

## claim parental benefit

Have you become a mother or father? Then you are probably entitled to parental allowance. On this page you will find a lot of information and forms on the subject of parental allowance.

### Competent Department

- [Amt für Soziale Dienste, Elterngeldstelle, Hans-Böckler-Straße 9 in 28217 Bremen \(Volkshaus\)](#)

### Contact Person

- [Servicenummer Elterngeldstelle](#)

#### Servicenummer Elterngeldstelle

Telefonische Erreichbarkeit:

Di: 10:00 - 12:00 Uhr

Do: 08:00 - 12:00 Uhr

+49 421 36194300

### Basic information

Parental allowance is a benefit for parents of babies and small children. It replaces part of the lost income if you want to be there for your child after the birth and interrupt or limit your professional work. It is not paid for calendar months, but for months of the child's life. The first month of life begins on the day of birth. Parental allowance is also available for parents who had no income at all before the birth.

There are three types of parental allowance:

1. Basic parental allowance
2. Parental allowance plus
3. Partnership bonus

The different variants are explained in more detail under "Frequently asked questions".

Parental Allowance Plus and the partnership bonus provide you with particular support if you share work and family responsibilities as partners after the birth. You can also apply for the different variants if you are a single parent. Parental allowance is also available for adopted children and children in foster care.

As parents, you can decide for yourself who receives parental allowance and for how long. In the application, you must specify the months of your child's life for which you would like to apply for parental allowance and which parental allowance variant you choose.

You can apply for parental allowance from the day the child is born until the child is 18 months old at the latest. Parental allowance is granted retroactively for a maximum of the last 3 months before the month of application. The application period is extended for children born particularly early.

Since 01.04.2024, a new legal regulation applies: The possibility for parents to receive basic parental allowance in parallel is restricted. Simultaneous receipt of basic parental allowance is only possible for births from 01.04.2024 for a maximum of one month and up to the child's 12th month of life.

There are exceptions for parallel receipt in the case of multiple births, children born particularly prematurely, children with disabilities or newborns with siblings with disabilities for whom the parents receive the sibling bonus.

Parallel receipt with Parental Allowance Plus months and Partnership Bonus months is still possible.

Parents of particularly premature children receive additional parental allowance months. Depending on how early the child is born, parents receive up to four months longer parental allowance:

- Born at least 6 weeks before the expected due date = 1 additional month of basic parental allowance
- Born at least 8 weeks before the expected date = 2 additional months of basic parental allowance
- Born at least 12 weeks before the expected due date = 3 additional months of basic parental allowance
- Born at least 16 weeks before the calculated due date = 4 additional months of Basic Parental Allowance

The additional Basic Parental Allowance months can also be converted into Parental Allowance Plus months. You can find more information on this under the heading "Frequently asked questions".

The amount of parental allowance is calculated individually. The calculation is based on the loss of income after the birth. If you had no income before the birth or no income after the birth, you will receive a minimum amount. For basic parental allowance, this is at least EUR 300.00 per month.

If there are other children living in the household, a sibling bonus is paid under certain conditions. In the case of a multiple birth, the entitlement increases by EUR 300.00, the sibling bonus is no longer available. You can find more information on calculating parental allowance under "Further information" - "Where can I find out more" - "Parental allowance - calculation".

Tip: You can use the parental allowance calculator from the Federal Ministry of Family Affairs to help you plan and calculate. You can find the link for the parental allowance calculator under "Further information" - "Where can I find out more".

## Requirements

Parental allowance is applied for for each month of the child's life. In principle, the eligibility requirements must be met from the start in each of the months applied for.

You can receive parental allowance if you meet the following requirements:

- You look after and bring up your child yourself.
- You have a place of residence in Germany or usually stay here.
- You live with your child in a shared household.
- You do not work more than 32 hours a week.
- There are several exceptions to the limit of 32 hours per week, for example if you are on vacation or if you are studying or training.
- Your taxable income in the year before the birth did not exceed the statutory income limit. Due to a change in the law, the income limit will be reduced in the coming months. As a rule, the following income limits apply for the periods mentioned:
  - Births before 01.04.2024: 300,000 for parent couples and 250,000 euros for single parents
  - Births from 01.04.2024 - 31.03.2025: 200,000 euros for couples and single parents
  - Births from 01.04.2025: 175,000 euros for couples and single parents.

Exceptions for foreign employment relationships, in particular secondments, must be observed.

Spouses or partners who care for the child after the birth - even if it is not their own - can receive parental allowance under the same conditions.

## What documents do I need?

- Application form
- Birth certificate or birth certificate

with the reference "to apply for parental allowance", in the case of multiple births for each child.

- Copy of the residence permit
- Evidence of the particularly early birth
  - by a medical certificate or a certificate from a midwife or maternity nurse.
- Certificate from your employer if you earn income while receiving parental allowance.
- Certificate of maternity benefits
  - with your declaration of consent on page 16 of the application form, this will be requested digitally from your health insurance fund and you do not need to submit it.
  - Statement from your employer to calculate the maternity allowance from the health insurance fund.
- Payroll accounting
  - if the mother is not self-employed: from the 14 months prior to the birth
  - if the father is not self-employed: from the 12 months prior to the birth

Copies of the statements can also be submitted. They will help us and the processing time if they are submitted without gaps and pre-sorted.

- Proof of income for self-employment
  - In the case of self-employment, the tax assessment notice for the year before the birth of the child serves as proof of income. In the case of loss of income in this assessment period (e.g. pregnancy-related illnesses), the previous assessment period will be taken as a basis upon application.
  - If compulsory social security contributions are paid, proof of this is also required. A declaration on the continuation of the activity in the reference period is also required. If the activity is shut down/restricted, a replacement is hired, existing staff takes on additional tasks, etc.. If necessary, an estimate of the expected income in the reference period is also necessary. After the end of the reference period, the final calculation of the amount of entitlement is made.
- Proof of mixed income (income from self-employment and employment)
  - If there is income from non-self-employed and self-employed activities in the 12 months before birth or in the year before birth, the income from both activities from the calendar year before the year of birth is used.
- Depending on your individual situation, further documents may be required. You will find further information in the application documents.

## Procedure

If you live in Bremen, you can apply for parental allowance online or in writing.

Online application:

Parental allowance digital application service:

- The application and the required supporting documents can be submitted directly and easily via the digital application service ElterngeldDigital.
- The Parental AllowanceDigital application service guides you through the questions with the help of an assistant.

- If you have an electronic ID card and a federal user account, you can also sign the application digitally.
- This means you can do everything from the comfort of your own home. You can find the online service under "Further information" - "Online service" - "Parental allowance digital".

Pilot project online service ELFE (Einfach Leistungen für Eltern): Currently only available to a limited number of users.

- Using a combined application, you can apply for name determination, child benefit and parental allowance in a bundled, simple and online process.
- You only have to enter your data once and, with your consent, the registry office and the parental allowance office will exchange birth data electronically. At the same time, you can consent to your salary data being automatically retrieved by your employer and transmitted to the relevant parental allowance office via the pension insurance data office. This would mean that you would no longer have to send paper certificates to the parental allowance office.
- The ELFE online service is a pilot project as part of the Online Access Act and is currently only available to a limited target group.
- You can find the online service and information on whether you belong to the target group under "Further information" - "Online service" - "Einfach Leistungen für Eltern (ELFE)".

Written application:

- Send the application to the Amt für Soziale Dienste, Elterngeldstelle, Hans-Böckler-Straße 9 in 28217 Bremen (Volkshaus) or use the letterbox there.
- If both parents basically meet the requirements for parental allowance, the application must also be signed by both parents. The attachments, as described in the application form, should be included if possible.

## Legal bases

- [Bundeselterngeld- und Elternzeitgesetz \(BEEG\)](#)

## More information

Information on how parental allowance is calculated can be found in the service description "Parental allowance - calculation". You can find the link under "Further information" - "Where can I find out more?".

## What deadlines must be paid attention to?

An application for parental allowance can only be made after the birth of the child.

Benefits are granted from birth at the earliest and retroactively for the last 3 months of life before the month of application at the most.

Parents can apply for parental allowance from the day of birth until the child is 18 months old.

If children are taken into the household with the aim of adoption, the 14-month period

begins on the day the household is taken in. (Not the date of birth and not the date on which the adoption is recognized). The entitlement ceases as soon as the child reaches the age of eight.

## **How long does it take to process**

If the documents are complete, usually 5-7 weeks.

## **What are the costs?**

There are no costs involved.

## **Frequently asked Questions**

- **When can I reach the parental allowance office by telephone?**

You can reach the clerks by telephone on Tuesdays from 10:00 - 12:00 and on Thursdays from 08:00 - 12:00. Please note that in addition to the telephone number of the clerks, you can also use the collective number 361-94300.

- **What is basic parental benefit**

You can receive basic parental allowance from the day of birth until your child reaches the age of 14 months at the latest. It is not paid for calendar months, but for months of the child's life. The first month of life begins on the day of birth. As parents, you can divide the basic parental allowance between you for a maximum of 14 months, whereby one parent can receive basic parental allowance for a minimum of 2 and a maximum of 12 months.

For births from 01.04.2024, a new legal regulation applies to the possibility for parents to receive Basic Parental Allowance in parallel. Simultaneous receipt of basic parental allowance is then only possible for a maximum of one month up to the child's 12th month of life. There are exceptions to the parallel receipt of Parental Allowance Plus, the partnership bonus and for multiple births and particularly premature children.

If you are a single parent or are only entitled to parental allowance on your own for another reason, you can claim the total entitlement to basic parental allowance (14 months) on your own.

Parents of very prematurely born children receive additional months of parental allowance (for more detailed explanations, see: What applies to very prematurely born children?)

Please note:

From the 15th month of the child's life, Parental Allowance Plus and the partnership bonus can only be claimed without interruption. Parental Allowance Plus must be claimed by at least one parent in consecutive months.

Months for which one parent is entitled to maternity benefit or similar benefits are always counted as months in which this parent receives Basic Parental Allowance.

- **What is Elterngeld Plus?**

Parental Allowance Plus is available to all mothers and fathers who would like to receive their parental allowance for longer: One month of Basic Parental Allowance becomes two months of Parental Allowance Plus. Parental Allowance Plus is therefore also possible beyond the 14th month of life. The amount of Parental Allowance Plus is a maximum of half the monthly basic parental allowance amount. Parental Allowance Plus is particularly aimed at parents who wish to work part-time while receiving parental allowance.

Different periods apply for parents of very prematurely born children (for more detailed regulations, see: What applies to very prematurely born children?)

Further information and examples on Parental Allowance Plus can be found at:  
[www.elterngeld-plus.de](http://www.elterngeld-plus.de)

Please note:

From the 15th month of the child's life, Parental Allowance Plus and the partnership bonus can only be received without interruption. Parental Allowance Plus must be claimed by at least one parent in consecutive months.

Months for which one parent is entitled to maternity benefit or similar benefits are always counted as months in which this parent receives Basic Parental Allowance.

- **What is the partnership bonus?**

If you as a couple decide to work part-time at the same time, you will each receive 2, 3 or 4 additional months of Parental Allowance Plus. To do this, you must both work between 24 and 32 hours per week for at least 2, 3 or 4 consecutive months of the child's life. You are free to decide when you want to claim the partnership bonus as part of your parental allowance entitlement period.

Single parents who work between 24 and 32 hours per week for 2, 3 or 4 consecutive months can also claim the partnership bonus. You will then receive 2 to 4 additional

months of Parental Allowance Plus.

Please note:

From the 15th month of the child's life (exception: children born particularly early, see next point), Parental Allowance Plus and the partnership bonus can only be drawn without interruption. Parental Allowance Plus must be claimed by at least one parent in consecutive months.

Months for which one parent is entitled to maternity benefit or similar benefits are always regarded as months in which this parent receives Basic Parental Allowance.

- **What applies to children born particularly prematurely?**

Depending on how early the child is born, parents receive up to 4 months longer parental allowance.

- Born at least 6 weeks early: 13 (plus 1) months of basic parental allowance are possible until the child is 15 months old. You are also entitled to 2 - 4 months partnership bonus. Parental Allowance Plus can be claimed up to the 32nd month of life as long as it is claimed by at least one parent in consecutive months from the 16th month of life.
- Born at least 8 weeks early: 14 (plus 2) months of Basic Parental Allowance are possible until the child is 16 months old. You are also entitled to 2 - 4 months partnership bonus. Parental Allowance Plus can be claimed up to the 32nd month of life as long as it is claimed by at least one parent in consecutive months from the 17th month of life.
- Born at least 12 weeks early: 15 (plus 3) months of Basic Parental Allowance are possible until the child is 17 months old. You are also entitled to 2 - 4 months partnership bonus. Parental Allowance Plus can be claimed up to the 32nd month of life as long as it is claimed by at least one parent in consecutive months from the 18th month of life.
- Born at least 16 weeks early: 16 (plus 4) months of Basic Parental Allowance are possible until the child is 18 months old. You are also entitled to 2 - 4 months partnership bonus. Parental Allowance Plus can be claimed up to the 32nd month of life as long as it is claimed by at least one parent in consecutive months from the 19th month of life.

A medical certificate or a certificate from a midwife or maternity nurse must be submitted as proof of the particularly early birth.

- **Can I also apply for parental allowance online?**

To apply for parental allowance digitally, you can fill out the application for parental allowance digitally/online, then print it out, sign it and send it to the parental allowance office in Bremen. An application assistant will help you and guide you through the application.

You can find the digital parental allowance application here: <https://www.elterngeld-digital.de/ams/Elterngeld>

Alternatively, you can also just use the online service "Einfach Leistungen für Eltern (ELFE)": <https://onlinedienste.bremen.de/Onlinedienste/Service/Entry/ELFE>

- **I have separated from my spouse. We both receive parental allowance. Can this continue to be paid only through me in the future?**

This is a change in your personal circumstances, which you must report to the Elterngeldstelle. The parental allowance office will then check the personal circumstances.

- **Do I receive parental allowance if I am a recipient of SGB II or SGB XII benefits?**

Parental allowance is offset against benefits under the Second Book of the Social Code, the Twelfth Book of the Social Code and § 6a of the Federal Child Benefit Act. There are exceptions if the beneficiary had earned income before the birth.

- **I would like to apply for child supplement!**

Child supplement (child benefit supplement) is not the same as (≠) parental allowance.

Applications for child supplement (Kindergeldzuschuss) should be addressed to the Bremen Family Welfare Office (Familienkasse Bremen):

<https://www.arbeitsagentur.de/vor-ort/familienkasse/familienkasse-niedersachsen-bremen-bremen.html>

- **I would like to apply for child support!**

Child benefit is not the same as (≠) parental benefit.

Applications for child benefits should be sent to the Familienkasse Bremen:

<https://www.arbeitsagentur.de/vor-ort/familienkasse/familienkasse-niedersachsen-bremen-bremen.html>