



Baden-Württemberg

LANDESAMT FÜR BESOLDUNG UND VERSORGUNG

Merkblatt zur Beihilfe für neu eingestellte Beamtinnen/Beamte — Information Sheet on Beihilfe for Newly Appointed Civil Servants

We are in charge of the payment of Beihilfe for civil servants of the Land of Baden-Württemberg. In order to calculate and pay the accurate amount of Beihilfe, we require your assistance. Please take note of the following information:

1. Application

Please submit applications for Beihilfe in the case of birth, illness, long-term care and death as well as for preventative health care **directly to us**. Please complete the forms LBV 301 and the enclosure LBV 301 ANLAGE required by the Ministry of Finance and Economy. The form LBV 301 is attached to every Beihilfe notification sent by us. Both forms are also available for download at <https://lbv.landbw.de> (in German only). You can also submit your Beihilfe application online via your client account (Kundenportal). If this is your first application, please submit the **complete** application (LBV 301 and LBV 301 ANLAGE). Please enclose proof that you and, if applicable, your spouse and your children are insured. Furthermore, you need to enclose **proof** of the incurred costs in the form of photocopied bills or prescriptions. Please make sure that you submit your Beihilfe application within the appropriate deadline. Also note that we do not return any bills or receipts, except for cases in which we need to see the original (e. g. costs in the event of death). As soon as you are able to access your client account (Kundenportal), you can submit your Beihilfe application online.

2. Assessment rate

The amount of Beihilfe depends on a percentage of the incurred costs covered by Beihilfe. Civil servants who were hired after 1 January 2013 and their spouse or registered partner receive a permanent assessment rate of 50 percent. Neither the number of children taken into account for family benefit nor the beginning of retirement will change the amount of Beihilfe they receive.

If you have any questions, please do not hesitate to contact us.

3. Health insurance

As of 1 January 2009, people with their place of residence in Germany are required to have health insurance which covers at least outpatient and inpatient treatment. Consequently, people entitled to Beihilfe need health insurance compatible with Beihilfe (= the percentage not covered by the Beihilfe assessment rate should be completely covered by the health insurance). You are responsible for your own health insurance. Please make sure that you are making an informed decision when choosing an insurance provider, as this is usually a long-term commitment.

Please contact the Verband der Privaten Krankenversicherungen (PKV) (www.pkv.de) for information on private health insurance or the health insurance provider of your choice for information on statutory insurance (voluntary membership).

4. Required approval

The costs of the following treatments are only covered by Beihilfe if they were approved by us with an **official notification beforehand**:

- Treatment and rehabilitation longer than 30 days in a facility **not** qualifying as a hospital,
- health cures: only for civil servants and judges (**not** for relatives who are taken into account for Beihilfe),
- psychotherapy and similar treatments,

This translation is provided by the University of Mannheim and serves informational purposes only. English forms are not legally binding and will not be accepted by the LBV, please fill in the German forms. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation shall prevail.

- treatments carried out outside of the European Union (including health cures for civil servants and judges) if promising treatment is not available inside of the European Union.

A treatment can only begin **after** you have received the official notification approving the treatment. Please send requests for approval with the respective documents **directly** to us.

Exceptions:

Requests for health cures for civil servants and judges have to be submitted by the employer.

In order to avoid financial risks, please request the approval of a treatment as early as possible. The Landesamt needs to complete the approval **before** the beginning of the treatment and may have questions concerning the treatment.

5. Beihilfe in case of unpaid leave of absence

Costs occurring during an **unpaid** leave of absence **longer** than 31 calendar days are **not covered by Beihilfe**.

6. Costs due to falling ill abroad

In order to avoid financial risks in case of an illness while staying in a foreign country, please obtain **travel insurance**. Concerning the costs due to falling ill abroad, generally, only costs which would have been covered by Beihilfe if they had occurred in Germany are covered. Costs for **medical repatriation** are not covered by Beihilfe.

7. Costs for hospital treatments

Generally, the costs for pre- and post-inpatient treatments as well as general treatments in hospitals as defined in section 108 of the Fifth Social Code (Fünftes Sozialgesetzbuch, SGB V) are covered by Beihilfe (see no. 2 for the assessment rate). If the patient wants or needs to be treated in a facility not qualifying as a hospital according to section 108 SGB V (private hospital), the payment of Beihilfe depends on certain conditions. Please consult our website (see no. 8) for information on treatment in private hospitals.

Optional treatments in hospitals (e. g. treatment by the chief physician, semi-private room) are only covered by Beihilfe if you pay an additional contribution of EUR 22 monthly and if you state to the Landesamt in writing within a **definitive deadline of 5 months** that you or a relative to be taken into account for Beihilfe want to benefit from optional treatments.

In this case, please fill in the relevant declaration form and read the additional information carefully.

If persons entitled to Beihilfe pay the additional contribution of EUR 22 monthly but do **not** take advantage of optional treatments in a hospital, they will receive a lump sum of Beihilfe for each day of treatment (Tagegeld).

The amounts of Tagegeld are the following:

- EUR 22/day instead of Beihilfe for payments for the choice of doctor (e. g. treatment by the chief physician in a hospital),
- EUR 11/day if the hospital offers the option of a semi-private room but the person entitled to Beihilfe does not take advantage of this.

8. Regulations on Beihilfe

You can find the Act on Beihilfe (Beihilfeverordnung) and detailed explanations of Beihilfe regulations at <https://lbv.landbw.de>. Additionally, you can receive information on Beihilfe regulations in specialized bookshops, from professional associations and from similar organizations.

We hope to have given you an initial overview of the subject. Further information can be found at <https://lbv.landbw.de/service/fachliche-themen/beamte/beihilfe/>.

Your
Landesamt für Besoldung und
Versorgung Baden-Württemberg