

## Information on applications for reduced day care fees in schools for the school year 2020/21

The assessment basis is determined by the service points (*Servicestelle*) of the City of Vienna's Kindergarten Department (MA 10). Due to the measures in place to stop the spread of coronavirus, we would ask you to send your completed application form and all necessary income documents

- by email,
- by fax, or
- by post

to the MA 10 service point of your choice **by 31 July 2020** at the latest!

Please submit your completed application form and all necessary income documents in good time! This is the only way to guarantee that you can get a reduction from September 2020.

Here are the contact details of the service points (*Servicestelle*) of the City of Vienna's Kindergarten Department (MA 10):

Address of service points	Email address Fax number	Contact information
1030 Wien, Schlachthausgasse 41a	<a href="mailto:sst03@ma10.wien.gv.at">sst03@ma10.wien.gv.at</a> 01 4000 99 03877	Due to the measures in place to stop the spread of coronavirus, you can make a personal appointment by prior arrangement only!  For up-to-date information, please visit the website of the City of Vienna's Kindergarten Department or phone: <b>01 277 55 55</b> <a href="http://www.wien.gv.at/bildung/kindergarten">www.wien.gv.at/bildung/kindergarten</a>
1120 Wien, Niederhofstraße 21	<a href="mailto:sst12@ma10.wien.gv.at">sst12@ma10.wien.gv.at</a> 01 4000 99 13870	
1160 Wien, Wilhelminenstraße 93	<a href="mailto:sst16@ma10.wien.gv.at">sst16@ma10.wien.gv.at</a> 01 4000 99 16870	
1210 Wien, Am Spitz	<a href="mailto:sst21@ma10.wien.gv.at">sst21@ma10.wien.gv.at</a> 01 4000 99 21988	
1220 Wien, Bernoullistraße 7	<a href="mailto:sst22@ma10.wien.gv.at">sst22@ma10.wien.gv.at</a> 01 4000 99 22870	

Please submit the written confirmation of your assessment to the school on the date specified by the school.

**Please keep in mind that you have to renew your application for reduced day care fees in good time before your current reduction expires!** Reductions can only be considered from the day when you submit the necessary documents to the school but not in retrospect.

### IMPORTANT INFORMATION!

From **mid-July 2020** the assessment whether a family is eligible for reduced day care fees is made at the new service point "**Berechnungsstelle – Ermäßigung schulische Tagesbetreuung**", address: **Wilhelminenstraße 96, 1160 Wien!**

**Email:** [bst@ma10.wien.gv.at](mailto:bst@ma10.wien.gv.at)

#### How to get there by public transport

Bus 46A and tram lines 2 and 10, stop "Sandleitengasse"





To all  
public primary schools and  
public lower-secondary schools

Mollardgasse 87/HP  
1060 Wien  
Phone: +43 1 59916 95071  
Fax: +43 1 59916 99 95071  
post@ma56.wien.gv.at  
www.schulen.wien.at

**Information regarding payment of day care fees  
for the school year 2020/2021**

Vienna, May 2020

Dear parents,

The Vienna Schools Department (MA 56) would like to provide you with the latest information regarding the payment of fees for schools with day care.

The day care fee for schools with day care is **EUR 6.00** per day in the school year 2020/2021. Families with an assessment basis (net family income minus deductions) of more than EUR 2,974.25 per month have to pay the full day care fee. There are also reduced day care fees for families who have their primary residence in Vienna. Children have to be registered **for both** day care and lunch. There are additional fees for lunch (meal fee). The school calculates the meal fees that have to be paid monthly.

The assessment basis must be determined to find out whether a family is eligible for reduced day care fees. The assessment basis is determined by the service points (*Servicestelle*) of the City of Vienna's Kindergarten Department (MA 10). Application forms are available from the schools.

Due to the measures in place to stop the spread of coronavirus, we would ask you to send your completed application form and all necessary income documents

- by email,
- by fax, or
- by post

to the MA 10 service point of your choice **by 31 July 2020** at the latest!

For all addresses of the service points (*Servicestelle*) please visit the website at

<http://www.wien.gv.at/kontakte/ma10/servicestellen.html>

or phone +43 1 277 55 55.

Please submit your completed application form and all necessary income documents in good time! This is the only way to guarantee that you can get a reduction from September 2020. Processing of applications may take a few days. You will be informed about your assessment basis by post.

You have to submit the following income documents depending on your type of employment:

**If you are employed:**

- Latest income statement including overtime payment (*Lohn- und Gehaltsbestätigung*)
- If your income varies, please bring your income statements of at least the past three months.

**If you are self-employed:**

- Latest income tax assessment (*Einkommenssteuerbescheid*)

**IMPORTANT INFORMATION!**

From **mid-July 2020** the assessment whether a family is eligible for reduced day care fees is made at the new service point "**Berechnungsstelle – Ermäßigung schulische Tagesbetreuung**", address: **Wilhelminenstraße 96, 1160 Wien!**

**Email:** [bst@ma10.wien.gv.at](mailto:bst@ma10.wien.gv.at)

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**The net family income includes:**

Mother's income	Maternity benefit (Wochengeld)
Father's income	Family allowance by the City of Vienna (Wiener Familienzuschuss)
Child benefit (Familienbeihilfe)	Sickness benefit (Krankengeld)
Childcare allowance (Kinderbetreuungsgeld)	Widow's pension and orphan's pension
Child maintenance payments / child support (including advance payments)	Allowance by the Austrian Public Employment Service (AMS-Beihilfe)
Maintenance payments after divorce	Income from military or alternative service
Unemployment benefit (Arbeitslosengeld)	Scholarships
Means-tested basic benefit (Mindestsicherung)	Benefits from parents and/or relatives
Emergency welfare benefit (Notstandshilfe)	Income from rent/lease
Pension and pension advance payments	Income from capital

**Please note that the following items on your income statement cannot be considered as part of the net family income:**

- Refund of prepayments
- Instalments (execution)
- Meal allowances
- Deductions for private pension insurance(s) and/or life insurance(s)

**The following items are not considered for the determination of the assessment basis:**

- Increased child benefit (Erhöhungsbeitrag bei Familienbeihilfe) for children with special needs
- Attendance allowances (Pflegegeld)
- Allowance for persons with special needs (Behindertenbeihilfe)
- Allowance for blind persons (Blindenbeihilfe)
- Supplements to the statutory accident benefits for severely disabled persons
- Extraordinary expenses for persons with special needs in accordance with Art 34 and 35 of the Income Tax Act

**Sibling reduction**

We deduct an amount of EUR 408.92 from your net family income for each additional child who lives in the same household as the parent(s) and for who you receive child benefit (Familienbeihilfe), no matter if you pay the full or reduced day care fees.

### Consideration of maintenance payments

We deduct child maintenance payments (Unterhaltszahlungen) and cost reimbursement (Kostenersatzbeiträge) up to a maximum amount of EUR 408.92 from the net family income for each child who does not live in the parents' or single parent's household.

### The day care and meal fees that you have to pay depend on the assessment basis:

<u>Assessment basis</u>	<u>Meal fee</u>	<u>Day care fee</u>
Up to EUR 1,095.59	No fee	No fee
Up to EUR 1,370.08	Full fee	No fee
Up to EUR 1,925.00	Full fee	¼ fee = EUR 1.50 / day
Up to EUR 2,418.13	Full fee	½ fee = EUR 3.00 / day
Up to EUR 2,974.25	Full fee	¾ fee = EUR 4.50 / day
From EUR 2,974.26	Full fee	Full fee = EUR 6.00 / day

Reductions can only be considered from the day when you submit the necessary documents to the school but not in retrospect. Please inform the service point of MA 10 and the head teacher of your child's school immediately of any changes to your income.

If your child is absent from day care for permissible reasons (acc. to Art 45 (7) of the School Education Act (Schulunterrichtsgesetz)), you will receive a refund of the day care fee for that period.

Please remember to pay all meal and day care fees on time:

Billing period	Due date	Billing period	Due date
September 2020	12.11.2020	February 2021	01.04.2021
October 2020	01.12.2020	March 2021	01.05.2021
November 2020	01.01.2021	April 2021	01.06.2021
December 2020	01.02.2021	May 2021	01.07.2021
January 2021	01.03.2021	June 2021	01.08.2021

Please note that considerable additional costs may arise if you do not pay the necessary fees or your child could even be excluded from day care (acc. to Art 33 (7a) of the School Education Act (Schulunterrichtsgesetz)).

Please contact the head teacher or leisure coordinator of your school if you have any further questions. For general questions you are also welcome to contact the Vienna Schools Department (Ms Babovka, phone: +43 1 59916 95081, or Ms Wasinger, phone: +43 1 59916 95051).

We are committed to answering any questions you may have as quickly as possible and would like to wish you the very best for the coming school year!

Yours sincerely,

Case officer:  
Andrea Ciza  
Phone: +43 1 59916 95071

Robert Oppenauer  
Head of Department