

Information Sheet for the Determination of the Parents' Contribution

Ladies and Gentlemen!
Dear Parents!

You have registered your child for the childcare in a Hannover day-care center. Within your financial means, you should contribute to the costs arising out of the care of your child.

On September 22nd 1994, the council of the capital city of Hannover has decided on a parents' contribution scale for the municipal day-care centers which provides for a contribution according to your economic capacity. Almost all other providers of day-care centers in Hannover have consented to this provision.

In order to be able to determine the amount of the contribution it is required that you will completely fill the enclosed determination sheet – the Binding Declaration.

The following explanations are provided in order to

- facilitate the completion of the Binding Declaration for the determination of the parents' contribution (in brackets, we additionally referred to the item of the compensation scheme)
- clarify potential questions in advance and to counteract misunderstandings
- to arouse your understanding for this provision because we know that the answering of the questions is not always easy and may involve problems for parents and the providers of day-care centers.

1.) Who is not required to fill out the declaration completely?

Please first check whether you

- voluntarily agree to pay the respective maximum amount for the used type of care (item 2 of the compensation scheme), (this declaration may be withdrawn at any time but **only for the future**).
- claim a free place because a third or further child is simultaneously cared for in a day-care center that is aided by the capital city of Hannover (item 5 of the compensation scheme).
- have a foster child attending the day-care center (item 2 of the compensation scheme)

- your child is eligible for the non-contributory nursery school year (applicable for all children who have reached the age of six until June 30th of the following year and who are therefore required to attend school) item 1(2) of the compensation scheme.
- draw basic social care by the department social services (item 2 of the compensation scheme).

If one of those applies you are **only** required to complete the items **A/B and F** of the Binding Declaration.

If not, we kindly ask you to further attentively read this information sheet.

2.) **Whose income will be considered?**

The income of the parents/the parent (item 1 of the compensation scheme) and of the cared for child itself is taken as a basis, as well as of further children if they are considered in the income limit. Decisive for the calculation of the parents' contribution for joint children is the sum of their income as long as a parent entitled to custody lives in cohabitation with a parent not entitled to custody (item 14 of the compensation scheme). If one parent lives in a partnership and the partner is not the biological parent of the child his/her income will not be considered.

Please make sure that the Binding Declaration is signed by both parents if they do live in one household and please do not forget to indicate the date.

3.) **What is included in the income? (item 3, section 1d compensation scheme)**

Considered is every earned income in money and money's worth. That is every income from every income from independent and dependent work including any special allowances like e.g. holiday or Christmas allowance.

Also included are (no ultimate list):

- alimony/maintenance payment
- child allowance
- interest earnings
- income from rent and lease
- BAföG (*student loan according to the Federal Education and Trainings Assistance Act for university students*), professional education allowance, etc.
- benefits from the Federal Employment Agency
- marginal income
- housing allowance
- parenting benefit if the benefit exceeds the amount of 300 €
- child care costs

- etc.

According to item 16 of the compensation scheme, the child care costs shall be paid as parents' contribution up to the respective maximum amount of the chosen type of care.

Not included are the parenting benefit (up to an amount of 300 €) and pensions according to the Federal Law of Compensation. Relevant proof shall however be submitted so that we are able to assess the aggregate situation of the family.

In case you should not receive any or only minor special allowances like e.g. holiday allowance and Christmas allowance, please enclose a written attestation of your employer with the documents. Otherwise we will act on the assumption of 60% of a gross monthly amount as net special allowance.

The base period for the income is usually the calendar year before the start of the nursery school year. This shall, however, only apply if no changes have occurred within the base period.

Irrespective of this fact, it is required to immediately inform us if the following changes have occurred according to item 3 section 5 and item 10 of the compensation scheme:

- the taking up of a dependent employment or its change by a person liable to pay contributions
- the taking up of a self-employed/independent business activity or its change by a person liable to pay contributions
- the change of the weekly working hours by more than 5 hours
- the discontinuation of maintenance obligations of a person liable to pay contributions or the entering into any cohabitation with the other parent
- retirement benefits

As soon as one of the aforementioned changes should occur, it is required that you immediately and unrequested submit valid current proof (in copy).

This shall also apply for the parent not entitled to custody living in cohabitation with the parent entitled to custody.

4.) For the calculation, please submit the following documents (in copy):

The annual income (if required, by means of projection) is first determined for the purpose of calculation. This income is then divided by twelve in order to reach the monthly contributions.

Thus, if you have continuously worked for one employer in the year before the start of the nursery school year (base period) and your income has not substantially changed within the base period or afterwards and no aforementioned exceptions have occurred, it is possible to take the previous

year's income (December statement, tax assessment) as basis for the calculation.

In case this should not apply it is required to submit current proof of the current year. This may be (not listed concluding):

- pay slips/salary statements of the last three months – also from mini jobs, apprenticeship pay, etc.
- proof on Christmas or holiday allowance (if applicable from the previous year) or attestation that you did not receive any and/or about the expected amount
- benefits from the Federal Employment Agency (e.g. unemployment benefit I, allowance for founders of a new business, etc.
- benefits in order to assure a livelihood according to the SGB II (*Social Security Code*) from the ARGE (*employment center*)/Job Center (unemployment benefit II).

Please submit complete current notification including all pages as well as pay slips in case you receive those benefits in addition to your earned income.

- proof of any maintenance income and/or maintenance obligations, e.g. bank statements, notification about maintenance advance, etc.
- BAföG notification, notification about professional education allowance, etc.
- for self-employed persons: profit assessment/tax assessment of the previous year plus proof about expenditures for the social insurance (private health care-, nursing- and pension insurance)
- valid notice about the housing/accommodation allowance
- parents money notice
- pension notifications

5.) What will happen next?

Please submit those documents as soon as possible, but **not later than 4 weeks upon** delivery of the Binding Declaration to your day-care center. We are only able to promptly process completely submitted documents. Please understand that we will determine the contribution according to the highest stage (item 8) if documents are missing or not complete.

In case you should have further questions or require assistance in the completing of the sheet, we kindly ask you to directly contact the management of the day-care center or an office assigned by the provider of the day-care center.

For municipal day-care centers, please call the specialist department Youth and Family 51.06.1 – department parents' contributions for day-care centers – phone number: 168-464 11 (email address: 51.06.1@hannover-stadt.de).

Your completed documents will of course be processed allowing for the data protection regulations.

The day-care center will inform you in writing about the determined contribution.

Eventually, we would like to refer to the items (11) and (13) of the compensation scheme where you may find details about the general change of contributions and about your right to file an application for the review of a contribution reasonable for you.

We hope that, by means of those instructions, we were able to facilitate the completion of the "Binding Declaration" for you.

With kind regards

-signature illegible –

(Brossat-Warschun)
Head of department