



Information pursuant to Section 33 Vienna Basic Benefit Act on Applying for Basic Benefit ("Mindestsicherung")

This information leaflet provides you with important details on your application and the application procedure.
Please read this information carefully.

Data protection information pursuant to Art. 13 GDPR: <https://www.wien.gv.at/kontakte/ma40/ds-info/index.html>

The information leaflet is available in several languages at www.wien.gv.at/amtshelfer.

What is the Vienna basic benefit ("Mindestsicherung")?

The Vienna basic benefit offers help to people in emergency situations by providing financial aid as well as advice and support from social workers. The legal basis is provided by the Vienna Basic Benefit Act.

When are you eligible for basic benefit?

A benefit under the Vienna Basic Benefit Act can be granted if

- › your centre of vital interest and your primary residence is in Vienna and you actually live in Vienna **and**
- › you have no income or your income is below the relevant minimum standard **and**
- › you are an Austrian citizen or you are treated equal to Austrian citizens (equal status) and meet certain additional qualifications.

Equal status with Austrian citizens is given to:

- › EU/EEA citizens **or**
- › persons granted asylum **or**
- › persons granted subsidiary protection **or**
- › UK nationals holding a residence permit Article 50 EUV who are given equal status with Austrian citizens under the Withdrawal Agreement **or**
- › third-country nationals with long-term residence status holding a residence permit "Long-term resident - EU" or an equivalent residence permit.

HOW DO YOU GET THE VIENNA BASIC BENEFIT?

1. Complete the application.

- › The application form is available from all **social welfare centres ("Sozialzentren") in Vienna** and by download from **www.wien.gv.at/amtshelfer**. You can also file an online application for Vienna basic benefit at www.wien.gv.at/amtshelfer.
- › Complete the application fully and truthfully.
- › The application must be signed by you and your spouse/partner and by your adult children up to 21 years, if they attend a school and have started school before their 18th birthday and if they live in your household.

2. Provide copies of all documents.

Please provide complete copies of the following documents for all members of your household (including children):

› **Official photo identification** (e.g. passport)

› Documents

Letter of recognition ("Anerkennungsbescheid") from the Federal Office for Immigration and Asylum, current residence permit, marriage certificate, valid divorce documents (divorce decree/decision on divorce, divorce settlement), your children's birth certificates, etc.

› Current income statements

Pay statement (net income), proof of health insurance benefits (e.g. sickness benefit, childcare allowance, medical rehabilitation benefit), maintenance payments, pension approval certificate, benefits decision letters, proof of type and amount of other income

› Proof of benefits you have applied for

Applications for benefits from the Public Employment Service Austria, health insurance benefits, maintenance payments/alimony, pension and other income

› Proof of your assets

Bank statements, savings accounts, shareholdings, building savings contracts, life/pension insurance redemption value, assets received by inheritance or gift, cars and property

› Proof of rent

Tenancy agreement, proof of the amount of current rent payable (breakdown of your rent)

› Proof of the bank account holder's identity

 (bank card, bank statements, etc.)

› Disabled person's pass as defined under Section 40 Federal Disability Act

3. Submit the application and copies of the documents.

You will find the address and contact details of your appropriate social welfare centre ("Sozialzentrum") at the back of this information leaflet. The completed and signed application and copies of the required documents can

› be sent by post to the appropriate social welfare centre **or**

› be emailed to the appropriate social welfare centre **or**

› be put into the letter box of the social welfare centre **or**

› be handed in personally at the appropriate office of the City of Vienna's Department for Social Welfare, Social and Public Health Law (see contacts).

4. How will you know if you get basic benefit?

The City of Vienna's Department for Social Welfare, Social and Public Health Law checks if you are eligible for basic benefit and will issue a decision on your application. You will only get a decision if you have signed and submitted the complete application. The decision notice will be sent to you by post.

WHAT ARE YOUR RIGHTS?

You have the right to

› submit an application

› get information on the application procedure

› describe your emergency situation

› obtain a decision (if you have submitted a complete application)

› object against the decision.

WHAT ARE YOUR DUTIES?

Duty to co-operate

You have the duty to

› submit **all required documents**,

› answer **all questions completely and truthfully** and

› **claim any payments due to you** (maintenance/alimony and similar payments).

Otherwise, the benefit may be refused or stopped. You will receive no back pay for the time period the benefit was refused or stopped.

Perform work

Persons who are fit to work have to accept any reasonable job offer or participate in extra training or retraining or in work integration measures. They also have to keep appointments with information and support services.

If you refuse to perform work or participate in work integration measures, the minimum standard for covering your cost-of-living will be gradually reduced

- › by 25% for a period of one month,
- › by 50% for a period of two months if you continue your refusal and
- › by 100% for the period of your refusal in the event of your continued and ongoing refusal, but at least for the period of one month.

Applicants 18–25 years old

Persons 18–25 years old are subject to different minimum standards. People who attend school, vocational training, training courses or are in employment will receive higher benefits than people who do not actively co-operate.

Disability supplement (“Behindertenzuschlag”)

If you submit a disabled person’s pass as defined under Section 40 of the Federal Disability Act, you are eligible for a monthly supplement of 18% of the minimum standard granted to single persons. It is not possible to receive both the supplement and special payments (Sec. 8, para. 4 of the Vienna Basic Benefit Act). If you are eligible for both, you will get the higher disability supplement.

Employment Bonus & “Employment Bonus Plus” (“Beschäftigungsbonus Plus”)

Bonus payments (holiday and Christmas bonuses) from earned income as well as tax credits from employee tax assessments (“Arbeitnehmer*innenveranlagung”) will not be included in the calculation of the basic benefit amount.

Supplement for recipient households including minors

Adults who live in a recipient household with minors are eligible for a monthly supplement of 4.5% of the minimum standard granted to single persons. Adult children up to 21 years who attend a school and live in a recipient household with at least one parent or grandparent are exempt.

Non-countable assets

The following resources are not counted as assets (i.e. non-countable assets): assets that can be clearly distinguished from other assets (e.g. separate savings accounts) and originate from compensation payments for victims, damages for pain and suffering, benefits under social compensation law, or back payments of family allowance.

Rent allowance (“Mietbeihilfe”)

If you are eligible to receive benefits to cover your cost-of-living and housing needs, you are also eligible to receive rent allowance. The prerequisite is that the rental costs are higher than the basic amount needed to cover housing needs and that you have submitted the necessary documents (tenancy agreement, assessment of rental costs).

Duty to notify

You must notify the following changes immediately:

- › **changes to your income, assets, family or housing situation**
- › **changes to your rent**
- › **stays outside of Vienna, stays abroad, hospital stays, stays at health resorts or other health facilities, prison stays, etc.**
- › **education or training, training courses of the Public Employment Service Austria, integration measures**
- › **changes to your citizenship and/or residence permit**

If you do not notify these changes, you may have to repay benefits.

Duty to integrate

You must comply with the duty to integrate as defined under Section 6 of the Integration Act:

- › submit the signed integration declaration (“Integrationserklärung”)
- › participate in and complete German, values and orientation courses

If you do not comply with your duty to integrate, the minimum standard for covering your cost-of-living will be gradually reduced by up to 100%.

CONTACTS

Region 1 – Social Welfare Centre Linke Wienzeile

Vienna Basic Benefit for Districts 13, 14, 15, 16, 17, 18 and 19
1150 Vienna, Linke Wienzeile 278
Email: post-rg1@ma40.wien.gv.at, Fax: 4000-99-15400

Region 2 – Social Welfare Centre Walcherstrasse

Vienna Basic Benefit for Districts 1, 2, 3, 4, 5, 6, 7, 8, 9 and 20
1020 Vienna, Walcherstrasse 11
Email: post-rg2@ma40.wien.gv.at, Fax: 4000-99-02400

Region 3 – Social Welfare Centre Lemböckgasse

Vienna Basic Benefit for Districts 10, 12 und 23
1230 Vienna, Lemböckgasse 61
Email: post-rg3@ma40.wien.gv.at, Fax: 4000-99-23400

Region 4 – Specialist Centre Erdbergstrasse

Vienna Basic Benefit for Homeless Persons,
Housing Security, Energy Support and Permanent Benefits
1110 Vienna, Erdbergstrasse 228
Email: post-rg4@ma40.wien.gv.at, Fax: 4000-99-11400

Region 5 – Social Welfare Centre Beatrix-Kempf-Gasse

Vienna Basic Benefit for Districts 11, 21 and 22
1220 Vienna, Beatrix-Kempf-Gasse 2
Email: post-rg5@ma40.wien.gv.at, Fax: 4000-99-22400

Region 6 – U25 Vienna Support Services for Young People Lehrbachgasse

Vienna Basic Benefit for Young People 18–24 Years Old (up until their 25th birthday)
1120 Vienna, Lehrbachgasse 18
Email: post-rg6@ma40.wien.gv.at, Fax: 4000-99-12400

**For questions and information on the Vienna basic benefit:
Service hotline: +43 (0)1 4000-8040 (Monday to Friday from 8am to 6pm)**

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