

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 <http://www.ouka.fi/oulu/paivahoito-ja-esiopetus/hakeminen-paivahoitoon>
- The family must cancel the benefits granted by Kela 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. The income statements can be submitted electronically at <http://www.ouka.fi/oulu/paivahoito-ja-esiopetus/sahkoinen-asiointi> The decision concerning the service voucher will be made at the Early Education Client Fee 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
- 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 <http://www.ouka.fi/oulu/paivahoito-ja-esiopetus/paivahoitopaikan-irtisanominen> 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.