

# Sozialdienst Saanenland

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PostFinance account number

34-4350-7

## Registration with Saanenland Social Services

### 1. Applicant's personal details

Surname/given name: \_\_\_\_\_

Street: \_\_\_\_\_ Postcode/town: \_\_\_\_\_

Date of birth: \_\_\_\_\_  f  m

Home tel.: \_\_\_\_\_ Business tel.: \_\_\_\_\_

Mobile: \_\_\_\_\_ E-mail: \_\_\_\_\_

OASI No.: \_\_\_\_\_

Legal domicile (commune where documents are stored): \_\_\_\_\_

Nationality: \_\_\_\_\_

Last application for social assistance in the Saanenland submitted on: \_\_\_\_\_  No, never

Previous social assistance: yes  if so, where? \_\_\_\_\_  No

Duration of last social assistance (number of months): \_\_\_\_\_

Marital status:

single

married

separated

divorced

widowed

Since: \_\_\_\_\_

### 2. Spouse's/cohabitee's personal details

Surname/given name \_\_\_\_\_  f  m

Street: \_\_\_\_\_ Postcode/town: \_\_\_\_\_

Tel.: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

Legal domicile (commune where documents are stored): \_\_\_\_\_

### 3. Children

- Surname/given name: \_\_\_\_\_  f  m  
Date of birth: \_\_\_\_\_  
Child lives in the same household as the applicant:  Yes  No
- Surname/given name: \_\_\_\_\_  f  m  
Date of birth: \_\_\_\_\_  
Child lives in the same household as the applicant:  Yes  No
- Surname/given name: \_\_\_\_\_  f  m  
Date of birth: \_\_\_\_\_  
Child lives in the same household as the applicant:  Yes  No

### 4. Other persons living in the same household

Surname/given name: \_\_\_\_\_  f  m  
Date of birth: \_\_\_\_\_ Place of origin/nationality: \_\_\_\_\_  
Share of rent in Swiss francs: \_\_\_\_\_

Surname/given name: \_\_\_\_\_  f  m  
Date of birth: \_\_\_\_\_ Place of origin/nationality: \_\_\_\_\_  
Share of rent in Swiss francs: \_\_\_\_\_

### 5. Parents of the applicant

Surname/given name: \_\_\_\_\_  f  m  
Address: \_\_\_\_\_  
Date of birth: \_\_\_\_\_

Surname/given name: \_\_\_\_\_  f  m  
Address: \_\_\_\_\_  
Date of birth: \_\_\_\_\_

### 6. Important reference persons/GP/guardian

Surname/given name: \_\_\_\_\_  f  m  
Address: \_\_\_\_\_  
Role: \_\_\_\_\_ Tel.: \_\_\_\_\_

## 7. The applicant's education and work situation

Education:  Primary school  Secondary school  Higher education institution

Profession: \_\_\_\_\_

Education cut short prior to graduation:  yes  no

Last education cut short: \_\_\_\_\_

### ➤ Applicant's employment situation:

Employed as: \_\_\_\_\_

Employer's name and address: \_\_\_\_\_

FTE status expressed as a percentage: \_\_\_ Number of hours worked per week: \_\_\_

Fixed-term employment:  yes  no if so, until: \_\_\_\_\_

Unemployed since: \_\_\_\_\_ Registered with the regional employment centre (RAV):  
 yes  no

Last job: \_\_\_\_\_

## 8. Work situation of spouse/cohabitee

### ➤ Employment situation of spouse/cohabitee

Employed as: \_\_\_\_\_

Employer's name and address: \_\_\_\_\_

FTE status expressed as a percentage: \_\_\_ Number of hours worked per week: \_\_\_

Fixed-term employment:  yes  no if so, until: \_\_\_\_\_

Unemployed since: \_\_\_\_\_ Registered with the regional employment centre (RAV):  
 yes  no

Last job: \_\_\_\_\_

## 9. Child's work situation (only if in the same household)

### ➤ Child's employment situation Name: \_\_\_\_\_

Compulsory education

Job/apprenticeship as a: \_\_\_\_\_

Employer's name and address: \_\_\_\_\_

FTE status expressed as a percentage: \_\_\_ Number of hours worked per week: \_\_\_

Fixed-term employment:  yes  no if so, until: \_\_\_\_\_

Unemployed since: \_\_\_\_\_

Registered with the regional employment centre (RAV):  yes  no

Last job: \_\_\_\_\_

➤ **Child's employment situation** Name: \_\_\_\_\_

- Compulsory education
- Job/apprenticeship as a: \_\_\_\_\_  
 Employer's name and address: \_\_\_\_\_  
 FTE status expressed as a percentage: \_\_\_\_\_ Number of hours worked per week: \_\_\_\_\_  
 Fixed-term employment:  yes  no if so, until: \_\_\_\_\_
- Unemployed since: \_\_\_\_\_  
 Registered with the regional employment centre (RAV):  yes  no  
 Last job: \_\_\_\_\_

**10. Maintenance contributions and alimonies**

Surname and given name of the obligor: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Child allowance:  yes  no  father  mother  
 Alimonies are paid in advance:  yes  no

**11. Living conditions (enclose copy of tenancy agreement)**

Landlord's name and address: \_\_\_\_\_  
 \_\_\_\_\_  
 Rent: CHF \_\_\_\_\_ Ancillary costs: CHF \_\_\_\_\_ Number of rooms: \_\_\_\_\_  
 Parking space per month: CHF \_\_\_\_\_ Subtenant:  Yes  No  
 Date of tenancy agreement: \_\_\_\_\_

**12. Insurance cover (enclose copies of policies)**

- House and contents Premium CHF \_\_\_\_\_  Third party liability Premium CHF \_\_\_\_\_  
 Life insurance Premium CHF \_\_\_\_\_  Car premium CHF \_\_\_\_\_  
 Legal expenses cover premium CHF \_\_\_\_\_  Other \_\_\_\_\_
- Health insurance premium under the Health Insurance Act CHF \_\_\_\_\_  
 Premium under the Insurance Policies Act CHF \_\_\_\_\_

**13. Income/pensions**

Income	Applicant	Spouse/cohabitee	Children (only if living in the same household)
Income from gainful employment	CHF _____	CHF _____	CHF _____
Income from self-employment	CHF _____	CHF _____	CHF _____

Are you registered with the regional employment centre (RAV)?  Yes  No

Unemployment benefit	CHF _____	CHF _____	CHF _____
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Do you currently draw a pension?  Yes  No

Is there a pending Disability Insurance (DI) assessment?  Yes  No

OASI	CHF	CHF	CHF
DI	CHF	CHF	CHF
Supplementary benefits	CHF	CHF	CHF
SUVA	CHF	CHF	CHF
Pension fund	CHF	CHF	CHF
Helplessness allowance	CHF	CHF	CHF

Do you currently draw a daily allowance?  Yes  No

Health insurance company	CHF	CHF	CHF
DI	CHF	CHF	CHF
Other	CHF	CHF	CHF

**14. Assets**

Personal assets	Applicant	Spouse/ cohabitee	Children (only if living in the same household)
Bank/PostFinance assets	CHF	CHF	CHF
Savings book	CHF	CHF	CHF
Life insurance	CHF	CHF	CHF
Pension fund credit (2nd pillar and 3rd pillar)	CHF	CHF	CHF
Securities	CHF	CHF	CHF
Other assets	CHF	CHF	CHF

➤ **Car:**

I do not own a car  I own a car  
 Make: \_\_\_\_\_ Number plate: \_\_\_\_\_  
 Year of manufacture: \_\_\_\_\_ Purchase price: \_\_\_\_\_  
 Mileage: \_\_\_\_\_ Current value according to Eurotax: \_\_\_\_\_

➤ **Properties, apartments, plots of land, etc. (including abroad):**

I do not own any property  I own a property  
 Exact description: \_\_\_\_\_  
 Complete address: \_\_\_\_\_  
 Number of rooms: \_\_\_\_\_ Size in square metres: \_\_\_\_\_  
 Year of purchase: \_\_\_\_\_ Purchase price (in CHF or EUR): \_\_\_\_\_  
 Current value: \_\_\_\_\_ Mortgage: \_\_\_\_\_ Ancillary costs: \_\_\_\_\_

**15. Debts**

Do you currently have any debts?  Yes  No

Debts	Applicant	Spouse/ cohabitee	Children (only if living in the same household)
Private debts	CHF	CHF	CHF
Bank debts/loans	CHF	CHF	CHF
Outstanding rental payments	CHF	CHF	CHF
Outstanding health insurance premiums	CHF	CHF	CHF
Outstanding taxes	CHF	CHF	CHF
Other debts	CHF	CHF	CHF

Total debts (estimate): \_\_\_\_\_

Are debt enforcement proceedings currently underway against you?  Yes  No

Amount: CHF \_\_\_\_\_

Has your income been seized?  Yes  No

If so, by which debt enforcement office? \_\_\_\_\_

Address: \_\_\_\_\_ Postcode/town: \_\_\_\_\_

If enforcement proceedings or a seizure in debt collection proceedings is underway against you, bring the calculation of the minimum subsistence level under debt enforcement law with you.

**16. Brief description of your problem/comments**


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Place/date:

Applicant's signature:

Spouse:

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Recorded on:

by:

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## 17. Rights and obligations

### **Right to assistance when in need:**

In accordance with Article 12 of the Federal Constitution, if I am in need and unable to provide for myself, I have the right to assistance and care, and to the financial means which are essential for a decent standard of living.

In Article 23 of the Social Assistance Act (SHG), this fundamental right is defined as follows: every person in need is entitled to personal and financial assistance. Anyone who cannot pay their own living costs to a sufficient extent or on time from their own funds is deemed to be in need.

### **Subsidiarity:**

I take note of the fact that social assistance is paid subsidiarily and in the form of advances. Subsidiarity means that assistance is only provided if and to the extent that a person in need is unable to help themselves or if assistance from the third party is not available or not available in good time (Art. 9 SHG).

I acknowledge that advances on pension or daily allowance payments are to be offset against back payments. There is no right to choose between primary resources and social assistance. This means that insurance benefits always take precedence over social assistance.

### **Social assistance secrecy/inspection of documents**

I confirm that I was informed that all of my details will be treated in confidence; the social worker is subject to social assistance secrecy (Art. 8 SHG). I also know that I have the right to inspect my documents.

### **Right of appeal:**

If I disagree with the decisions or working methods of the social worker responsible, I can contact the head of Saanenland Social Services.

An appeal against decisions of Saanenland Social Services may be lodged with the Obersimmental/Saanen prefecture.

### **Duty to inform:**

I hereby confirm that the details provided above are complete and truthful (Art. 28 Social Assistance Act). I take note of the fact that claiming public social assistance benefits on the basis of untrue or incomplete information constitutes fraud, will result in criminal proceedings and the social assistance received having to be repaid.

I will **immediately and unsolicitedly** report any changes in my declared income, assets and family circumstances (civil status) to Saanenland Social Services, for example also the receipt of pensions of any kind, insurance benefits, daily sickness benefits, or financial assistance from third parties.

### **Duty to cooperate and minimise damages:**

I acknowledge the fact that I am obliged to follow instructions of Saanenland Social Services, and to actively ensure that my neediness is reduced, prevented or eliminated. I am also obliged to accept a reasonable offer of employment or to participate in a suitable integration measure (Art. 28(2) SHG)

### **Breach of duty:**

I confirm that I have been informed that the financial assistance I receive can be reduced if I breach any of my duties or am responsible for my self-inflicted neediness (Art. 36(1) SHG).

**Third parties' duty to inform Saanenland Social Services:**

In accordance with Art. 8c SHG, Saanenland Social Services can without my consent make a verbal or written request for information from:  
the residents' registration office, immigration authority, driver and vehicle licensing office, police, tax authorities, social insurance, advice centres, landlords, employers, flat mates, family members and other persons with an obligation to provide support and maintenance.

**Saanenland Social Services' duty to provide information to third parties:**

The persons entrusted with enforcing the Social Assistance Act may pass on information concerning matters as defined in Article 8(2a) to:

- Immigration authorities (Saanenland Social Services is obliged to report to the cantonal migration authority all foreigners who receive social assistance.)
- Tax authorities
- Child and Adult Protection Authority
- Police forces
- Social insurance institutions
- The cantonal and federal authorities in charge of providing social assistance

**Repayment obligation:**

I acknowledge that social assistance must be repaid if my financial circumstances improve considerably and I am able to make repayments without seriously impacting my living costs (specifically in case of a gift, inheritance, winning the lottery and assets not currently realisable).  
I acknowledge that social assistance is paid in the form of advances if pension or daily allowance payments from private and social insurance (including under the Occupational Pensions Act) are in prospect and that these advances are offset against the back payments.

**Charge on immovable property/entry in the land register (Art 34 SHG):**

I acknowledge that in case of **existing land ownership**, Saanenland Social Services is **obliged** from 2012 to enter a charge on immovable property in the land register to guarantee the repayment of social assistance benefits received. This obligation ensures equality before the law during enforcement. Saanenland Social Services will in any case request a meeting with you and discuss the amount of the charge on immovable property to be paid.

**Duty to support relatives:**

I take note of the fact that my relatives (children/parents) are in principle obliged to provide assistance (Art. 328/329 of the Swiss Civil Code). If a public social assistance benefit is received, Saanenland Social Services discusses with relatives of the beneficiary the option of them making a contribution towards said benefit, with due consideration given to the circumstances.

**Unlawful receipt of social assistance:**

Anyone who provides or fails to point out incorrect or incomplete information, thus unlawfully receiving social assistance benefits, is committing a criminal offence. Saanenland Social Services clarifies the relevant facts and under certain circumstances is obliged to report the matter.

In accordance with Art. 148a of the Swiss Criminal Code, unlawful receipt of social assistance is punishable with up to one year in jail or a fine. Foreign nationals are expelled from Switzerland unless a case of hardship is established. If it was not easy for Saanenland Social Services to detect the swindle, this might constitute the crime of fraud, which results in a jail term of no fewer than three years.

**Social inspectors:**

I take note of the fact that in case of incriminating factors which suggest social assistance abuse (for example income which was not declared or not fully declared, assets not disclosed, or a living situation which was not declared properly) and cannot be clarified internally, social inspectors will be deployed. Investigations of this kind can also be conducted without my knowledge, i.e. shadowing is permitted.



**Rent-related limits:**

I take note of the fact that according to cantonal guidelines, the Saanenland Social Security Authority has set the rent-related limits for living expenses (incl. incidental expenses), with due consideration given to the current accommodation market, as follows:

1 person	CHF 1,200.00
2 people	CHF 1,350.00
3 people	CHF 1,650.00
4 people	CHF 1,800.00
5 people	CHF 2,100.00
6 people	CHF 2,100.00
Young adults (18 to 25 years of age)	CHF 800.00 (incl. incidental expenses)

If the living expenses exceed the rent-related limits when the case is taken on, Saanenland Social Services will assume the excessive living expenses for a maximum period of four months. The person receiving support will be instructed in writing to look for an apartment which complies with the guidelines. Once the 4-month period has passed, only the rent specified in the rent-related limits will be paid.

**Health insurance:**

I take note of the fact that Saanenland Social Services finances health insurance premiums (under the Health Insurance Act) in accordance with the cantonal guidelines up to the maximum amount (applicable in 2023) as follows:

Adults	CHF 454.00
Young adults	CHF 319.80
Children	CHF 103.80

If the current health insurance premium exceeds the maximum amount when the case is taken on, Saanenland Social Services assumes the difference until the end of the current calendar year by which the compulsory health insurance can be cancelled at the earliest. The person receiving support is instructed to take out insurance which complies with the guidelines with the lowest deductible. Once the period has passed, only premiums up to the maximum amount will be paid.

The premiums for voluntary additional insurance (Insurance Policies Act) are not assumed by Saanenland Social Services pursuant to Swiss Conference for Social Welfare regulations.

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By signing this document, I confirm that I have taken note of the rights and obligations.

Place/date:

Applicant's signature:

Spouse:

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