COMMUNE DE
Strassen

Chèque-service : Documents to provide

Please read this note carefully.

We prefer contact by email or by phone. We accept visits only by setting an appointment in advance.

Income to be taken into account on household composition:

A	If the parents live together with the child in a household, the following is taken into account: • The income of both parents with whom the child lives in one household.
B	If the child's parents are not married, and do not live together in the same household, the following is taken into account: • the income of the parent who has custody of the child; and • the alimony paid by the other parent who has legally recognised the child as their own (provide the divorce judgement)
C	In a blended household, the following is considered: • the income of the parent living with his or her own child in this household; • the alimony paid for this child (provide the divorce judgement); and • the income of this parent's new spouse or partner who is living with the parent in the blended household. The blended household comprises a married or unmarried adult couple and at least one child from the previous union of one of the spouses or partners.
D	Where parents have joint custody of a child, the following is taken into account: • the income of both parents, without affecting scenario **C** if the child lives in a blended household.

Documents documenting the income situation:

In order to be able to benefit from a reduced contribution to the service voucher system, parents are required to present their income situation.
In case the parents do not wish to communicate their income, the maximum rate will be applied.
A presentation of income is no longer necessary from the moment the monthly household income is ≥ 4.5 x SSM (non-qualified minimum social wage). The persons concerned are requested to inform the cheque-service.

- The most recent income tax assessment (Administration des constributions directes)

If the parents cannot provide their tax assessment, they must provide:

- The most recent income certificate (issued by Administration des contributions directes)
  AND one or more of the following documents:

Employed	most recent annual salary certificate (employer)
Retired	most recent annual pension certificate (CNAP)
Unemployed	most recent annual certificate of unemployment (ADEM)
Self-employed	most recent annual income certificate from the Joint Social Security Centre. (CCSS) or for a recent started activity: a copy of "Certificate of provisional income" (CCSS)
Not working	most recent affiliation certificate from the CCSS

Recipients of the social inclusion income (REVIS) must provide:

- Recent certificate issued by the National Solidarity Fund (Fonds national de solidarité).

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Additional documents to provide where applicable:

For any request for a new cheque-service contrat please provide: • a copy of the child's CNS card, • a copy of the ID card or the passport of the main responsible person.
Civil servants / employees of a European or international institution must provide: • their 3 most recent detailed monthly payslips, • A certificate from the Humain Ressources Office providing information on the children in the household receiving family allowances.
Parents whose situation corresponds to scenario B or C must provide: • judgement detailing the custody arrangements and payment of any alimony. • proof of payment of alimony for the child for whom the parents are applying for the CSA. (3 most recent bank statements), • if no alimony is received, the applicant must sign a declaration of honour.
First-time arrivals from abroad must provide: • The employment contract as well as the most recent payslips, • a signed copy of the application for family allowances to the Zukunftskeess.

The cheque-service office reserves the right to request any other document deemed necessary in order to establish a new contract or renewal of an existing contract.

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