Wichtel Akademie
Für eine glückliche Kindheit

Checklist:
Economic Youth Welfare (Wirtschaftliche Jugendhilfe / WJH) – Daycare fees in Munich

1 | Clarify eligibility

- [ ] We are recipients of citizen's income, social assistance, basic income support, child allowance, housing allowance, AsylbLG: Approval notice
- [ ] We are self-employed or employed: Compile documents for income assessment.
  Preliminary assessment possible with **online calculator**.

2 | Collect documents

Recipients of citizen's income, social assistance, basic income support, child allowance, housing allowance, AsylbLG:
→ No income assessment necessary

- [ ] Only current approval notice

For income assessment (if applicable)

Employees:

- [ ] Earnings statements (12 months) for employees

Self-employed persons:

- [ ] Balance sheet with profit and loss statements/income surplus statements for the last three years
- [ ] Income tax returns (with attachments) and income tax assessments for the last three years
- [ ] Provisional profit determination
- [ ] Current proof of pension expenses

Wichtel Akademie München GmbH · Herzog-Wilhelm-Str.26 · 80331 Munich · info@wichtel-muenchen.com
Subject to changes, typographical errors, and misprints · Status: August 2025

EINE KITAMARKE VON Babilou Family

Wichtel Akademie
Für eine glückliche Kindheit

Employees and self-employed persons

- ○ Income from renting/leasing
- ○ Investment income
- ○ Child benefit (bank statement)
- ○ Parental allowance (notification)
- ○ Unemployment benefit
- ○ Widow's/orphan's pension
- ○ Proof of maintenance, advance maintenance payments, maintenance security
- ○ Other income

Expenses (if applicable)

- ○ Accommodation costs
  (rental agreement or last rent increase letter) with detailed list of ancillary costs or Insurance policies
  (in particular accident, household contents, and liability insurance)
- ○ Proof of travel costs to the place of work (e.g., MVV card)
- ○ Proof of maintenance obligations
- ○ Loan commitments (reason for taking out the loan; loan agreement; monthly installments and term)
- ○ Insurance policies (especially accident, household contents, and liability insurance)
- ○ Other expenses

Other documents

- ○ Signed childcare contract from the daycare center showing the amount of the parental contributions
- ○ Daycare documents (these documents can be obtained from the daycare center itself): Certificate for the social services office showing the exact amount of childcare costs, declaration of assignment
- ○ Proof of a subsidy for childcare costs (job center, employer)
- ○ Custody (if only one parent is applying): Proof of custody or negative certificate

Wichtel Akademie München GmbH · Herzog-Wilhelm-Str.26 · 80331 Munich · info@wichtel-muenchen.com
Subject to changes, typographical errors, and misprints · Status: August 2025

EINE KITAMARKE VON Babilou Family

Wichtel Akademie

Für eine glückliche Kindheit

3 | Submit your application

- Fill out the **"Application for reimbursement of parental contributions" (Antrag auf Übernahme der Elternbeiträge)** form online or pick one up at the Sozialbürgerhaus (social services office).
- Send the application and copies **in person, by mail, or by email** to the Sozialbürgerhaus/Zentrale Gebührenstelle (central fees office) or **upload them online.**
- Respond to any queries from the office promptly.

4 | Wait for the decision and forward it

- **Allow for processing time:** approx. 4–8 weeks (complete documents)
- Forward the **decision immediately to** service@wichtel-muenchen.com upon receipt.

5 | During the funding period

- Report **any changes** in income, relocation, daycare placement, or custody **immediately** – otherwise, repayment may be required.

6 | Deadlines & tips

- Submit the application **no later than 3 months after starting daycare** (retroactive effect).
- If rejected, **appeal within 1 month**
- Meal costs must be applied for separately via the Jobcenter (benefits for education & participation/"Leistungen für Bildung und Teilhabe")
- Make an appointment at the Sozialbürgerhaus (interpreter/confidential advisor available)
- Use telephone counseling to combine subsidies optimally

7 | Contacts & Online Services

Zuständiges Sozialbürgerhaus (Fachbereich WJH)
Phone: +49 89 23 39 68 33
Online Application Wirtschaftliche Jugendhilfe

Wichtel Akademie München
Hotline for parents:
Phone: +49 89 143 44-300
E-Mail: service@wichtel-muenchen.com

www.wichtel-muenchen.com/en/guide-economic-youth-welfare

Wichtel Akademie München GmbH · Herzog-Wilhelm-Str.26 · 80331 Munich · info@wichtel-muenchen.com
Subject to changes, typographical errors, and misprints · Status: August 2025

EINE KITAMARKE VON Babilou Family