

## CHECKLIST FOR SERVICE VOUCHER CLIENTS

- It is not necessary to fill in a separate application when applying for the service voucher. When the family applies for private day care online, the service voucher will be granted automatically as soon as the family has received a positive decision concerning the private day care in question. Private day care can be applied electronically online at <https://www.ouka.fi/evaka>
- The family must cancel the benefits granted by Kela (child care benefits; child home care allowance and private day care allowance) beginning on the first day of validity of the service voucher (notification for Kela)
- The service voucher will only be granted to families living in Oulu
- The service voucher will be granted beginning from the date on which the child has received a positive decision concerning private day care/family day care. The service voucher will not be granted in retrospect
- The family must always make a new electronic application to the new day care centre if the day care location changes
- The excess of the service voucher (the part paid by the clients themselves) will always be determined according to the income of the family. The family must submit valid income statements to the Early Education Client Fee Unit and new income statements must always be submitted when the income of the family changes noticeably. Holiday pay (5,00 % from 1<sup>st</sup> of August 2020) will be added to the gross monthly salary. The income statements can be submitted electronically at <https://www.ouka.fi/evaka> The incomes Register can be used as a support to determine income, but the written consent of both guardians is required to verify the income. The Incomes Register can also be used to verify income without consent (Act on client fees for early childhood education and care § 17, authority's right to information). The decision concerning the service voucher will be made at the Early Education Customer Payment Unit and the decision will be sent to the family in the home address stated in the application and information concerning the value of the service voucher and the amount of excess will be sent to the day care centre/the family childminder. The private day care centre or the private family childminder will invoice the family for the excess fee and the City of Oulu will pay the amount granted through the service voucher to the day care centre or the private family childminder. The family must contact their day care centre or their family childminder in respect with the invoices. In case the private daycare fee is determined according to faulty income information submitted by the family, the fee shall be corrected and collected retroactively for the period of one year at the most
- salary receipts are shown in the income register 1.1.2020 and pension and other benefits from 1.1.2021 onwards. Entrepreneurs' incomes are not reported in the income register, so customers report their corporate income themselves. Yearly requests for annual revenue audits are sent to families and the full year salary accrual data is checked in the income register. Salary receipts are not automatically generated from the income register but must always be checked by the customer payment team. The employer or other payment payer declares paid salaries and other earnings in the income register. The notification period is the payment date + five (5) days. If the child starts as a new early childhood service, the salary income is not immediately found in the income register because the salary date can be on the next month. As a result, parents of new early childhood education services will be asked to provide income statements through the electronic web address above. Families should inform themselves of material changes in income or family size. These changes do not become a customer payment team, so the statement of responsibility for income and family size changes remains with the families
- The excess fee invoiced by the private day care centre or the private family day care can be bigger than the amount stated in the decision if the price of the day care in the day care centre or the in the family day care is higher than the maximum value of the service voucher. The family will pay the difference in the price
- Termination or expiry of the day care agreement. Private day care agreements can be terminated at <https://www.ouka.fi/evaka> The family must also notify the day care centre or the family day care of the termination of the day care as well as of the last day on which the child will attend the day care. In the private day care the period of notice is usually the minimum of one month.