



Checklist for Applying for School Support Assistance

To receive services for a school support assistance, an application must be submitted. In addition to our personal consultation, you can use the following checklist to apply for support for your child.

1. Previous consultations

- Consultation with the responsible funding body (e.g. youth welfare service, social welfare service, regional authority)
- Justification for eligibility provided (e.g. medical diagnosis or school's report)

2. Required Documents

2.1 Personal documents:

- Application form from the responsible authority or informal application by the legal guardians
- ID documents of the child and their legal guardians
- Release from confidentiality (consent form)
- If applicable: disability ID card

2.2 Diagnostic documents e.g.:

- Medical findings and diagnostic reports (e.g. from pediatricians, specialists, psychiatrists, psychologists)
- Assessment report from the medical services
- Official Notice from the social services office confirming disability

2.3 School-related documents e.g.:

- Description of the child's school situation (e.g. challenges in class, social integration)
- Confirmation that the support needs cannot be covered by school resources alone

2.4 Individual support plan:

- Documentations of previous measures and goals
- Description of identified deficits and support measures already

3. Submitting Application to the responsible Funding Body

3.1 Submit the application in Writing:

- Keep deadlines in mind and clarify any uncertainties in advance
- Apply for exact support needed
- Obtain confirmation of receipt

4. Organization of the school support

4.1 Initial contact and consultation:

- By phone: 0201 855 758 00
- E-Mail: info@k-c-company.de
- Homepage: kids-care-company.de

4.2 Submission of all documents for needs assessment

4.3 Meeting with potential suitable school aid

4.4 Start of support services

5. Before application expires:

- Submit a follow-up application in due time