

## Please submit the following records and documents

when you apply for

**reimbursement of participation fee/ of fee for placement of your child/children in a child day-care facility by the Stuttgart Youth Office**

Status: August 2014

### Please note:

- First of all, please ask your child day-care facility to fill in the top section of the application.
- The application must be dated and signed by the director of the day-care facility and must bear the seal of the child day-care facility.
- The application must be dated and signed by you on the bottom of page 2.

### Please submit or enclose whatever applies:

- **Rental agreement** (without house rules); where appropriate, last rent increase; proof of heating costs (periodic billing by EnBW, by your energy supplier or as a flat sum as part of the extras listed in your rental agreement).
- If you have applied for or are already eligible for a housing allowance, please enclose the current **housing benefit decision**.
- **If you have any assets:** Please provide current proof of interest and amortization rates. The bank statement must reflect the monthly interest charges and the monthly repayment rate for your privately owned apartment (house). In that case please submit the current maintenance cost bill established by your property management company, including heating cost settlement and proof of property tax.
- The last current monthly **net wage payroll statement**; this also applies to any marginal part-time work. Please also submit **your December wages statement** of the previous year which reflects your average annual income.
- **Please include the parental allowance notice**, if eligible.
- If you are **self-employed**: tax assessment of previous year issued by the local tax office and current, temporary profit and loss account (G+V) for the current budget year issued by your tax consultant. **Proof of health insurance and pension contributions** (life insurance) – no statements of account, please. Please provide proof of any commercial room and rent costs.
- Current annual statements of **any deductible insurance**.
- Insurance policy „**Riesterrente**“ and **most recent, current** statement of account.
- Proof of **income from rent or lease**: current rental/lease agreement and the last three statements of account.
- In case of so-called “**exceptional burdens**” which are deductible: purchase of a new refrigerator or washing machine, that is objects of everyday use; they do not

include **any** overdraft loans, **no** purchase of car etc.; the credit agreement of your bank regarding monthly instalment payments or invoices to **proof any purchases**.

**If you are a Hartz IV recipient:**

- Current notice of granting of benefits for securing a livelihood in accordance with Book Two of the German Social Code (SGB II) issued by **JobCenter**, unemployment benefits II (please provide copies of all pages).  
**Only required for privately operated facilities as well as photocopies of bonus and familyCard.**

**If you are a recipient of unemployment benefits:**

- **Current notice of unemployment issued by the Federal Employment Agency (BA).**

**If you are a recipient of sickness benefits:**

- Notice of sickness benefits issued by your **local health insurance company** (all pages).

**If you are a student:**

- **Current Bafög notice** (all pages).  
Proof of **child maintenance payments by parents** (the last three statements of account).  
Proof of **health insurance coverage**.  
Always include a **valid confirmation of enrolment**.

**If you are a single parent:**

- Current proof of **child maintenance payments by father/mother** of the minor child; the last three statements of account or the notice of **advance maintenance payments** issued by the maintenance advance payment office of the Stuttgart Youth Office; notice of entitlement to a **half-orphan's pension**, if applicable.
- If you are eligible for **supplementary child benefits** granted by the Federal Employment Agency (BA), please include the relevant notice.

**Please attach photocopies of the relevant documents to your application! Thank you.**

In case you provide the application plus documents by mail, here is our mailing address:

Landeshauptstadt Stuttgart  
Jugendamt  
GZ: 51-00-14 KT  
Wilhelmstr. 3  
70182 Stuttgart