

Argentinische Allee 40

14163 Berlin

Phone +49 (0)30 818 10 245

www.waldfriede.de

You will find birthing centres on the Internet

- Maternity pass
- Health insurance card

**Find a paediatric
practice for the
early childhood
check-ups**

The first (U1) and usually the second (U2) early childhood check-ups are carried out at the birthing facility.

All subsequent early childhood check-ups (U3–U9) are performed in a paediatric practice.

Early childhood check-ups are crucial, which is why you should find a paediatric practice **while you are pregnant** and enquire whether there are free appointments.

Internet

kvberlin.de

>Find a doctor >Paediatrics and adolescent medicine

Wegweiser-aktuell.de



*What?**Information**When?**Where?**Required documents***WORK**

**Notify employers
of pregnancy**

no deadline, but as early
as possible to ensure
compliance with maternity
regulations

Employer

- maternity pass if applicable
- Certificate from the
gynaecologist or midwife

**Apply for
parental leave**

[bmfsfj.de](https://www.bmfsfj.de)

>Topics >Family >Family
benefits >Parental leave

at least 7 weeks prior to the
start of parental leave

Employer

- written application without
formal requirements

*What?**Information**When?**Where?**Required documents***AUTHORITIES****Have
acknowledge-
ment of
paternity nota-
rised**

An acknowledgement of paternity is important for unmarried parents.

[vaterschaftsanerkennung.com](https://www.vaterschaftsanerkennung.com)

advisable prior to delivery, but also possible after birth of the child

Youth Welfare Office: Visit www.berlin.de/ba-steglitz-zehlendorf for the location and office hours >Politics and administration >Authorities >Youth Welfare Office >Maintenance and custody >Child maintenance

or **Registry Office**, Kirchstr. 1–3, 14163 Berlin

For the opening hours, please visit: www.berlin.de/ba-steglitz-zehlendorf/politik-und-verwaltung/aemter/amt-fuer-buergerdienste/standesamt/

- ID cards and birth certificates of both parents
- Maternity pass
- if after the birth: Child's birth certificate

**Submit a
declaration of
custody
(for unmarried
couples)**

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

before or after the birth

Youth Welfare Office

Visit www.berlin.de/ba-steglitz-zehlendorf for the location and office hours >Politics and administration >Authorities >Youth Welfare Office >Maintenance and custody >Child maintenance

- ID cards and birth certificates of both parents
- Maternity pass
- if after the birth: Child's birth certificate
- Declaration of paternity

FINANCES**Apply for
maternity
allowance**

Women in gainful employment who are covered by statutory health insurance receive maternity benefit from their health insurance provider for 6 weeks before to 8 weeks after the birth.

submit certification of pregnancy no later than 7 weeks prior to the birth

Health insurance provider

- Application to the health insurance provider
- Certificate from the gynaecologist or midwife

*What?**Information**When?**Where?**Required documents***FINANCES****JobCenter benefits:**

Additional benefits for expectant mothers/
maternity clothing

Apply for an initial baby equipment allowance

Washing machine repair etc.

Recipients of ALG II benefits have the option of applying for **one-time benefits**

Additional benefits for expectant mothers, maternity clothing: from the 13th week of pregnancy

Initial baby equipment: 2–3 months before the calculated delivery date

JobCenter
Birkbuschstr. 10, 12167 Berlin

Office hours:
MON, TUE: 8:00 am – 12:30 pm
WED: by appointment only
THU: 8:00 am – 12:30 pm
12:30 – 6:00 pm for clients in gainful employment only
FRI: 8:00 am – 12:30 pm

- written application without formal requirements
- Maternity pass
- ID card

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

The Hilfe für die Familie – Schwangere in Not foundation provides **one-time** supplementary benefits for each pregnancy if the person does not have the necessary resources to purchase the initial equipment or if the benefits granted by the JobCenter are insufficient.

Every pregnancy counselling centre will assist you in placing the application. It takes down the application and then forwards it to the foundation. An important thing to note is that the application must be placed with just one pregnancy counselling centre and not several.

during the first months of pregnancy
(takes 8–10 weeks to process)

any pregnancy counselling centre
stiftunghilfe.de

- ID card/passport and proof of legal residence
- Maternity pass
- Documents concerning personal assets
- Bank statements
- Rent contract
- Proof of income
- Notices from the JobCenter conforming the approval of special benefits

After the birth

Once the child is there, it is perfectly understandable that you would prefer to spend all your time looking after the newest family member.

However, there are still a few official errands to run even after childbirth.

<i>What?</i>	<i>Information</i>	<i>When?</i>	<i>Where?</i>	<i>Required documents</i>
HEALTH				
Attend the early childhood check-ups	<p>Attend appointments for early childhood check-ups in a paediatric practice.</p> <p>Families with inadequate health insurance cover are requested to contact Paediatric and Adolescent Health Services.</p>	from childbirth	Paediatric practice www.kvberlin.de	<ul style="list-style-type: none">• Yellow booklet for preventative check-ups• Vaccination card• Health insurance card (if obtained already)
Conclude health insurance for the child (family insurance policy)	<p>Call the health insurance provider, and they will send you a form. Your child is issued with their own insurance card 2 weeks after registration. Medical treatment is also possible before you receive the card. You will not incur any additional charges to insure your child.</p>	immediately after the birth	Health insurance provider	<ul style="list-style-type: none">• Child's birth certificate• completed form for the health insurance provider

*What?**Information**When?**Where?**Required documents***HEALTH****Make use of the offers provided by Paediatric and Adolescent Health Services**

Paediatric and Adolescent Health Services offer an initial visit after the birth of your child.

The home visit includes advice on health, family and social issues, support with financial problems and information on statutory benefits, group services, child daycare and other counselling centres in the borough.

Other services provided by Paediatric and Adolescent Health Services:

- medical consultations on issues concerning your child's health and developmental status
- Check-ups before admission to a daycare centre
- Vaccination counselling

www.steglitz-zehlendorf.de/kjgd

Initial home visit:
approx. 4 weeks
after the birth

Paediatric and Adolescent Health Services

Offices:

Robert-Lück-Strasse 5
12169 Berlin

Phone

+49 (0)30 90299 5774

Mercatorweg 6
12207 Berlin

Phone

+49 (0)30 90299 2846

Sonneberger Weg 28
12209 Berlin

Phone

+49 (0)30 90299 2866

Potsdamer Str. 8
14163 Berlin

Phone

+49 (0)30 90299 3664

- Yellow booklet for preventative check-ups
- Vaccination card



*What?**Information**When?**Where?**Required documents***AUTHORITIES****Registration with the Registry Office**

The child's birth details are recorded at the birthing facility and then forwarded to the Registry Office (in the borough where the child was born).

To pick up the birth certificates, we request that you call the Registry Office in advance under: +49 (0)30 90299-7474.

You will receive two birth certificates free of charge in order to apply for child benefits and parental allowance and another one for the health insurance provider. They can only be used for this purpose. The Registry Office recommends that you obtain at least two additional birth certificates for your own records. A fee of €10.00 is charged for the first certificate, and every additional certificate then costs €5.00.

within a week after the birth

Registry Office,
Kirchstr. 1–3
14163 Berlin

Visit www.berlin.de/ba-steglitz-zehlendorf
for office hours >Politics and administration
>Authorities >Office for Citizens' Services >Registry Office

- Birth certificate from the birthing facility
- Parents' birth certificates
- Parents' ID cards
- Parents' wedding certificates

Additionally: if unmarried

- Declaration of paternity (if obtained) and declaration of custody if applicable

If the child's mother is divorced

- Wedding certificate and divorce ruling

If the couple already had children together

- Birth certificates of these children

Register the child with the Residents' Registration Office

Registration with the Residents' Registration Office is dealt with automatically by the Registry Office.

*What?**Information**When?**Where?**Required documents***AUTHORITIES****Find a
daycare
centre place**

You can access the online service provided by the Senate Department for Education, Youth and Science to find a daycare centre place.

If you have already obtained a daycare voucher and have applied to several daycare centres without success, you can also be placed on the internal waiting list for a childcare place. Our daycare centre coordinators would be pleased to assist you.

It is advisable to start looking for a daycare centre **as early as possible**.

Internet
One the website of the Senate Department for Education, Youth and Science

Search terms:
Berlin daycare database

Daycare Coordination at the Steglitz Zehlendorf Youth Welfare Office:

Email: jugendamt-kita-platzsuche@ba-sz.berlin.de

- Daycare voucher

**Apply for a
daycare
voucher**

You must apply for a daycare voucher before your child can be admitted to a centre. The voucher explains the scope of childcare offered. Once you have obtained the voucher, you can contact your preferred daycare centre and conclude a contract with its board.

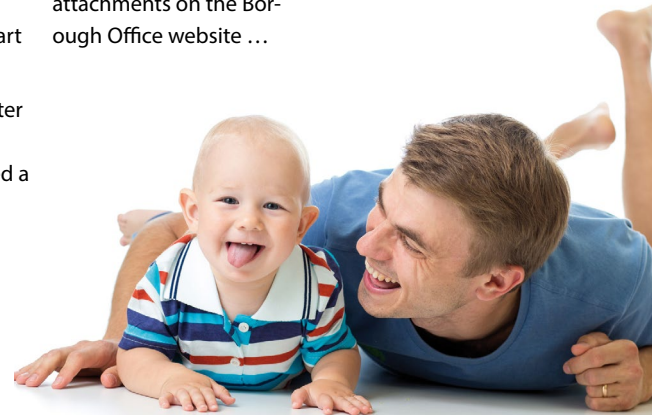
Apply for a daycare voucher online at:
<https://fms.verwalt-berlin.de/kita/>

You can apply for a daycare voucher from no earlier than 9 months and no later than 2 months before the start of childcare

(applications on shorter notice are possible in special cases, provided a place is available)

(online ...)
You will find a list of all important attachments on the Borough Office website ...

- Completed application form and attachments



*What?**Information**When?**Where?**Required documents***FINANCES****Apply for child benefit**

All children are entitled to child benefit from childbirth until at least the age of 18.

For information and application forms, visit:
www.familienkasse.de

from childbirth

**Federal Employment Agency
Berlin South Family Benefits
Office**

Sonnenallee 282
12057 Berlin
Phone 0800 4 5555 30

Postal address

Family Welfare Office
Berlin-Brandenburg
14465 Potsdam

- Completed application form
- Birth certificate from the Registry Office to apply for child benefit

Apply for child supplement

The child supplement is paid in addition to child benefit. It is intended for low-income parents who can maintain themselves with their salaries but are unable to pay for their children.

But: Parents who receive ALG II, social benefits or social security and otherwise have no income are entitled to receive child benefit, but not child supplement.

From childbirth if required

**Federal Employment
Agency
Family Benefits Office**

(see above)

- Completed application form

Apply for parental allowance

Parental allowance is paid to persons in gainful employment, self-employed persons, unemployed persons, students and those in vocational training.

For information concerning on parental allowance, 'Parental Allowance Plus' and the parental allowance calculator, visit the website of the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth

within the first 3 months after the birth (parental allowance is paid retrospectively only for the last 3 months)

**Youth Welfare Office Parental
Allowance Office**

Kirchstr. 1–3, 14163 Berlin
Hotline: +49 (0)30 90299 5893
Email: bundeselterngeld@ba-sz.berlin.de

You will find the office hours on the website of the Steglitz-Zehlendorf Borough Office

- Completed application form
- Birth certificate from the Registry Office to apply for parental allowance
- Parents' ID cards
- Proof of income and maternity allowance

*What?**Information**When?**Where?**Required documents***FINANCES****Apply for housing benefit**

Housing benefit is paid in the form of a rent or housing subsidy. Persons are eligible if their income is insufficient to cover their living costs.

It depends on the family income, the number of household members and the rent

if required
(is not approved for persons receiving ALG II, BAföG student loans or a vocational training allowance)

Steglitz Citizens' Office

Schlossstrasse 37
12165 Berlin

Lankwitz Citizens' Office

Gallwitzallee 87
12249 Berlin

Zehlendorf Citizens' Office

Kirchstrasse 1-3
14163 Berlin

- Completed application form
- Proof of income
- Proof of rent payments
- Most recent rent calculation
- Rent contract

Apply for ALG II job seekers' benefit

Persons are eligible to apply for ALG II if their income is not sufficient to cover the cost of living in their shared household.

Based on needs

JobCenter

Birkbuschstr. 10, 12167 Berlin
Office hours:

MON, TUE: 8:00 am – 12:30 pm

WED: by appointment only

THU: 8:00 am – 12:30 pm
12:30 – 6:00 pm for clients in gainful employment only

FRI: 8:00 am – 12:30 pm

- Completed application form and attachments, ID card
- Proof of income/assets, bank statements
- Rent contract
- Copy of the bank card and health insurance card



*What?**Information**When?**Where?**Required documents***FINANCES****Apply for an advance on child support**

Eligibility for maintenance advances for a child that has not yet reached the age of 18 and is living with one of its parents who is single, widowed or divorced or separated from their spouse and does not receive regular maintenance from the other parent.

For more detailed information, visit: <https://www.berlin.de/sen/jugend/familie-und-kinder/finanzielle-leistungen/unterhaltsvorschuss>

if required

**Youth Welfare Office
Department for Advances
on Child Support:**

Steglitz-Zehlendorf
Borough Office
Kirchstr. 1–3,
14163 Berlin
Hotline: +49 (0)30 90299 1511
You will find the office hours
on the website of the Steglitz-Zehlendorf Youth Welfare Office

- Completed application form
 - ID card
 - Child's birth certificate
 - Declaration of paternity
- For unmarried parents**
- Proof from a lawyer that the couple has separated or that divorce papers have been filed

Apply for domestic help

It is possible to apply to the health insurance provider for domestic help if it is not possible to continue running the household (e.g. due to health issues) and there is no other person living in the household who is able to take over this role.

You must place this application yourself, and it cannot be approved by the doctor or midwife.

However, the doctor or midwife can certify a need for domestic help and assist in placing the application.

if required
(even during pregnancy)

Health insurance provider

- Maternity pass
- Certificate from the doctor or the midwife concerning the need for domestic help

Emergency hotlines

Emergency services

Police	110
Fire Brigade	112
Poison Hotline	19 24 0

Emergency and on-call services

Paediatric and medical on-call service	11 61 17	
Berlin Crisis Centre Southwest	39 063 – 60	
Telephone Counselling (free of charge)	0800 – 111 0 111	
Women's Crisis Hotline	615 42 43	
For Migrants	615 75 96	Mondays 10 am – 12 pm
BIG Hotline – Assistance in cases of domestic violence against women and children	611 03 00	
Child Emergency Services	61 00 61	www.kindernotdienst.de
CHILD PROTECTIVE SERVICES – HOTLINE Berlin Steglitz-Zehlendorf	90299 – 555 55	Mon to Fri from 08:00 am – 6:00 pm
CHILD PROTECTIVE SERVICES – HOTLINE	61 00 66	outside the consultation hours

Personal crisis hotlines

Parents' Hotline	0800 – 111 0550	Mondays to Fridays 9 am – 11 am Tuesdays and Thursdays 5 – 7 pm
Online counselling for parents	www.bke-elternberatung.de	



ROADMAP

What is important in the period around childbirth?

Information for (expectant) parents in Steglitz-Zehlendorf

The roadmap *"What is important in the period around childbirth?"* provides a summary of the matters you should consider during pregnancy and after the birth of your child and what you need to do. It also explains which financial and material support you can apply for, when and where you can do so, and which documents you will require.



Bundesstiftung
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