Application Form Guide

For applications for grants from the Support Fund for Single Parents (Unterstützungsfonds für Alleinerziehende, UFG-AE)

This guide explains how to fill in the application form, step-by-step. It does not replace the form itself, but is designed to help you complete it correctly and in full. Please read this guide before completing the form.

Important:

- Complete the form in **block capital letters** in **blue or black ink**.
- Cross all the boxes that apply to your circumstances.
- Include copies of all of the documents requested when you submit your application.

1. Information about the single parent

Enter your personal information here, i.e. information about the single parent who is making the application.

Familienname / Vorname	Your full name, as it appears on your ID card.
VSNR (Geburtsdatum)	Your social insurance number and your date of birth. You can find these in places such as your e-card or payslip.
Geburtsdatum	Your date of birth.
Staatsbürgerschaft	Your nationality.
Hauptwohnsitz	The address at which you are registered.
Geschlecht	Your gender (female, male, intersex, non-binary, open, not specified)
Aufenthaltstitel	Your current residence status. (Only fill this in if you do not have Austrian/EU/EEA or Swiss citizenship – see below for further information)

Also cross whether your main place of residence is in Austria.

Who is considered a single parent?

Single parents are people who live in the same household as at least one child, but **not** with:

- a spouse,
- a registered partner *or*
- a non-registered domestic partner.

Confirm that this applies to you by crossing the box provided.

Note: You may live with other adults (e.g. adult children or grandparents). This does not affect your status as a single parent.

Residence permit

One of the requirements for receiving a grant is that the single parent *and* their child/children are legally resident in Austria.

You only need to fill in this section if you are not an Austrian, EU, EEA or Swiss citizen. A list of recognised residence permits is provided at the end of the application form (in a separate insert on the last page).

- **Cross the residence permit you hold.**
- **Include a copy of your residence permit with your application.**

2. Information about the applicant (representative/authorised proxy)

Only fill in this section if you are not completing the form yourself, and another person or organisation is submitting the application on your behalf. This might be a legal representative as defined in Section 1034 of the Austrian General Civil Code (ABGB) or a representative from a child and youth support agency.

If this does not apply to you, leave this section blank.

Where applicable:

- **Enter the information requested about the representative or organisation.**
- **Include a copy of a document that confirms they are acting as your representative** (e.g. a certificate of appointment, ruling, proxy authorisation document).

3. Information about the child

Enter the requested information about each child for which you are applying for funding. There is space for two children on the form. If you have **more than two children**, use **supplementary sheets**. These are available **on the website** www.sozialministeriumservice.gv.at/unterstuetzungsfonds-alleinerziehende. Include these supplementary sheets with your application.

Gemeinsamer Haushalt **Shared household**	Cross "Ja" if the child lives with you in the same household and you are responsible for their care, maintenance and education.
Aufenthaltstitel des Kindes **Child's residence permit**	Only fill in this section if the child does not have Austrian, EU, EEA or Swiss citizenship (a list of recognised residence permits is provided at the end of the application form (in a separate insert on the last page).

Who is considered a child?

A child is defined as a minor child, adopted child or grandchild aged **up to 18 years old (= up to the day of their 18th birthday)** for whose care and maintenance the single parent is responsible.

Exceptions:

- If the child is still enrolled in and actively attending school or vocational training, you can receive the grant until their 19th birthday, *or*
- If the child has a physical or mental disability that is expected to be permanent and that began before their 25th birthday, and as a result are unable to provide for their own care and maintenance, i.e. they cannot work and earn money themselves.

Note: Grants are *not* intended for foster children as foster families have access to other support systems.

Information on the primary residence/shared household

The single parent and their child/children must live in the same primary residence at the same address in Austria. A shared household is defined as living together in the same apartment or house.

A shared household also applies if

- the child primarily lives somewhere else on a temporary basis, for example for their education or vocational training (secondary residence in Austria, e.g. boarding school), *or*
- the single parent and/or the child are only living away from the shared apartment or shared house temporarily (e.g. due to domestic violence).

Details of maintenance received

Cross whether child maintenance, maintenance advances or a survivor's benefit (e.g. orphan's pension) is being claimed for the child.

When processing the application, it is important for us to know whether applications have been made for the above benefits but have not been decided yet, i.e. if there are **open proceedings**. An application can still be submitted if this is the case. However, the grant will only be paid if the decision is negative, i.e. that no maintenance or maintenance advance can be paid. If, during the proceedings, no maintenance payments are made (e.g. provisional maintenance), grants can be paid retroactively to the month in which the application was submitted. This can be up to a maximum of twelve months.

In this case, enter the **details of the person owing maintenance** here (i.e. the person who is obligated to pay maintenance).

Important:

If you are already receiving recurring payments (child maintenance, maintenance advance, orphan's pension, orphan's pension for civil servants, equivalent benefits under the social indemnification laws or other corresponding legal bases, or equivalent benefits from other countries), **you are not entitled to receive grants from the Support Fund for Single Parents**.

Special conditions

If you are not receiving child maintenance, maintenance advances or a survivor's pension, you must state why. Cross one of the following options:

Reason	Description	Possible evidence
Halbwaise/ Vollwaise **Half orphan / full orphan**	The child is **not entitled to a survivor's pension** or survivor's pension for civil servants as the parent did not reach the minimum number of contributions prior to their death.	Decision declining the application for a survivor's pension or survivor's pension for civil servants due to the minimum number of contributions (qualifying period) not being met.

Aussichtslos **No likelihood of receiving maintenance**	There is **no likelihood of success** in fulfilling the claim for maintenance, e.g. because the person obligated to pay the maintenance is demonstrably unable to pay or is uncontactable, or legal proceedings in another country have no likelihood of success.	Legal documents (particularly a court order denying payment of a maintenance advance), reports from the enforcement body for bailiff proceedings, third-party debtor declarations, reports from central authorities in maintenance cases involving other countries, other evidence or documents.
Unzumutbar **Unreasonable**	It is unreasonable to enforce claims for child maintenance in cases where it is proven **credible** that pursuing such a legal claim would result in a **risk of violence** by the person liable to pay the child maintenance.	Interim injunctions, documents from the police or courts regarding criminal proceedings (particularly confirmations of criminal complaints, witness testimony transcripts), reports or verified notifications from facilities protecting victims of violence, other evidence or documents.

Include copies of evidence relating to the condition you cross.

4. Single parent's income

Before you start, check whether you are exempt from income assessment. This is the case if you are already receiving one of the following benefits or are exempt from them:

- Befreiung von der Beitragspflicht gemäß § 5 ORF-Beitragsgesetz 2024
- Ausgleichszulage gemäß § 292 ASVG, § 149 GSVG oder § 140 BSVG
- Leistungen nach den Grundversorgungsgesetzen der Länder
- Leistungen nach den Mindestsicherungs- oder Sozialhilfegesetzen der Länder
- Befreiung von der Rezeptgebühr gemäß § 30a Abs. 1 Z 15 bzw. § 136 Abs. 5 u. 6 ASVG
- Kinderzuschlag gemäß § 104 EstG

If none of these apply:

- Cross "keine der oben angeführten Leistungen" [none of the above].
- Enter your **monthly net income**.

Income threshold 2026:

- **€2,768.00 net per** month.
- **Do not include in your income:** Financial benefits awarded due to care dependency or disability, special payments (e.g. 13th and 14th monthly salary), family allowance, multiple child supplements, child tax credit, Family Bonus Plus, additional child allowance, single parent tax credit, childcare funding, study allowance, housing allowance, family support funding under regional programmes, benefits to cover crisis-related special and additional needs

Evidence of income includes:

- your most recent valid income tax assessment,
- a recent payslip,
- income and expenses calculation,
- balance sheet,
- income tax declaration,
- bank statements,
- confirmation from the body making the payments or
- evidence of rental and leasing income

Include a copy of recent evidence with your application.

Note: If you exceed the income threshold of €2,768.00, a sliding scale will apply. This means that if you exceed the **income threshold by less than €460.00 (value for 2026),** the **amount of your grant will be reduced**.

5. Fresh start support

Only complete this section if you are **affected by violence** and require **one-off financial support** – for example for:

- repairing doors and locks,
- purchasing new communication devices or replacing important documents,
- vital purchases for your child *or*
- setting up your own bank account.

Cross that you require fresh start support, and provide a brief description of the **reason and estimated costs**. Please note that you must complete this field **in German**.

Important:

- Fresh start support is a one-off financial grant up to a maximum amount of €4,000.00.
- For costs **over €1,000.00**, you must provide appropriate **evidence** (e.g. invoices, receipts).

6. to 9. Obligations, acknowledgement and declarations

In these sections, you confirm with your signature that you have understood and complied with certain rules. **You do not need to fill anything out here** (apart from Point 9c, where applicable). Ensure you **read the points carefully** before signing.

6. Obligation to repay the grant:

You must repay the grant if you conceal significant information, make untrue statements or are found to have made a claim unlawfully during random spot checks.

7. Obligation to cooperate:

You must **report any change** that has an impact on your grant entitlement **within 21 days**. This applies in particular to:

- your place of residence, income, family relationships, residence status, household members,
- receipt of financial or advance maintenance payments, survivor's benefits or benefits under social indemnification laws,
- you and/or your child residing outside of Austria for longer than 21 days,
- your child reaching the age of 18,
- your child starting or finishing school or vocational training,
- your child receiving a diagnosis of a long-term condition that is expected to prevent them from being able to work.

8. Acknowledgement:

- The grant can only be paid under the specified conditions.
- There is **no legal entitlement** to a grant.
- The grant will be paid from the month of submitting the application at the earliest.
- The grant is limited to a **term of 12 months**. **After that**, a **new application** must be made.
- Grants cannot be paid for children who, due to a social or disability assistance measure or full-time care measures under child and youth welfare law, are placed with foster carers, in a social-educational facility or another facility.
- **Appeals** against grant applications being declined or demands for repayment may be submitted to the Social Ministry Service. Appeals can be sent to the following e-mail address: post.UFA@sozialministeriumservice.gv.at.

9. Declarations:

- You authorise the Social Ministry Service to source and verify all necessary information for processing the application.
- By signing here, you declare that you are not in receipt of another recurring payment (child maintenance, maintenance advance, orphan's pension or orphan's pension for civil servants) or equivalent benefits under the social indemnification laws or other equivalent legal bases, or equivalent benefits from other countries.
- If you are **affected by violence** and a victim protection organisation is involved, you can agree under **Point 9c** that the Social Ministry Service may contact this organisation for further information. **Enter the name of the victim protection organisation here.**

10. Bank details for payment

Enter:

- the name of your **bank,**
- the **name** of the account holder,
- **IBAN** and **BIC**.

You can find this information on your bank statements or bank card.

Also include a confirmation of account from your bank. This is called a 'Kontoerklärung' in German and is an official confirmation you can request from your bank. It verifies that a certain bank account is in your name and that the IBAN is correct.

Signature

- Enter the **place** and **date**.
- **Sign the application.** The application cannot be processed without a signature.

Checklist: Which documents do you need to include?

☑ Child or children's birth certificate(s)
☑ Confirmation of enrolment in a school (if the child is school-aged)
☑ Court order regarding care and maintenance or adoption agreement (if care is not the responsibility of the birth parents)
☑ Evidence of citizenship or a residence permit for you and your child or children
☑ Evidence of income (see Point 4 of this guide)
☑ Evidence of benefits or exemptions that make income assessment unnecessary (where relevant, see Point 4 of this guide)
☑ Evidence of special conditions met (see the table in Point 3 of this guide)
☑ Account confirmation from your bank (see Point 10 of this guide)
☑ Evidence for fresh start assistance where the costs exceed €1,000.00 (where relevant, see Point 5 of this guide)
☑ Evidence of a third party's authorisation to represent you (where relevant, see Point 2 of this guide)

Contact for queries:

If you have any questions, you can contact the Social Ministry Service in Austria on: **05 99 88.**

Note: We can only provide advice over the phone in German.

Where to send the application

You can submit the completed application and additional documents in the following ways:

- **By post** to: Sozialministeriumservice, Zentrale Poststelle, Babenbergerstraße 5, 1010 Wien
- **By e-mail**: post.digistelle@sozialministeriumservice.gv.at
- **In person or by post** to the Social Ministry Service office in your state. You can find contact details for the individual offices at the end of the application form.