



Instructions

“Application form for economic social assistance” (main form), “Supplementary form A” (stable cohabitation) and “Supplementary form B” (household compensation)

These instructions contain information and examples concerning the questions in the application forms and the questions in the supplementary forms. If the application form is not completed in full or not all documents are submitted, the application form will normally be returned for completion. As a fundamental rule, applications will not be checked until the form has been completed in full and all documents required have been submitted.

I. Application form for economic social assistance (main form)

Personal details

Question 1	Bank or postal giro details: Name of the bank, account holder, account no. and/or IBAN no. Please indicate the account to which any social assistance should be transferred. Documents to be provided: detailed statements of account for the current and the previous three months.
Question 6	Please state parents/foster parents of the applicant even if these are living abroad or are no longer alive.

Work/income situation

Question 8	Please also state bonuses, the 13 th month's salary and any earned income (prisoner's wage). Documents to be provided: salary certificate for the last three months, contract of employment.
Question 9	Documents to be provided: accounting statements for the previous and current year as well as cash book. The Social Services can demand additional documents (see also flyer entitled “Self-employed persons”).
Question 10	If the applicant receives a pension from the AHV (old-age and survivors' insurance), IV (invalidity insurance), supplementary benefits, SUVA (Swiss accident insurance fund), military insurance, pension fund etc., the following documents must be provided: any orders, decisions in connection with an entitlement to claims, statements for the last three months.
Question 11	If the applicant receives a daily sickness/accident allowance, daily unemployment insurance benefits, daily military insurance benefits etc., the following documents must be provided: orders concerning daily benefits, statements for the last three months.
Question 12	Documents to be provided: certificates concerning alimony payments, divorce judgement.
Question 13	If the applicant receives grants, loans or hardship allowances, the fol-

	lowing documents must be provided: orders, decisions, contracts, training contracts, certificate of enrolment from universities and higher education establishments etc.
Question 14	Regular financial support or voluntary contributions to rent or insurances by friends or relations. Documents to be provided: statements of account and written documents containing information on the payments.
Question 15	e.g. maternity compensation, compensation for loss of income, child and family allowances (unless stated under question 8), support by relatives etc. Documents to be provided: orders, decisions (judgements) etc.

Pending applications

Question 17	Documents to be provided: registration forms, orders, correspondence with the institutions.
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Assets

Question 18	Accounts with foreign banks must also be stated. Also to be stated are accounts held jointly with other persons (e.g. joint accounts) and accounts under a special heading (economic beneficiary, e.g. association account). Documents to be provided: statements of account for the last three months with details of movements.
Question 19	Company pension schemes, vested benefits accounts, bank accounts or insurances pillar 3a. Documents to be provided: pension fund ID card, bank statement for vested benefit account, insurance policy, bank statement pillar 3a.
Question 20	If the applicant has securities such as shares, bonds, medium-term notes, shares in limited liability companies/cooperatives and the like, the following documents must be provided: deposit statements, list of securities, company documents including share certificates etc.
Question 21	e.g. private loans, property-regime entitlements, premium deposit with insurance companies etc. Documents to be provided: contracts, insurance policies.
Question 22	Houses, apartments and real estate abroad must also be stated. Documents to be provided: contract of purchase, mortgage agreement and settlement of mortgage interest. In the case of property abroad, a translation of the documents must be provided.
Question 23	Documents to be provided: EuroTax assessment, leasing agreement, contract of purchase, vehicle documents, insurance policy, invoice for motor vehicle road tax.
Question 24	Shares from current inheritances must be stated. Documents to be provided: estate ruling or will as well as related correspondence.
Question 25	Life insurance policies with which occurrence of the insured event are certain apply as redeemable life insurance policies. These include in particular, mixed insurance, whole-life insurance, unit and index-linked insurance policies, insurance for a fixed term and endowment insurance with repayment ¹ . Documents to be provided: insurance policies and current surrender values.

¹ Quelle: Merkblatt 4 „Lebensversicherungen“ der Steuerverwaltung www.fin.be.ch.

Question 26	Company shares, vested benefits assets, cash, works of art, collector's items, family jewellery etc., assets/physical assets which are non-attachable as defined in the SchKG (Debt Enforcement and Bankruptcy Law) (Art 92; SR 281.1) and essential (competence character) must also be stated and identified as such.
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Expenditure/debts

Question 27	Documents to be provided: contracts, insurance policies, orders, tax return, invoices, rental agreements and adjustments of rent, health insurance policies for all members of the family, household and private liability insurance policies, agreements with child day-care centres etc.
Question 28	Documents to be provided: certificates concerning alimony payments, divorce judgement.
Question 29	Documents to be provided: agreements, contracts, list of creditors, extract from the debt collection register.
Question 30	Documents to be provided: extract from the debt collection register attachment of earnings form from the Debt Enforcement Office.

Final questions

Question 32	Documents to be provided: orders and correspondence from the Social Services.
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II. Supplementary form A (stable cohabitation)

Work/income situation

Question 4	Please also state bonuses, the 13th month's salary and any earned income (prisoner's wage). Documents to be provided: salary certificate for the last three months, contract of employment.
Question 6	If the cohabitee receives a pension from the AHV (old-age and survivors' insurance), IV (invalidity insurance), supplementary benefits, SUVA (Swiss accident insurance fund), military insurance, pension fund etc., the following documents must be provided: any orders, decisions in connection with an entitlement to claims, statements for the last three months.
Question 7	If the cohabitee receives a daily sickness/accident allowance, daily unemployment insurance benefits, daily military insurance benefits etc. the following documents must be provided: orders concerning daily benefits, statements for the last three months.
Question 8	Documents to be provided: certificates concerning alimony payments, divorce judgement.
Question 9	If the cohabitee receives grants, loans or hardship allowances, the following documents must be provided: orders, decisions, contracts, training contracts, certificate of enrolment from universities and higher education establishments etc.
Question 10	Regular financial support or voluntary contributions to rent or insurance by friends or relations. Documents to be provided: statements of account

	and written documents containing information on the payments.
Question 11	e.g. maternity compensation, compensation for loss of income, child and family allowances (unless stated under question 5), support by relatives etc. Documents to be provided: orders, decisions (judgements) etc.

Pending applications

Question 13	Documents to be provided: registration forms, orders, correspondence with the institutions.
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Assets

Question 14	Accounts with foreign banks must also be stated. Also to be stated are accounts held jointly with other persons (e.g. joint accounts) and accounts under a special heading (beneficial owner/economic beneficiary, e.g. association account). Documents to be provided: statements of account for the last three months with details of movements.
Question 15	If the cohabitee has securities such as shares, bonds, medium-term notes, shares in limited liability companies/cooperatives and the like, the following documents must be provided: deposit statements, list of securities, company documents including share certificates etc.
Question 16	e.g. private loans, property-regime entitlements, premium deposit with insurance companies etc. Documents to be provided: contracts, insurance policies.
Question 17	Houses, apartments and real estate abroad must also be stated. Documents to be provided: contract of purchase, mortgage agreement and settlement of mortgage interest. In the case of property abroad, a translation of the documents must be provided.
Question 19	Shares from current inheritances must be stated. Documents to be provided: estate ruling or will as well as related correspondence.
Question 20	Life insurance policies with which occurrence of the insured event is certain apply as redeemable life insurance policies. These include in particular, mixed insurance, whole-life insurance, unit and index-linked insurance policies, insurance for a fixed term and endowment insurance with repayment ² . Documents to be provided: insurance policies and current surrender values.
Question 21	Company shares, vested benefits assets, cash, works of art, collector's items, family jewellery etc., assets/physical assets which are non-attachable as defined in the SchKG (Debt Enforcement and Bankruptcy Law) (Art 92; SR 281.1) and essential (competence character) must also be stated and identified as such.

Expenditure/debts

Question 22	Documents to be provided: contracts, insurance policies, orders, tax return, invoices, rental agreements and adjustments of rent, health insurance policies for all members of the family, household and private
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² Quelle: Merkblatt 4 „Lebensversicherungen“ der Steuerverwaltung www.fin.be.ch.

	liability insurance policies, agreements with child day-care centres etc.
Question 23	Documents to be provided: certificates concerning alimony payments, divorce judgement.
Question 24	Documents to be provided: agreements, contracts, list of creditors, extract from the debt collection register.
Question 25	Documents to be provided: extract from the debt collection register, attachment of earnings form from the Debt Enforcement Office.

III. Supplementary form B (household compensation)

Work/income situation

Question 3	Please also state bonuses, the 13th month's salary and any earned income (prisoner's wage). Documents to be provided: salary certificate for the last three months, contract of employment.
Question 5	If the cohabitee receives a pension from the AHV (old-age and survivors' insurance), IV (invalidity insurance), supplementary benefits, SUVA (Swiss accident insurance fund), military insurance, pension fund etc., the following documents must be provided: Any orders, decisions in connection with an entitlement to claims, statements for the last three months.
Question 6	If the cohabitee receives daily sickness/accident benefits, daily unemployment insurance benefits, daily military insurance benefits etc. the following documents must be provided: orders concerning daily benefits, settlements for the last three months.
Question 7	Documents to be provided: certificates concerning alimony payments, divorce judgement.

Assets

Question 11	Documents to be provided: contracts, insurance policies, orders, tax return, invoices, rental agreements and adjustments of rent, health insurance policies for all members of the family, household and private liability insurance policies, agreements with child day-care centres etc.
Question 12	Documents to be provided: certificates concerning alimony payments, divorce judgement.
Question 13	Documents to be provided: agreements, contracts, list of creditors, extract from the debt collection register.
Question 14	Documents to be provided: extract from the debt collection register, attachment of earnings form from the Debt Enforcement Office.