



## **INFORMATION SHEET Exemption from meal fees**

**Dear applicant,**

As a measure to support families, the City of Vienna grants an exemption from meal fees to families whose child or children attend(s) a childcare facility in Vienna such as a kindergarten, a parent-organised daycare centre (Kindergruppe), or a registered childminder (Tageseltern). Please note that you have to submit a separate application for every child from 0 years of age up to mandatory school age.

### **What is the amount covered by the City for meal fees?**

The City of Vienna Child and Youth Welfare Service covers the meal fees (breakfast, lunch, snack) for children between 0 and 6 years of age whose primary residence (Hauptwohnsitz) is in Vienna.

From 1 September 2023, this amount is EUR 79.95 per month.

The monthly maximum amount of EUR 79.95 is directly transferred to the childcare facility specified in the application form.

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

Your child must live in a household with you.

Your income must not exceed the monthly amount shown on the following website:

<https://www.wien.gv.at/amtshelfer/gesellschaft-soziales/magelf/finanzielles/essensbeitrag.html>  
(German)

### **Please enclose copies of the following documents to your application:**

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), basic benefit (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).

There is a deduction for every additional child who lives in the same household with you and for who you receive child benefit (Familienbeihilfe). Please check the following website for the exact amount:

<https://www.wien.gv.at/amtshelfer/gesellschaft-soziales/magelf/finanzielles/essensbeitrag.html>  
(German). 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 the childcare facility or online.

**MA 11 – Wiener Kinder- und Jugendhilfe – Internetinfostelle:**

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

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

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

Municipal Department 11 – Child and Youth Welfare Service – 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) (German)

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 if we receive the application form and all necessary documents.

**The head of the childcare facility** or the registered childminder (Tagesmutter/Tagesvater) **must confirm** your child's attendance at the childcare facility 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 – Wiener Kinder- und Jugendhilfe – Rechtsvertretung** - see page 4 of application

**By fax** – see page 4 of application

**By email** (scanned attachments) – see page 4 of application

**In person from Monday to Friday (except Wednesdays) from 8:00 to 12:00 (closing time: 11:30)** – addresses see page 4 of application

**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 email) if your child changes from one childcare 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 your family income.

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