Checklist

Single parents

✓	Guidance for single parents:	
☐	**Create a plan and a budget for your household**	Get an overview of your financial situation by analyzing your income and expenses. Don't forget occasional expenses, such as insurance payments, which do not come up monthly, as well as leisure expenses. Create a budget that covers your needs and those of your children. Ideally, try to set aside a fixed amount every month and arrange a standing order with your bank to transfer this amount directly to your savings account.
☐	**Create an emergency reserve**	Within your personal means, try to save up a financial reserve that equals your income of three to six months so that you are prepared for financial bottlenecks. This will make you feel more secure and allow you to pay for unplanned expenses (such as repairs or school trips for your children).
☐	**Look into available maintenance and alimony arrangements**	Find out if you are entitled to maintenance or if your children are entitled to alimony. If necessary, take advantage of free legal advice or get information from the family and youth welfare service (Jugendamt).
☐	**Check your entitlement to aid**	Find out about possible benefits and allowances. As your living situation has changed, you may be entitled to housing benefits, payments to support you with childcare or similar aid.
☐	**Check your expenses**	Think about what you spend money on and regularly ask yourself if you could cut back on some expenses. For example, are there any subscriptions that you can cancel because you are not really using them or expenses that you were not even aware of?
☐	**Check your fixed costs**	Search online portals to compare different offers (e.g. service contracts) that could help you save on your regular expenses. You can often find good deals there, especially for new contracts with energy suppliers. Also review other fixed costs such as insurance or cell phone costs to reduce your expenses. Regularly comparing prices can help you benefit from lower offers.

	Rethink your job	Do you maybe need a career change to help you cope with your new life situation? Talk to your employer as soon as possible and clarify your current situation. Find out all you can about flexible working time models and make arrangements to occasionally work from home if this is possible.
☐	**Organize childcare**	Ask your family and friends to help you cope with both childcare and the demands of your job. Other parents also need help picking up their children from kindergarten or school from time to time. Talk to each other and support each other.
☐	**Think about your housing situation**	Is your current housing situation suitable for you and your children? Bear in mind that the size of your apartment or house influences the amount of your fixed costs. The location of your home, on the other hand, will affect whether you can take public transport to work and your children can get to school independently, or whether you need a car.
☐	**Provide for your future**	Get your documents organized and review your personal financial provisions. Make adjustments if necessary.
☐	**Provide for your children's future**	If possible, use part of the alimony you receive to provide for your children's future. Get some advice on the different available options so you can make a good decision.
☐	**Check your insurance**	Check your insurance policies. Think about which insurance you need for your new life situation and compare the offers of several insurance companies before taking out a new policy or adjusting an old one. Try to make sure all important risks are covered.
☐	**Get moral support**	Talk to your family and friends about the challenges of your daily life. Maybe you can find other single parents in your area and talk to them.
☐	**Get some advice**	Use advisory services in your area. You can get a lot of useful information by talking to people who have often accompanied newly single parents.
☐	**Look after yourself**	Take care of yourself and look after your health. After all, you have a big responsibility. So, don't forget to plan regular breaks and do things that are good for you.

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