



Declaring the guardians' income information for the determination of the value of the early childhood education service voucher

When a child starts going to a private day care centre or family carer, the family must fill in the income declaration for the determination of the value of the service voucher. The customer's own liability (deductible) of the service voucher corresponds to the calculated municipal customer fee. The private service provider charges the family the deductible and any additional fees for the unit.

If the family accepts the highest customer fee, no income statement is required. If the family does not declare its income, the value of the service voucher shall be determined by the highest municipal customer fee.

The income statement is made in the electronic customer services at www.jyvaskyla.fi/varhaiskasvatus/sahkoinen-asiointi. The family can also accept to pay the maximum municipal customer fee or attach the income documents at the electronic services from which they shall be recorded in the early education customer information system. The income statement can also be made on a paper form that can be printed from the Applying for early childhood education website (Hakeminen varhaiskasvatukseen) and in which you can attach the income documents.

Attachments to be delivered:

- Employees must submit the latest salary statement/latest salary statements (payslips)
- Students must submit a decision on the study grant or other study benefit and, if necessary, a study certificate
- Unemployed and retired persons submit a statement of income, such as a decision on labor market support, unemployment benefits or a pension
- An agreement or document concerning the maintenance support/maintenance allowance paid or received for each child in early childhood education must be provided separately. Similarly, the pensions received by the children must be reported separately for each child in early childhood education
- Attachments concerning other income:

An entrepreneur must always submit the entrepreneur's income statement form with its attachments if the family has not accepted the maximum fee.

- A shareholder in a limited liability company must submit a salary statement showing the salary accrual for the last 6 to 12 months and the latest personal taxation decision
- other entrepreneurs must submit financial statements for the last fiscal year as well as the latest personal taxation decision
- other potential income, for instance, start-up grant

Factors affecting the value of the service voucher

The value of the service voucher is determined to correspond to the situation at the time of early childhood education on the basis of either verifiable or estimated income. If there are no available income documents (for example, at the beginning of a new employment relationship), an estimated income can be used at the



beginning. If necessary, the value of the service voucher shall be reviewed once the required income documents have been submitted.

The value of the service voucher is determined on the basis of the maximum value of the service voucher and the calculated municipal customer fee. The value of the service voucher also depends on the age of the child, the size of the family, the accountable gross income of the family, the estimated average day care hours agreed with the service provider and the right granted to the service voucher.

By accepting the electronic notification, information concerning the completion of the voucher value decision will be sent by e-mail and / or text message to the adults living in the same household. The information in the voucher value decision should be checked by opening the pdf file. We recommend that you contact the client fee secretary who made the decision as soon as possible if there is any need to correct the income information.

The value of the service voucher is reviewed if the family's income changes significantly (+/- 10%), the value turns out to be incorrect, the size of the family or the estimated average hours granted to the child change or the valid regulations / decisions change.

Families are obliged to provide information on changed income immediately to the customer fee secretaries of the Service Management and Development Unit, either via electronic services or by post. If the income changes in the middle of the month, the value of the service voucher will be checked from the beginning of the following month. A fee determined with incomplete income information will not be corrected retrospectively, but the submitted income statements will be taken into account from the beginning of the following month.

As yet, the information in the income register cannot be used to determine the value or deductible of an earnings-related service voucher, because the determination of the value of the service voucher or its deductible have not been mentioned as purposes for the use of income register information in section 13 paragraph 1 (18) or (19) of the Act on the Incomes Information System.

More information

varhaiskasvatus.asiakasmaksut[at]jyvaskyla.fi

Kirsi Hiironen, tel. +358 14 266 7054, will respond to inquiries related to the service voucher for Norlandia and Tähtipäiväkoti day care centres and other individual day care centres

Heidi Hyvärinen, tel. +358 14 266 1397, will respond to inquiries related to the service voucher for Elämyspäiväkoti Kuusenkärkkäät, Touhula and Pilke day care centres and private family care

In matters related to applying for, changing hours and cancelling the service voucher, contact Service Guidance for Growth and Learning (Kasvun ja oppimisen palveluohjaus) by phone +358 14 266 0180 or by e-mail at varhaiskasvatus.palveluohjaus [at] jyvaskyla.fi.

For questions related to the invoice of the customer fee, the private day care centre or family day care provider should be contacted directly.