

Education and Cultural Services/Financial Administration/Early Childhood Education fees

Child's name	Personal ID code
Child's day care provider	
The family's current care fee €/month	
Parent/guardian's name	Personal ID code
Address	
Telephone (in daytime)	
☐ I request that the early childhood education fee be reduced for the period ☐ I request to be exempted from the early childhood education fee for the period Salary income and benefits information can be verified with the Incomes Register mother, another guardian, wife/partner ☐ Yes ¹ ☐ No ² father, another guardian, husband/partner ☐ Yes ¹ ☐ No ² 1) Submitting payslips are not required 2) Attachment: latest payslip or employer's pay certificate showing income accrual for several months	
Grounds (see the reverse side): Attachments pcs	
(If necessary, continue writing on a	
separate document)	
I testify that the information provided is correct	
Espoo / 20	
Guardian's signature and printed name	
Statement from the Head of the Early Childhood Education unit or a social worker (voluntary):	

Applications with attachments shall be sent to:
City of Espoo/Education and Cultural Services/Financial Administration
Early childhood education fee reductions
P.O. Box 30
02070 CITY OF ESPOO

EARLY CHILDHOOD EDUCATION CLIENT FEE REDUCTION OR EXEMPTION

The early childhood education can be exempted or it can be reduced from **the family's income-based fee** according to Section 13 of the Act on Client Fees in Early Childhood Education and Care on the grounds confirmed by the City Board on 06/03/2017.

The reduction of or exemption from the early childhood education fee must be applied for in writing, and the application must be appended with the documents you wish to use to support your application. The decision will be made on the basis of case-specific consideration. The fee can be reduced or exempted on the following grounds:

1. The family receives statutory basic income support

If the family's right to statutory basic income support ends when, for example, a family member becomes employed, the family must report the change of income to the early childhood education invoicing.

Course of action: The family applies in writing for an early childhood education fee reduction or exemption. A calculation of available funds will be made for the family in accordance with Section 3. There is no need to attach income support decisions because they will be submitted directly by Kela.

2. For a child, early childhood education is a child welfare open care support measure

Child Welfare Act, section 36

Early childhood education as a support measure of child welfare open care is free of charge.

Course of action: Families do not need to apply for exemption from fees separately. A social worker submits the agreed-upon information about the client plan to the financial specialist at the Education and Cultural Services, Financial Administration.

The precondition for receiving the reduction is that a special kindergarten teacher consulting on early childhood education has participated in preparing the client plan. More information on the operating instruction is available from the chief social worker or financial expert at the Education and Cultural Services.

3. The family's financial standing has weakened for another extremely important reason

Such a reason can be, for example, unemployment or a similar unexpected factor affecting the family's financial situation. The decision will be made case-specifically based on the calculation of available funds. The calculation of financial standing is based on the amount of euros corresponding to the **basic amount of income support** for each family member. In addition, the calculation takes into account the following income and expenses:

All the family's net earnings are considered income, including:

- Net salaries
- All benefits paid by Kela (such as unemployment benefits, pensions, child maintenance allowance/support, housing allowance)
- Any other income

Expenses include, for example:

- A reasonable rent or maintenance charge
 - A reasonable electricity and water charge
 - Interest rates on mortgages and student loans (please note! No loan repayments)
 - Regional ticket
- If your work commute requires a regional ticket, the difference between the costs of the regional ticket and local transport in Espoo will be taken into account in the expenses.

Expenses of local transport in Espoo have already been taken into account in the basic amount of income support.

Expenses not taken into account, including:

- Insurance payments, consumer credit and flexible consumer credit, property and inheritance taxes, court costs, credit arrangement granted by a guarantee foundation, enforcement fees (exceptionally, enforcement fees are taken into account if the family receives statutory income support)

Course of action:

- The written application must be appended with a document of other income (starting from 1.1.2020 salary income will be verified with the Incomes Register, the family does not have to submit a pay slip), a copy of a document indicating the rent (such as the most recent notification of rent increase or a rent payment calculation received from the lessor) or maintenance charge as well as possible mortgage interest rates. If the family participates in a debt restructuring programme, the application must also be appended with the decision of the district court along with a calculation of available funds. There is no need to attach copies of benefits paid by Kela. A calculation of available funds is made for the family.

If the family has agreed to pay the highest early childhood education fee or has not submitted its income data in order to have the fee determined, the fee will not be reduced or exempted for the duration of this time period.

As a rule, the fee reduction is granted starting from the beginning of the month when the application was submitted. The reduction can be paid retrospectively for the month preceding the application if the requirements for applying for the reduction were already met at that point of time. In exceptional cases (such as when information on new sources of income is not yet available, e.g. the unemployment benefit), a reduction can be granted for up to two months retrospectively. For social reasons, the reduction can be granted retrospectively for a longer period of time; however, this period cannot exceed one year.

The reduction or exemption is always granted for a specified time period, 1–12 months at a time.

The decision on the fee reduction or exemption will be made by the financial manager or financial specialist at the Education and Cultural Services.

Other things to consider

The family is obliged to report all changes in its income. A reduction or exemption based on incorrect information will be recovered retrospectively as early childhood education fees.

A client relationship with debt counselling is not a prerequisite for the reduction of or exemption from early childhood education fees. If early childhood education fees have been taken into account in **the debt restructuring calculation confirmed by the district court**, the city will use the early childhood education fees referred to in the calculation.

The city has the right to verify the family's information in the Population Information Register, from Kela and other authorities in accordance with Section 17 of the Act on Client Fees in Early Childhood Education and Care (1503/2016).