

## Information sheet «Scope of childcare eligible for subsidy»

### 1. What is the scope of childcare eligible for subsidy?

#### Scope of childcare eligible for subsidy

The scope of childcare eligible for subsidy of a child is the maximum number of childcare days per week in a childcare facility or with a childminder that is co-financed by the city of Zurich.

#### Subsidised basic offer

The city of Zurich subsidises childcare costs with a maximum of 240 days per year with care days of 11,5 hours (= subsidised basic offer).

### 2. How will the scope of childcare eligible for subsidy be determined?

#### Basic requirement

In order to get subsidies by the city of Zurich, families with preschool-age children are obliged to prove that they are in need of childcare in a facility or with a childminder for one of the following reasons:

Childcare is needed due to:
Gainful employment or regular voluntary work
A recognised training scheme
Retaining employability when unemployed
Or other reasons such as
<ul style="list-style-type: none"> <li>• The child's linguistic integration</li> <li>• The child's social integration</li> <li>• Parent's physical or psychological overload</li> </ul>

If parents share a household, both parents must meet the requirements. As shared households are considered the following individuals living at the same address: married couples, registered partnership, cohabiting couples with joint children and cohabiting couples without joint children if cohabiting has lasted for more than three years. In the case of single parents, the living situation of the parent with whom the child is living and is listed in the register of inhabitants is decisive.

#### Calculation of the scope of childcare eligible for subsidy

The number of childcare days that are co-financed by the city of Zurich, depend on the care reason (see basic requirements) and on the parents' or child's childcare need.

The following rules apply:

Care reason	Gainful employment Regular voluntary work Recognised training scheme	Unemployment within the limits of employability	child's linguistic integration child's social integration	Parent's physical or psychological overload
Calculation method	conversion of the time expenditure of the parents in care days	Conversion of the percentage of workload into days of care	Number of care days according to a specialist's recommendation	Number of care days according to a specialist's or a doctor's recommendation
Maximum of co-financed care days	5 days per week	5 days per week	Linguistic integration: 3 days per week Social integration: 5 days per week	5 days per week

To calculate the scope of childcare eligible for subsidy, the expenditures for employment, voluntary work, recognised training scheme as well as the percentage of workload in case of

unemployment will be summed up. The other childcare needs such as language and social integration of children and parents' physical or psychological overload are not cumulative. These criteria apply in addition, only if the care of the child is not already founded on gainful employment, voluntary work, recognised training scheme or unemployment within the limits of employability.

### **Additional care services at the rate of Kitas and childminders**

Parents can also arrange more care days or hours with the childcare facility or childminders than the actual days or hours subsidised by city of Zurich. Childcare facilities or childminders can offer additional days and hours as well as opening hours of over 11.5 hours to the parents. Facilities will charge at their own rate. However, they must ensure that families can book only the subsidised basic offer.

## **3. What do parents have to do?**

### **Self declaration or a specialist's confirmation**

Parents apply for a confirmation of the scope of childcare eligible for subsidy with the Social Department of the city of Zurich. If gainful employment, voluntary work, recognised training scheme or unemployment within the limits of employability are decisive for the care, the parents submit the application via the web application " [Mein Konto](#)" of the City of Zurich. In doing so, parents have to declare the efforts for the respective scope of childcare eligible for subsidy by means of self-declaration in order to calculate the scope of childcare eligible for subsidy.

In case of a linguistic or social integration of the child as well as parents' physical or psychological overload, parents turn to one of the specialist bodies listed below. The specialist confirms the need for and the extent of the childcare to the Social Department and in doing so, applies for a confirmation of the scope of childcare eligible for subsidy on behalf of the parents. The specialist's confirmation must be sent to the following e-mail address of the Social Department:

[elternbeitraege.sbu@zuerich.ch](mailto:elternbeitraege.sbu@zuerich.ch)

<b>Care reason</b>	Gainful employment Regular voluntary work Recognised training scheme	Unemployment within the limits of employability	child's linguistic integration child's social integration	Parent's physical or psychological overload
<b>Application submission</b>	Web application "Mein Konto"	Web application "Mein Konto"	Specialist bodys	Specialist bodys or doctor
<b>Declaration of life situation</b>	Self-declaration	Self-declaration	Confirmation by: - Mother and father's counseling (MVB) - Social Services of the City of Zurich (SOD) - Asylum Organization Zurich (AOZ)	Confirmation by: - Mother and father's counseling (MVB) - Social Services of the City of Zurich (SOD) - Asylum Organization Zurich (AOZ) - doctors - psychological specialist - other recognised specialist bodies

In the case of self-declaration, the Social Department may demand proof from the parents in the context of random checks and, with the consent of the parents, obtain written information from the employer. If parents provide false or incomplete information on their life situation during the self-declaration, the scope of childcare eligible for subsidy is re-calculated. The Social Department can reclaim unfairly paid services. In the event of recurrence, incorrect or incomplete information can lead to the loss of the financial entitlement.

#### 4. Confirmation of the scope of childcare eligible for subsidy

##### **Receipt of the confirmation of the scope of childcare eligible for subsidy**

After receiving the application via "[Mein Konto](#)" or receiving confirmation from a specialist, the Social Department will check the details and determine the number of subsidised care days. Afterwards, parents will receive a confirmation of the scope of the childcare eligible for subsidy by post. If parents have completed the registration process of "[Mein Konto](#)", the confirmation is also uploaded to "[Mein Konto](#)".

##### **Validity of the confirmation of the scope of childcare eligible for subsidy**

The confirmation of the scope of childcare eligible for subsidy is valid for a maximum of one year. About two months before the expiry date, parents will be asked in writing to renew the confirmation. If the changed life situation necessitates a higher extent of childcare, parents can demand a reassessment before the expiry date. For this, parents update their information on "[Mein Konto](#)" or can re-confirm the increased childcare need by a specialist.

##### **Objections against the determined scope of childcare eligible for subsidy**

Against the calculation of the scope of childcare eligible for subsidy, parents may file an objection by application and justification to the Social Department within 30 days of receiving the confirmation. The appeal shall be accompanied by a copy of the contested decision.

If a correctly calculated scope of childcare eligible for subsidy is insufficient and thus a family is in an economic emergency situation, it is possible to file a hardship application to the Social Department. This request must be accompanied by an explanation of the economic emergency situation and the increase in the scope of childcare eligible for subsidy, as well as a budget according to the Social Department's template. For further information and the delivery of the budget template, parents contact the Social Department, Contract Management:

E-mail: [kontraktmanagement.sd@zuerich.ch](mailto:kontraktmanagement.sd@zuerich.ch)

Phone: 044 412 66 20

Objections and hardship applications must be sent to the Social Department of the city of Zurich, Contract Management,  
PO Box, 8036 Zurich.

#### 5. Information and advice

For questions concerning the confirmation of the scope of childcare eligible for subsidy, the Social Department is at your disposal:

Email: [elternbeitraege.sbu@zuerich.ch](mailto:elternbeitraege.sbu@zuerich.ch)

Phone: 044 412 70 70

## Annex: The calculation of the scope of childcare eligible for subsidy in detail

### Gainful employment and regular voluntary work

#### Recognised training scheme

- The child's care serves to the gainful employment, regular voluntary work with a non-profit organisation or a recognised training scheme
- The scope of childcare eligible for subsidy must be appropriately proportionate to the parents' level of employment or temporal expenditure of the training scheme.

At self-declaration, parents indicate their contractually agreed workload for gainful employment or voluntary work or the time spent on the recognised training scheme. Self-employed parents declare the workload of the corresponding activity at self-declaration. Self-employed persons are those who are registered or recognised as self-employed by the SVA.

The expenditure of each activity can be expressed as a percentage of a full-time workload, hours per week, hours per month, or hours per year.

In the case of several employment, recognised training schemes as well as a number of activities in the area of self-employment, the several expenditures are added up.

The sum of working hours is converted to a weekly workload. The Social Department calculates the average working hours of full-time employees according to the Bundesamt für Statistik (BFS) of 42 hours per week.

The weekly workload is in turn converted into care days as follows:

Workload	Number of care days
20 percent	1 whole care day
40 percent	2 whole care days
60 percent	3 whole care days
80 percent	4 whole care days
100 percent	5 whole care days

In the conversion of the workload the number of care days is rounded up to the whole day.

If parents share a household, both levels of employment will be added. The difference to a 100% will be eligible for subsidy (see example).

Example	Calculation
Mother's workload	80 percent
Father's workload	+ 80 percent
Workload in total	160 percent
Difference to 100%	- 100 percent
Decisive workload	60 percent
Conversion into care days	./. 20 percent
Number of subsidised care days	3 care days

Other calculation examples can be found at: [www.stadt-zuerich.ch/kinderbetreuung](http://www.stadt-zuerich.ch/kinderbetreuung)  
> Betreuungskosten und Subventionen.

## Unemployment within the limits of employability

- The child's care serves to the professional integration of the parents and is necessary for the maintenance of the unemployment within the limits of employability.
- The scope of childcare eligible for subsidy must be appropriately proportionate to the unemployment within the limits of employability.

As part of the self-declaration, parents confirm the active registration with the RAV. They declare the reported amount of employability as a percentage of a full-time workload and the RAV personal number.

The reported workload of the employment ability is decisive for the calculation of the scope of childcare eligible for subsidy.

Additional employment, training and further education as well as voluntary work or self-employment will be added to the reported workload.

The further calculation, that is the conversion of the weekly workload to care days, will be done according to the above description.

## Language integration

- The child's care serves to the language integration of the child who have little German knowledge.

The need for care must be confirmed in writing by a specialist. The scope of childcare eligible for subsidy depends on the need for care according to the specialist. The mother and father's counseling of the city of Zurich (MVB), the Asylum Organization Zurich (AOZ) or the Social Services of the City of Zurich (SOD) are entitled to do so.

For a linguistic integration of the child, a maximum of 3 days will be subsidised.

## Social integration of disadvantaged children

- The child's care serves to the social integration of the child and to the increase of educational opportunities of children from deprived families.

The need for care must be confirmed in writing by a specialist. The mother and father's counseling of the city of Zurich (MVB), the Asylum Organization Zurich (AOZ) or the Social Services of the City of Zurich (SOD) are entitled to do so.

For a social integration of disadvantaged children, a maximum of 5 days will be subsidised.

## Physical or psychological overload of the parents

- The child's care serves to ease the parents' burden.

The need for care must be confirmed in writing by a specialist body. The mother and father's counseling of the city of Zurich (MVB), the Asylum Organization Zurich (AOZ) or the Social Services of the City of Zurich (SOD), doctors, psychological specialists and other recognized specialist bodies are entitled to do so.

In case of a physical or psychological overload of the parents a maximum of 5 days will be subsidised.