

Information sheet to establish care fee as from 01/08/2017

Dear Sir or Madam!

Dear parents!

You have registered your child to be looked after at a child day care centre in Hannover. You are to pay a fee towards the costs of looking after your child that is within your financial means.

Hannover City Council has decided on a fee scale for the municipal child day care centres which allows for a fee according to your financial capacity (last amended on 03/12/2015, taking effect on 01/08/2017).

In order to be able to establish the level of the fee, it is necessary for you to fill in the attached calculation sheet – the Binding Declaration - fully.

Through the following explanations we would like to

- make it easier for you to fill in the Binding Declaration to establish the child care fee (for a better overview, additional reference is made in brackets to the respective paragraphs of the fee regulation)
- clarify possible questions arising and counteract misunderstandings

1.) Who does not need to fill in the Binding Declaration completely?

Please check first whether you

- declare that you are willing to pay voluntarily the respective highest sum for the type of care used (**Section 2 par 1 of Fee Regulation**) (this declaration can be revoked anytime, but only for the future)
- can claim a free place because a third or further child is being taken care of **at the same time** at a child day care centre funded by the City of Hannover or at a childminder (**Section 2 par 4 of Fee Regulation**)
- have a foster child who goes to the child day care centre (**Section 2 par 2 of Fee Regulation**)
- your child has a right to the kindergarten year without fees. This applies for all children who will be six years old by 01/10/ of the following year and thus have to attend school (**Section 1 par 4 of Fee Regulation**)
- receive a basic income from the Social Department according to German Civil Code XII (please attach current complete notification)

If one of these points applies, you only need to fill in Points **A/B** and **F** of the Binding Declaration.

If not, we would request you to continue reading this information sheet attentively.

2.) Whose income is taken into account?

The income of the parent(s) (**Section 1 of Fee Regulation**) who is/are living with the child and the income of the child himself is taken as a basis, as well as further children insofar as they are taken into account in the income limit.

For parents living separately, the income of the parent is to be taken into account with whom the child lives most of the time.

Please pay heed that the Binding Declaration is signed by both parents if they live in one household, and please also remember the date.

3.) What belongs to income (Section 3 par 1 of Fee Regulation)?

All revenues gained in money or money's worth. This means all revenue from self-employed or non-self-employed work including special payments such as e.g. holiday or Christmas pay.

Further, this includes (not a complete list):

- ❖ maintenance payments
- ❖ family allowance
- ❖ interest income
- ❖ revenue from renting and leasing
- ❖ student's grant, vocational training allowance etc.
- ❖ benefits from the Job Agency
- ❖ low income
- ❖ housing allowance
- ❖ parental allowance if more than €300 or €150
- ❖ childcare costs
- ❖ etc.

The childcare costs are to be paid as a parents' contribution according to **Section 2 par 3 of Fee Regulation** up to the respective highest sum for the type of care selected.

The parental allowance is **not** included in the calculation (up to a sum of €300 or €150) and pensions according to the Federal Compensation Law. However, documentary proof of these are to be submitted in order to evaluate the whole financial situation of the family.

If you receive no special payments or only very low special payments, such as e.g. holiday and Christmas money, please attach a written attestation of the employer. Otherwise we shall go by 60% of a gross monthly sum as net special payments.

The calculation period for revenue is always the calendar year before the kindergarten year starts. This only applies, however, if no changes have taken place in the calculation period or later.

Irrespective of this, notification of significant changes in personal and financial circumstances **has to** be made, according to **Section 7 Fee Regulation**, for example:

- taking up dependent employment or changing from this to one subject to contributions
- taking up self-employment or changing from this to one subject to contributions
- a change in the weekly working hours of more than 5 hours
- the discontinuation of maintenance obligations for a person with a job subject to contributions, or taking up residence with the other parent in one household
- receiving a pension or social benefits such as housing allowance etc.
- receiving maintenance and maintenance advance payments

Other change options apart from the ones named above count as significant if they could lead to a change in the fee scale.

As soon as one of the above-named changes occurs, you are to submit valid current documentary evidence (as copies) **at once and unbidden**. The City of Hannover has the right at any time according to **Section 8 Par 1 Fee Regulation** to check the personal and financial circumstances of the persons liable to pay fees.

4.) For the calculation please submit the following papers (as copies):

First of all, the yearly income is established for the calculation (if necessary, by projection) and then divided by twelve in order to have the monthly sum.

So if you worked for an employer throughout the year before the start of the kindergarten year (calculation period) and there have been no changes in your income in the course of the calculation period or later, and none of the above-mentioned exceptions has occurred, then the previous year's income (December statement, tax statement) is used to make the calculation.

If this does not apply, current verification documents of the running year are to be submitted. These can be (not a complete list):

- ❖ earnings statements of the last three months – also from mini jobs, training allowance etc.
- ❖ proof of Christmas and holiday money (if necessary from the previous year), or attestation of non-receipt or the expected sum
- ❖ benefits from the Job Agency (e.g. unemployment benefit I, start-up company subsidy etc.)
- ❖ benefits to secure subsistence from the Jobcenter according to SGB II (Code of Social Law II, unemployment money 2). **Please submit the current notification with all pages, as well as earning statements if you receive these benefits in addition to earnings!**
- ❖ verification of receipt of maintenance or maintenance obligations, e.g. account slips, notification of maintenance advance payment etc.
- ❖ student's grant notification, notification about vocational training allowance, for self-employed: ascertainment of profits / tax statement of previous year, plus verification of expenses for social insurance (private health, nursing and pension insurance)
- ❖ valid housing allowance notification
- ❖ parental allowance notification
- ❖ pension notifications

5.) What happens next?

Hand in these papers as soon as possible to your child day care centre, at the latest **within 4 weeks** after receiving the Binding Declaration, or send them to the Department for Youth and Families (for contact details, see page 5). Only complete sets of submitted papers can be processed promptly. We ask for your understanding that in the case of missing or incomplete documents, the fee shall be set at the highest level (**Section 5 Par 2 Fee Regulation**).

Should you have further questions or need help to fill in the questionnaire, please speak to the management of the child day care centre directly or to the office appointed by the centre's agency.

For city-supported child day care centres, please also contact the Department for Youth and Families (contact details see below).

Your filled-in documents shall naturally be processed taking data protection regulations into account. You will be notified about the sum established through the child day care centre.

Finally, we would like to inform you that after the setting of the care fee there is the option of applying for a review of the fee at the Department for Youth and Families according to Section 90 Par. 3 and 4 German Civil Code VIII as to its reasonableness.

A reduction of the fee can also be considered if Education and Participation Entitlements from the Jobcenter are submitted to us, or if a hardship application is made. For relevant information, the Department for Youth and Families is available to be contacted in different ways, as noted below.

We hope that with this information we could make it easier for you to fill in the *binding declaration* ("Verbindliche Erklärung").

Kind regards

(Broßat-Warschun)
Head of Department

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