

Landratsamt Tirschenreuth

[District Office]



ASYLUM Department

Basic Information

for Refugees

in the Tirschenreuth District



Imprint

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Arrival in the Free State of BAVARIA Landkreis Tirschenreuth



With the following information, we want to give all asylum seekers who arrive in Landkreis Tirschenreuth initial assistance.

You will get answers to the most common and most important questions.

Part I: INFORMATION for refugees in an ongoing asylum process

Which authorities must I see upon arrival?

Social Security Office

(Landratsamt Tirschenreuth – Admin Building III)

- Making an application for benefits under the Asylum Seekers' Benefits Act (AsylbLG)
- Receiving the cash benefit for the current month

Aliens' Office (Landratsamt Tirschenreuth – Admin Building III)

- Changing address in the admission record
Please submit all papers to the German authorities!

What other authorities are important for me?

- Federal Office for Migration and Refugees (BAMF)

 This agency decides on your application for asylum.

This is where the personal interview will take place.

The appointment for the application for asylum will be announced with the Certificate on Registration as an Asylum Seeker ("BüMA").

- Employment Agency (Bahnhofstr. 49, 95643 Tirschenreuth)

- District Youth Office

(Landratsamt Tirschenreuth – Admin Building II – and the field office "Social Services" (Soziale Dienste) in Bahnhofstr. 51)

- Education Office (Landratsamt Tirschenreuth – Admin Building III)

- Health Office (St.-Peter-Str. 33, Tirschenreuth)

What benefits will I receive?

Basic Benefits

- Lodgings incl. incidental costs (heating, water, electricity, rubbish collection) in shared accommodation or in a decentralised dwelling
- Basic equipment for the household: crockery, cutlery, hand towels and bed linen
- Cash payments for food, clothing, healthcare
- An allowance for personal needs

Cash payment at the end of a month

in the town hall of your municipality of residence or at Landratsamt Tirschenreuth (Social Security Office). **You must present yourself in person.**

Please note the opening hours!

Basic Medical Care

- Medical and dental treatment in respect of current illnesses and chronic pain
- Officially recommended vaccinations
- Medically necessary check-ups
- Special check-ups for small children
- Medicines and dressings prescribed by a doctor (obtainable from local pharmacies (*Apotheke*) or at night/on the weekend and public holidays from emergency pharmacies in the vicinity, open 24 hours)

You are exempt from copayment obligation, which must be confirmed by the doctor.

Basic Medical Care (continued)

If you are ill, you must apply for a health insurance or a dental insurance certificate from the Social Security Office. These are, in each case, valid for a quarter (= 3 months).

Contact: +49 9631 88-334, 88-492, 88-479, 88-296

(Landratsamt Tirschenreuth – Admin Building III)



Please present your health insurance certificate to the doctor!

Generally, the initial examination is carried out by a general practitioner. As required, he or she will refer you to a specialist doctor or to a hospital. In an individual case (in respect of surgeries), the services of an interpreter may be needed, if the language cannot be communicated through family members, friends or other persons.

You must apply beforehand to the Social Security Office for the costs to be met.

Services in Respect of Pregnancy

At **presentation of the maternity card**, upon application the following services will be granted by the Social Security Office from the 12th week of pregnancy:

- Additional needs during the pregnancy
- Medical check-ups, maternity clothing
- Help of a midwife (please register early!)
- 1 month before term: supplement for a baby buggy and basic baby equipment
- Meeting the costs of inpatient childbirth



PREGNANCY ADVICE:

Tirschenreuth Health Office

St.-Peter-Str. 33

Contact: +49 9631 7076-22

7076-21

Caritas Tirschenreuth

Ringstr. 55

Contact: +49 961 38914-28

What rights do children and young people have?

Child Day Care

Children who have reached **the age of one year** have a legal right to child day care in a children's day care centre or from a child day carer. From the **age of three** there is a right to care in a children's day care centre. If required, please contact the local children's day care centre. To find a day carer, please contact the District Youth Office.

Contact: +49 9631 88-354

(Landratsamt Tirschenreuth – Admin Building II)

The fees for the child day care can be met by the District Youth Office.

Contact: +49 9631 88-368 and 88-282

(Landratsamt Tirschenreuth – Admin Building II)



School

- Children and young people up to the age of 16, who live in Germany longer than 3 months, **must attend school**.

Please register your children with the local school!

Information is given by the **Education Office:**

Contact: +49 9631 88-345

(Landratsamt Tirschenreuth – Admin Building III)

- 16 – 21 year olds must attend vocational schools

Contact: +49 9634 9203-0

(Wiesau Vocational School, Pestalozzistr. 2)



Who looks after minor, unaccompanied refugees?

Children and young people who arrive in Germany without their parents or other legal guardians, **are directly cared for by the District Youth Office (Kreisjugendamt).**

Contact: +49 9631 88-287

(District Youth Office – field office “Social Services“, Bahnhofstr. 51)

Additional services for children and young people

Children and young people who attend school receive support under the “**Education and Participation Package**“ upon application to the Social Security Office, as long as benefits under the Asylum Seekers’ Benefits Act are obtained for:

club fees, school supplies, school trips, travelling costs to school (including vocational schools), learning support, grants for lunch in schools and kindergarten

Contact: +49 9631 88-334, 88-492, 88-479, 88-296

(Landratsamt Tirschenreuth – Admin Building III)

You can apply for grants for music lessons from the District Music School.



Contact: +49 9631 88-207 or 88-341

(Landratsamt Tirschenreuth - Admin Building III)

There are additional subsidies available through the association “**MUT**“ (Information from the District Music School).



Where can I learn German? What training measures are offered?

The adult education centres of the Tirschenreuth District offer:

- Courses for initial orientation: for refugees and asylum seekers in an ongoing asylum process
- Integration courses: for refugees with a good prospect of being granted leave to remain (currently from Eritrea, Iraq, Iran and Syria) and all recognised refugees and asylum seekers
- German courses for beginners and the advanced (Level A1-B2): mostly in the evening, these must be paid for personally
- Language skills test (entrance test)
- German language tests (A1, A2-B1)

Contact: +49 9631 88-205

(Landratsamt Tirschenreuth – Admin Building III)



In what other additional training measures can I take part?

In addition to advice for initial orientation to the labour market, the Employment Agency also offers various training measures for occupational language promotion and for providing practical occupational skills.

Contact: +49 9631 7034-1222

(Bahnhofstr. 49, 95643 Tirschenreuth)



What travelling expenses are reimbursed?

- Travel to the **Federal Office for Migration and Refugees** and to appointments with the authorities (only in respect of a summons)
- Travel to the embassy for obtaining a passport or for repatriation advice
- Patient transportation in respect of acute illnesses, if these are ordered by the attending doctor

Private travel (shopping, recreation, visits to a local doctor, visiting the authorities, schools) **must be paid from the personal allowance.**

What transport links are available in the district?

➤ **Railway stations**

Wiesau*, Waldershof, Pechbrunn, Neusorg*,
Reuth bei Erbdorf, Immenreuth*,
Kemnath-Neustadt



* ticket machines at the station

➤ **Public buses**

Timetables for rail and bus: www.fahrplanauskunft.de

➤ **BAXI**

(additional transport offer in the Tirschenreuth district)

Contact: 0800/6065600

www.fahrmit-baxi.de

Timetables are available from the municipal administration.

What charges do I not have to pay?

- **GEZ** (German radio and TV licence) **fees** must be paid for the use of radios, TVs and PCs with internet connection.
Apply for exemption from the municipality of residence and submit your notice on benefits under the Asylum Seekers' Benefits Act.
- **There are no copayments in the medical area.**
(Identified by the doctor on the prescription)

May I leave the District?

You are obliged to reside in the Tirschenreuth District only during the first 3 months. Then it is possible to stay anywhere in the Federal territory. **However, the place of residence continues to be the assigned lodgings in Landkreis Tirschenreuth until a decision on the asylum application.**



A restriction on residence applies

- to a legally binding conviction for a criminal offense
- to a violation of the Narcotics Act
- to concrete measures for the termination of residence

What is to be done if I want to leave voluntarily?

- If there is a desire to return to the home country, a “**declaration of renunciation**” to the Aliens’ Registration Office with details of your file reference (form available there) suffices.
- This Office will also organise your departure.
It is necessary to visit in person!

May I work?

- **After the expiry of 3 months with a temporary residence permit** employment/internship is possible; however, the permission of the Aliens’ Registration Office is mandatorily required (please apply!). Here, the approval of the Federal Employment Agency will also be obtained. Vocational training is also possible with the permission of the Aliens’ Registration Office.

Contact: +49 9631 88-277

(Landratsamt Tirschenreuth – Admin Building III)

- **Charitable employment** with public and church facilities and with associations is possible **from arrival in the district**. For this, you will receive an expense allowance of € 1.05 an hour (obtain approval from the Social Security Office!).

All types of employment are to be reported to the Social Security Office and the Employment Agency:

Contact Social Security Office:

+49 9631 88-334, 88-492, 88-479, 88-296

(Landratsamt Tirschenreuth – Admin Building III)

Contact Employment Agency: +49 9631 7034-1222

(Bahnhofstr. 49, 95643 Tirschenreuth)

- Asylum seekers **from safe countries of origin*** may **not** be employed during residence in the Federal territory!

* Albania, Bosnia and Herzegovina, Ghana, Kosovo, Macedonia, the former Yugoslav Republic, Montenegro, Senegal and Serbia (as at June, 2016)

May I drive a vehicle?

- Yes, during the first 6 months from main residence in Germany, if a **still valid** driving licence from the country of origin is carried (an officially certified translation is necessary!).
 - After the expiry of the 6 months, it is obligatory to have a **German driving licence**.
Attending a driving school and subsequently taking a written and practical test is prescribed.
The questionnaire of the written part is currently available, apart from German, in French and English only.
-  If there is no or only a partially valid driving licence available, there is an **immediate** obligation to take a driving test.

In every case, a **personal visit** to the **Driving Licence Office** in the Landratsamt Tirschenreuth is necessary.

The foreign driving licence (if available) and all identification papers are to be brought along.

Information via the [Driving Licence Office](#)

Contact: +49 9631 88-248 und 88-360

(Landratsamt Tirschenreuth - Admin Building II)

Interpreter/Translator

An official interpreter is available at **no charge** before a court and in the context of the asylum process with the **Federal Office for Migration and Refugees**.

An official translation is required of certificates/diplomas:

www.justiz-dolmetscher.de/suche.jsp

Part II: INFORMATION

for the period after the conclusion of the asylum process

The BAMF has awarded me refugee status, what do I need to do now?

The Aliens' Registration Office is sending you an **"Application for Issuing a Residence Permit"**. Please submit this with a biometric passport photograph as well as the temporary residence permit to the municipality of your place of residence.

NOTE: Prior to the receipt of a "probationary permit" (confirmation of the application for a residence permit), open a **bank account** with your temporary residence permit (with photograph) for the payments you will receive later from the Job Centre.

These will not be paid in cash!

Until your **"blue travel document"** and the **"electronic residence permit"** with the certified Chip (**eAT**) with storage of the finger prints are made, you will receive a "probationary permit" from the Aliens' Registration Office for, currently, 6 months.

The initial awarding of a residence permit is then made for a **maximum of 3 years**.

Immediately apply in person with your probationary permit, if necessary with an interpreter, for **"Unemployment Benefits II"** at

Jobcenter Tirschenreuth, Bahnhofstr. 49, 95643 Tirschenreuth.
Contact: +49 9631 7034-1700

From this point, the Employment Agency is no longer responsible for you. At the Job Centre you will be registered as a job seeker or as unemployed. Cash benefits will be made from submitting the application at the earliest and **not retroactively**. If you have the help of a support person, a power of attorney must be submitted.

 **The Social Security Office is also no longer responsible for you!**

Choosing a health insurance provider

With your “probationary permit” and a passport photograph, register with a statutory health insurance provider. Information at:

www.krankenkassen.de/gesetzliche-krankenkassen/krankenkassen-liste

You will shortly receive a health insurance card from your chosen provider.

 **The Social Security Office now no longer issues health insurance certificates!**

Taking part in an integration course

Refugees with a good prospect of being granted leave to remain (currently from Eritrea, Iraq, Iran and Syria) may already take part in an integration course during the ongoing asylum process (see Page 9). The certificate of entitlement is enclosed with the permit notice from the BAMF. After recognition as an asylum seeker or refugee, you are obliged to take part in an integration course and you will then receive the certificate of entitlement from the Aliens’ Registration Office or from the Job Centre.

Apartment search

When you receive your travel document and the “eAT”, you must look for an apartment as soon as possible. Your current accommodation is available **only to asylum seekers**.

Have the move to a new dwelling approved by the Job Centre before concluding the tenancy agreement.

Available dwellings can be found on the internet, in daily newspapers and from housing companies.

You can also get help from AWO Mitterteich/Caritas Tirschenreuth (contact details on Page 19) and ask your municipal administration.

Registering a move

For a move to another municipality, **registration with the municipal administration** must be made within 2 weeks (penalty fees for non-compliance!).

Application for exemption from the GEZ (TV licence, etc.) fees

For as long as you are receiving benefits under SGB II (Social Security Code), you will be exempted from the fees **on application** (temporarily), (see also Page 10).

Accommodation entitlement certificate

Should you wish to rent a vacant state-subsidised apartment, apply for an **“accommodation entitlement certificate”** from your municipal administration or direct from the responsible district office.

Contact: +49 9631 88-263

(Landratsamt Tirschenreuth – Admin Building II)

Housing benefit

Under specific circumstances, you have a right to **“housing benefit”**. This depends on income, the amount of the rent and the number of the members of the household. Make an application to the Housing Benefit Department in the District Office or direct to the municipality of your place of residence.

Contact: +49 9631 88-479, 88-393, 88-350

Child allowance

You have a right to a **“child allowance”** for your children; make an application to the responsible Family Office. Children with no family can apply for the “child allowance” themselves; up to the age of 18 through their legal guardian.

www.familienkasse-info.de/zustaendige-familienkassen-fuer-orte.php

Child supplement

Under certain circumstances, single parents and parental couples with limited income can receive a “**child supplement**” in addition to the child allowance (application to the Federal Employment Agency).

Parental allowance

If you are bringing up and caring for your child after the birth, you have a right to a “parental allowance”.

More information at www.zbfs.bayern.de

Work/training

You are obliged to look for work.

The Job Centre will provide you with advice in looking for a job/training; vacancies can also be found on the internet.

Studies

There is an opportunity to study in Germany. You can find more information here: www.study-in.de/de/refugees

Family reunification

You have a right to family reunification (spouses + minor children or parents of your minor children). The application is to be made to the Aliens' Registration Office and the German embassy in the country of origin **within 3 months from acceptance**. The Job Centre is to be informed from the actual residence of the family reunification in the Tirschenreuth District.

What happens if I receive a negative decision from the BAMF?

In general, in respect of a rejection of the application for asylum, there is an obligation to return to the country of origin within a specified period. Rejected asylum seekers are requested to leave voluntarily. If you do not meet this requirement, there is a threat of “**deportation**” via the authorities (police and the Aliens’ Registration Office). It is possible to file an appeal with a court against the decision of the BAMF. A lawyer may be consulted here. Please note the deadline for appeal!

Information is issued by the Aliens’ Registration Office

Contact: +49 9631 88-278

What do I need to do if I wish to return to my country voluntarily?

The first point of contact is the Aliens’ Registration Office.

There are subsidies for the return trip and for start-up support/grants for setting up a business in the home country and possibly further support after departure.

Voluntary returnees can also get information from the “**Centre for Repatriation Advice for Refugees in North and West Bavaria**” (ZRB) for no charge: www.zrb-nordbayern.de

Further free legal advice: www.lawclinicmunich.de

Where can I get additional help in the district?

Mitterteich Workers' Welfare Association
Marktredwitzer Str. 57 a , 95666 Mitterteich
Contact person: Mrs Angelika Würner
Contact: +49 9633 3888



Bavarian Red Cross
Egerstr. 21 , 95643 Tirschenreuth
Contact person: Mr Holger Schedl
Contact: +49 9631 7075-0



Tirschenreuth Caritas
Kirchplatz 6, 95643 Tirschenreuth
Contact person: Mrs Maria Stauer
Contact: +49 9631 798920



In many residential communities there are voluntary groups of helpers, ask your district administration.

Important Telephone Numbers

Doctor-on-call service: 116 117
(only outside the doctors' consultancy hours, for non-acute illnesses)

Fire brigade/Emergency doctor/Emergency services: 112
(only for emergencies!)

Police: 110

You can find an overview of the most important rules of behaviour in Germany

www.refugeeguide.de in 16 languages



www.RefugeeGuide.de

Additional useful links:

www.netzwerk-iq.de

www.make-it-in-germany.com

www.ankommenapp.de