

# INFORMATION SHEET

## Exemption from meal fees



**Dear parents,**

The City of Vienna grants families whose children attend a kindergarten, a parent-organised daycare centre (*Kindergruppe*) or a registered childminder (*Tagesmutter/Tagesvater*) an exemption from meal fees. Please note that you have to submit a separate application for every child between 0 and 6 years of age (i.e. up to mandatory school age).

### **What is the exemption amount for meal fees?**

MAG ELF (Municipal Department 11, MA 11) grants an exemption from meal fees to families whose net family income does not exceed Euro 1,100. In this case, the Vienna Child and Youth Welfare Service (MA 11) covers the meal fees (breakfast, lunch and snack) of Euro 68,23 per month for children between 0 and 6 years of age who have their primary residence in Vienna.

The monthly amount of max. Euro 68.23 is directly transferred to the appropriate daycare centre.

### **Which criteria do we have to meet to be exempt from meal fees?**

- Your child must live in a household with you.
- Your net family income of all persons who live in the household together must not exceed Euro 1,100 per month.

### **What type of family income of all persons who live in the household together forms the basis for the exemption from meal fees?**

The monthly income of all persons who live in the household together will be considered for the exemption from meal fees.

### **Please enclose copies of the following documents to your application (if applicable):**

Unemployment benefit (*Arbeitslosengeld*), allowance from the Public Employment Service Austria (*AMS-Beihilfe*), withdrawal certificate (*Entnahmebestätigung*) from your accountant (if you are self-employed), childcare allowance (*Kinderbetreuungsgeld*), sickness benefit (*Krankengeld*), apprenticeship remuneration (*Lehrlingsentschädigung*), guaranteed minimum income (*Mindestsicherung*), net income, pension, widow's pension, orphan's pension, allowance for foster parents (*Pflegekindergeld*), confirmation of school attendance (*Schulbesuchsbestätigung*), other types of income, student grant (*Studienbeihilfe*), maintenance payments/child support (*Unterhalt/Alimente*), maternity benefit (*Wochengeld*).

Child benefit (*Familienbeihilfe*) and housing benefit (*Wohnbeihilfe*) are not considered part of your net family income in this case. There is a deduction of Euro 350 for every additional child who lives in the same household and for who you receive child benefit. Maintenance payments / child support can be deducted as well.

### **Where do I get the application form for exemption from meal fees?**

The application form is available at your child's kindergarten or online.

#### **MA 11 – Vienna Child and Youth Welfare Service– Internetinfostelle:**

Magistratsko odjeljenje 11 – Sluzba za mlade i porodicu – informaciona sluzba u internetu:

Magistratski odjel 11 – Ured za mlade i obitelji – informacijska sluzba na internetu:

Belediye Dairesi 11 – Aile ve Genclik Dairesi – internet Bilgi Merkezi:

Municipal Department 11 – Youth and Family Welfare Office – e-government website:

[www.wien.gv.at/amtshelfer/gesellschaft-soziales/magelf/finanzielles/essensbeitrag.html](http://www.wien.gv.at/amtshelfer/gesellschaft-soziales/magelf/finanzielles/essensbeitrag.html)

Please fill in the application form carefully and enclose **copies** of all necessary documents. We can only consider your application for exemption from meal fees when we have received the application form and all necessary documents.

**The head of kindergarten** or the registered childminder (*Tagesmutter / Tagesvater*) **must confirm** your child's attendance at the daycare centre on the application form.

### **Where do I have to submit the application form for exemption from meal fees?**

Please send your application form and the copies of all necessary documents to the Legal Assistance Office (*Rechtsvertretung*) that is responsible for your district.

#### **By post to:**

**MA 11 – Vienna Child and Youth Welfare Service – Rechtsvertretung** - see application page 4

**By fax** – see application page 4

**By e-mail** (scanned attachments) – see application page 4

**In person: Mon – Fri (except Wednesdays) from 8am – 12 noon (closing time: 11:30am) –**  
addresses see application page 4

### **How long is the exemption from meal fees valid?**

For the kindergarten year, usually from 1 September to 31 August, starting with the month when you submit your application. Please note that you have to submit your current income statements to the Legal Assistance Office (*Rechtsvertretung*) that is responsible for your district every year in good time if you wish to extend your exemption from meal fees.

#### **Please note:**

Please inform us immediately in writing and by sending a new application form (by post, fax or e-mail) if your child changes from one daycare facility to another. We will not be able to grant an exemption from meal fees without interruption if you fail to do so.

Please inform MA 11 – Wiener Kinder- und Jugendhilfe – Rechtsvertretung (*Municipal Department 11 – Vienna Child and Youth Welfare Service – Legal Assistance Office*) immediately of any changes of family income.

**Please note that there is no legal claim for an exemption from meal fees.**