



Application form for a care voucher

Please note:

- Complete and sign the form legibly and in full.
- To be sent to the following address with all enclosures at the latest by the start of care:
Commune of Birsfelden, Abteilung Gesellschaft, Freizeit & Kultur, Hauptstrasse 77, 4127 Birsfelden.
- Care vouchers cannot be used retrospectively.
The entry date of the request shall be valid.
- If the decision is positive, you will receive an order that is valid for one year. The new request must be received by the specialist unit at least one month before the expiry of this order.
- Legal bases: FEB regulation and FEB directive, please also see www.birsfelden.ch.

Please include the following documents:

- Care confirmation from the
day care centre or
day families or
day structures
- copy of the current tax assessment (no older than 2 years)
- copy of the current employment contract incl. amendments if change to workload
- copy of wage payslip from the last 3 months (in the case of a regular income)
- copy of wage payslip from the last 12 months (in the case of an irregular income)

Enclose copies of these documents if relevant to your situation:

- Declaration certificate from the unemployment insurance fund
- Daily allowance from the unemployment insurance fund from the last 3 months (in the case of the income from work while registered unemployed please enclose employment contract and wage slips from the last 3 months)
- Any documents on further training measures including from the unemployment insurance fund
- Other documents on current further education
- Self-employed person: Confirmation of affiliation, compensation office
- Disability order (disability level and level of the benefit payment must be visible)
- Withholding tax statement and wage slips from the last three months
- Maintenance agreements (regardless of whether you receive or pay maintenance)

Personal details of parents / persons with parental authority

Please also state your partner who is not the child's parent if you live in the same household

	Person 1	Person 2
Surname
First name
Street	<input type="checkbox"/> Person 2 is not the child's father/mother
Postcode/City	
Date of Birth
Email
Telephone

Personal details of children

Please state all children that live in the same household as you (including those of legal age)

First name/surname	Date of birth	Are you requesting care vouchers for this child?		Name Care institution
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Are you or is one of your children assisted (e.g. CAPA, etc.)?

Name of assisted person in your household:

Name of assistance:

Further persons in the household

Do other persons live with you in the household? Yes No

If yes: please state the name and relationship with this person:

.....

Employer (in case of several employers please state the main employer)

	Person 1	Person 2
Company
Postcode/City

Scope of employment (of the legal guardian)

The following are considered equal to gainful employment: Education and training: studies, apprenticeship, further education, etc.), receipt of unemployment benefits, invalidity benefits. Please enclose a current **daily allowance statement or disability order**. A corresponding **education and training or study certificate** is required for persons in education and training.

Surname/First Name Person 1	Work-load (as %)
<input type="checkbox"/> employed	%
<input type="checkbox"/> self-employed	%
<input type="checkbox"/> registered as unemployed (RAV)	%
<input type="checkbox"/> education and training/further education/studies	%
<input type="checkbox"/> recipient IV pension	%
Total workload	%

Surname/First Name Person 2	Work-load (in %)
<input type="checkbox"/> employed	%
<input type="checkbox"/> self-employed	%
<input type="checkbox"/> registered as unemployed (RAV)	%
<input type="checkbox"/> education and training/further education/studies	%
<input type="checkbox"/> recipient IV pension	%
Total workload	%

Care contributions from the employer (without family or child supplements)

Do you receive contributions from the employer for childcare outside the family?

Yes No if yes: please state the name of the employer

Amount per month (CHF)

Withholding tax statement

	Person 1	Person 2
Are you taxed at source?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If yes: please enclose withholding tax statement from the last 12 months.

Social assistance or rent contributions

	Person 1	Person 2
Do you receive any financial social assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

By signing the bottom of this form, you confirm that you will hand over the care vouchers to Birsfelden social services. This handover shall end with the expiry of the claim for care vouchers and / or of the legally binding setting up of social assistance support.

Name Social worker

Do you receive rental contributions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> In clarification	<input type="checkbox"/> In clarification

Alimony

Do you make or receive alimony for a child?

Pay

Yes No

Receive

Yes No

If yes: please enclose alimony agreement!

When do you wish to request the care vouchers from?

As of immediately:

From:

Bank details

The care vouchers are in principle paid out to the legal guardians. A transfer to third parties shall only take place in exceptional cases such as in the case of the existence of financial social assistance, care by day-care parents or a justified request by the day care centre.

IBAN CH

Name Place Bank

Account holder

Obligation to report and declaration of consent

By way of your signature, you confirm that this request has been completely truthfully and in full. You are bound to report to the commune of Birsfelden, Abteilung Gesellschaft, Freizeit und Kultur, any relevant changes such changes to workload, income, scope of care or the termination of the care agreement or departure from the commune of Birsfelden, **if possible, in advance but at the latest within 10 days.**

You agree that the commune Birsfelden, Abteilung Gesellschaft, Freizeit und Kultur may obtain all information and documents necessary to calculate the voucher amount from the corresponding authorities and the tax information may directly be taken from the tax system. The tax department shall be informed of all care vouchers paid out. Please note that all unjustly obtained care vouchers shall be recalled.

Place and Date..... Signature Person 1:

Signature Person 2:

Obligation to report and declaration of consent

With our signature we confirm that we:

Will report all changes in our circumstances that could result in a recalculation of the childcare vouchers to the municipality of Birsfelden, Department of Society, Leisure & Culture, if possible in advance, but within 10 days at the latest.

These are in particular:

- Change of work situation (change of employer, salary, workload),
- Change in the size of the household
- Change in the scope of care (change of care institution, increase or reduction of care days/hours)

We acknowledge that care vouchers that have been unjustifiably drawn will be reclaimed.

	Person 1	Person 2
Date/Place:
Name:
Signature: