

Income report for service voucher calculation and verification

Complete and return this form and attachments to: Jyväskylän kaupunki, Palveluohjaus- ja kehittämissyksikkö / Asiakasmaksut, PL 82, 40101 Jyväskylä. For information on the circumstances taken into account in determining the fee, see the reverse.

I/we give my/our consent to receiving decisions regarding municipal and private day care services and the payments charged for these services in electronic format. The notice of the decision will be sent to the active e-mail address and/or mobile phone number reported and maintained by me via the e-services site. I will be able to view the actual decision by accessing the e-services site using my online banking user credentials or mobile certificate.

Fields marked with an asterisk * are compulsory.

DATA ON CHILD/ CHILDREN *	Child's name		ID No.	Place of care
	1.			
	2.			
	3.			
GUARDIANS LIVING IN THE SAME HOUSEHOLD / GUARDIAN AND MARRIED OR COMMON LAW SPOUSE *	1. Guardian's name		2. Name of other guardian, married or common law spouse living in the same household	
	ID No.	Tel. daytime	ID No.	Tel. daytime
	Workplace or place of study		Workplace or place of study	
	<input type="checkbox"/> On-going employment		<input type="checkbox"/> On-going employment	
	<input type="checkbox"/> Fixed-term employment from _____ to _____		<input type="checkbox"/> Fixed-term employment from _____ to _____	
	E-mail		E-mail	
	Street address, post code and city			
*Names and ID Nos. of other children under 18 living in the same address				

I will not submit an income report. The charge for the service voucher will be determined according to the highest day-care rate.

INCOME DATA Attached receipt/decision Total no. of attachments _____	Guardian living in the same household/ guardian and married or common law spouse		Income received by children in day care		
	1 st guardian's income Gross €/month	2 nd guardian's income Gross €/month	Gross €/month	Gross €/month	Gross €/month
Earned income from main employment (latest cumulative earnings calculation)					
Earned income from secondary employment including perks					
Unemployment benefit, labour market subsidy, training allowance or sickness allowance					
Part-time bonus, job alternation allowance, daily allowance to complement part-time earnings					
Student's income					
Child support and maintenance allowance received by children in day care (each child)					
Maternity, paternity and/or parental allowance					
Self-employed (special self-employed person's income report)					
Pensions (received by guardian/child in day care)					
Rental income less maintenance charges					
Capital income (interest, options, dividends, etc.)					
Other income, specify:					
To be deducted from income: Child support/maintenance paid					

The information reported by me is effective from _____ 20____. I declare that the above information is true and correct and I give my consent to the verification of the information.

Date and guardian's signature _____ 20____

Signature and name in print _____

Please turn over

INSTRUCTIONS FOR THE DETERMINATION OF THE MUNICIPAL DAY CARE FEE AND INCOME DATA

Criteria

- Day care fees are based on the Act on Client Payments for Social and Healthcare Services. The monthly fee is determined according to family size as a percentage of the monthly income exceeding the minimum income limit. If the applicant fails to provide the income information, the municipality may impose the maximum fee.
- The day care fee is determined on the basis of the receipts and attachments related to the circumstances prevailing at the time when day care starts. Aside from the regular annual adjustments, the day care fee may also be adjusted if there is a major change in the family's earnings or family size, the child's need for care or if the existing regulations and decisions are changed. The income data of guardians committed to pay the highest day care fee will not be checked unless otherwise requested by the guardians.
- According to the Payment Decree, the day care fee may be adjusted retroactively for a period of one year if the information provided by the client is incorrect.
- If any essential changes (+/-10%) take place in the family's earnings, a new income report complete with attachments must be submitted without delay. The fee will be adjusted as of the beginning of the month following the change in circumstances.
- Any changes in the family's circumstances must be reported in writing to the Early Childhood Services Centre (Varhaiskasvatuspalvelujen palvelukeskus).
- More details on the payment criteria are given in the bulletins issued by municipalities.

Family income

- For the purposes of the calculation, **family income** includes all the taxable and capital income as well as tax-exempt income of the service user and any person living in the same household in a marriage-like relationship with the user.
- If the monthly income varies, monthly income is determined as the average monthly income.
- Taxable income may also include the taxable income confirmed in the latest taxation increased by the percentages established by the National Board of Taxation each year regarding the calculation bases for preliminary tax withholding.
- **The following items will not be considered income for calculation purposes:** child allowance; child care allowance; pensioner's care allowance; child increment pursuant to the National Pension Act; housing subsidy; disability allowance; reimbursement of the cost of medical care and examinations paid under accident insurance; conscript's allowance; student grant; housing subsidy paid on top of student grant; activity allowance and travel allowance paid in the form of basic social assistance; maintenance compensation pursuant to the Act on Adult Education for Labour Market Needs; stipends given for studies and other such assistance; compensation for the cost of family care; and child home care allowance.
- **The following items are deducted from income for calculation purposes:** child support paid; other similar costs arising from factual family circumstances; and other monetary benefits payable under annuity contract made for a fixed term or for life.

Monthly income report

- Current earnings calculations (wage earnings) showing cumulative income and holiday pay.
- If no cumulative data can be provided (new employment), an estimate of future monthly income must be submitted. If income estimates are used, the actual income will be verified afterwards.
- Copies of decisions on daily allowance and/or pensions
- Attachments showing other income
- Copy of agreement or receipt of child support/maintenance paid or received in respect of every individual child in day care. Also, any pension received by the children must be itemised in respect of every child in day care.

Studies

- Certificate of studies
- Copy of maintenance decision regarding studies

Report on business income

- A special self-employed person's income report form
- Report on current income: Advance tax calculation for the current year/certificate of latest confirmed tax assessment/income statement and balance sheet/ financial statements
- Estimated income data in case of new business (using the self-employed person's income report form)

Social Services may request personal information on the applicants from the tax authorities and the Social Insurance Institution of Finland (KELA) for the purpose of determining the fees and verifying the information irrespective of whether the applicant has given his or her consent to this or not (Act on the Position and Rights of Social Services Clients).

For more information on the income information, contact Early Childhood Services Centre (Varhaiskasvatus palveluohjausyksikkö) at 014 266 0180.