



Baden-Württemberg

LANDESAMT FÜR BESOLDUNG UND VERSORGUNG

Merkblatt zur Beihilfe für neu eingestellte Beamtinnen und Beamte – *Information on Beihilfe for Newly Appointed Civil Servants*

We are in charge of paying out *Beihilfe* to civil servants of the Land of Baden-Württemberg.

According to section 78 of the civil service act of the Land of Baden-Württemberg (*Landesbeamtengesetz*, LBG) people entitled to *Beihilfe* are generally entitled to expense-based and complementary *Beihilfe*, i.e., invoices for medical treatments and prescriptions can be submitted to the *Beihilfe* department for reimbursement.

According to section 78a LBG, in most cases it is also possible to request a lump sum of *Beihilfe*. A lump sum of *Beihilfe* is an alternative to expense-based and complementary *Beihilfe*. Your employer pays a monthly contribution to your voluntary statutory or private health insurance (comprehensive insurance, 100 percent coverage). This does not include contributions to long-term care insurance. If you decide for a lump sum of *Beihilfe*, you can no longer submit any invoices and prescriptions to the *Beihilfe* department for reimbursement. Neither are you entitled to reimbursement of costs incurred from optional treatments in hospitals in return for the payment of an additional contribution. Further information on the payment of a lump sum of *Beihilfe* is provided on our website in form LBV 375a (in German only).

If you do not decide for a lump sum of *Beihilfe*, you are provided with important information on expense-based and complementary *Beihilfe* below.

In order to calculate and pay the accurate amount of *Beihilfe*, we require your assistance. Please take note of the following information:

1 Requests to receive *Beihilfe*

Please submit requests for *Beihilfe* in cases 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 LBV 301 ANLAGE (annex), which are required by the Ministry of Finance. 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* request online via your account in the LBV client portal (Kundenportal). If this is your first request, please submit the **complete** request (LBV 301 **and** LBV 301 ANLAGE). We also need proof that you and, if applicable, your spouse and your children are insured. Please submit **receipts** to prove your expenses. Copies of the invoices or prescriptions are sufficient. Please make sure that you submit your *Beihilfe* request before the respective deadline. Please note that we do not return any receipts. We will return receipts only in cases in which we expressly require the original receipts (expenses in cases of death). Once you have access to your client account, you can also submit your *Beihilfe* request online.

Once you have submitted your first *Beihilfe* request (in paper form or online), you can submit future *Beihilfe* requests via our “*Beihilfe BW*” app. For more information about the app and the requirements that have to be fulfilled, please go to <https://lbv.landbw.de/service/beihilfe-app>.

2 Calculation rate

The amount of *Beihilfe* is calculated on the basis of a fixed percentage of the expenses covered by *Beihilfe* (*Beihilfe* calculation rate). The *Beihilfe* calculation rate for

a.	people entitled to <i>Beihilfe</i> according to section 2 subsection 1 number 1 of the act on <i>Beihilfe</i> (<i>Beihilfeverordnung</i> , BVO) and for university teachers who have been released from their duties is	50 percent,
	- if two or more children are taken into account for family benefit (in case of three or more children taken into account for family benefit, the percentage permanently remains at 70 percent)	70 percent,
b.	recipients of pension for civil servants who are entitled to <i>Beihilfe</i> and spouses taken into account or registered partners taken into account according to the Act on Registered Life Partnerships (<i>Lebenspartnerschaftsgesetz</i> , LPartG) is	70 percent,
c.	children taken into account and orphans who are entitled to <i>Beihilfe</i> is	80 percent.

Please do not hesitate to contact the *Beihilfe* department in charge if you have any questions.

3 Health insurance

Since 1 January 2009, anyone residing in Germany is required to have health insurance which covers at least outpatient and inpatient treatment. Consequently, people entitled to *Beihilfe* need to take out complementary health insurance (i.e., the percentage not covered by the *Beihilfe* calculation rate should be completely covered by extra health insurance). You are responsible for your own health insurance. Please make sure that you make 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 about private health insurance. For information about statutory insurance (voluntary membership), please contact the health insurance provider of your choice.

4 Required approval

The costs of the following treatments are only covered by *Beihilfe* if they were approved by us **prior to the treatment** by way of an **official notification**:

- treatment and rehabilitation longer than 30 days in a facility **not** qualifying as a hospital,
- preventive and rehabilitation treatments at health resorts (*Kuren*): only for civil servants and judges (not for family members who are taken into account for *Beihilfe*),
- psychotherapy and similar treatments,
- treatments carried out outside of the European Union (including *Kuren* for civil servants and judges) if promising treatment is not available in 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 *Kuren* 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 give final approval **before** the beginning of the treatment and may have questions concerning the treatment.

5 *Beihilfe* in case of unpaid leave of absence

Expenses incurred during an **unpaid** leave of absence are **not covered by *Beihilfe***. Expenses incurred during a leave of absence of **up to 31 calendar days** are covered by *Beihilfe*.

6 Costs for medical treatments abroad

In order to avoid financial risks in case you fall ill while staying in a foreign country, you are advised to take out **travel health insurance**. *Beihilfe* generally only covers costs which would have been covered by *Beihilfe* if they had occurred in Germany. 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 Book V of the German Social Code (*Fünftes Sozialgesetzbuch*, SGB V) are covered by *Beihilfe* (see no. 2 for the calculation 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), *Beihilfe* is only granted 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 per month and if you state to the Landesamt in writing within **5 months (definitive deadline)** that you or a family member who can 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 individuals entitled to *Beihilfe* pay the additional monthly contribution of EUR 22 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* / Further information

The act on *Beihilfe* as well as detailed explanations of *Beihilfe* regulations are provided at <https://lbv.landbw.de>. You can also obtain information on *Beihilfe* regulations in specialized bookshops, from professional associations and from similar organizations.

Sincerely,
Landesamt für Besoldung und
Versorgung Baden-Württemberg