

Sozialdienst Saanenland

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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

Place/date:

Applicant's signature:

Spouse:

.....

Recorded on:

by:

.....

.....

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 1'350.00
2 people	CHF 1'550.00
3 people	CHF 1'900.00
4 people	CHF 2'100.00
5 people	CHF 2'350.00
6 people	CHF 2'500.00

Young adults (18 to 25 years of age) CHF 900.00 (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 2026) as follows:

Adults	CHF 542.50
Young adults	CHF 393.00
Children	CHF 125.40

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.

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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