

Checklist for childcare benefit applications

- ▶ **First read the information letter about childcare benefit from the Association of Parents in Childcare (BOInK).**
- ▶ **Want to start your application for childcare benefit after that?**
Use this checklist to collect all the information and documents you need.
- ▶ **The information letter and this checklist are also available in Dutch, Arabic and Polish.**
See www.boink.info/kosten-en-kinderopvangtoeslag.

What do you need in order to apply for childcare benefit with Toeslagen (the Dutch benefits agency)?

- ☐ Your own **DigiD** login details.
- ☐ If you have a **benefit partner**, your benefit partner will also need their DigiD login details.
- ☐ A computer, laptop or tablet with an internet connection.
- ☐ Your **means-tested income**.
- ☐ Your **BSN** (Citizen Service Number), the BSN of your benefit partner (if you have one) and the BSN of the child for whom you are applying for childcare benefit.
- ☐ The **contract** you have with the childcare provider.
- ☐ BOInK's useful app containing instructions for applying for childcare benefit.

On the next page, we explain the words in bold.

Get started!

Have all this information to hand? Go to www.toeslagen.nl. On another phone or tablet, open the BOInK childcare benefit help app. The app will help you with each step in your application for childcare benefit.

Make sure your information is up to date

As a parent, you are responsible for the childcare benefit you receive. The application is always in your name, even if the childcare provider or someone else makes the application for you or helps you. That is why it is very important that you fill in the correct details when you apply. Toeslagen uses this information to work out how much childcare benefit you will receive each month on your account. If the information is incorrect, you may have to repay childcare benefit at the end of the year. You may also receive too little childcare benefit each month. So remember to regularly check that your information is still correct in the future as well. Make sure you also adjust your information as soon as possible if your situation changes.

Need help?

Need help applying for childcare benefit? Ask someone to sit down with you and help. **Never let the other person see your DigiD login details.**

You can also ask someone to apply for childcare benefit for you. **Never give the other person your own DigiD** because they could misuse your information and commit fraud.

However, you can authorise that person. This means that the person can apply for childcare benefit for you using their own login details.

To authorise somebody, you need to fill in an official authorisation from Toeslagen. Toeslagen then knows that someone else has logged in for you. Go to <https://machtigen.digid.nl/selecteer-dienst/35/Mijntoeslagen>

Explanation of terms

BSN

Your BSN is your Citizen Service Number. It is your personal number that you use when you contact the government.

You automatically receive a BSN when you are registered in the municipality's Personal Records Database. You will use this same number when you register the birth of a child, for example.

Your BSN is specified on your passport, identity card, driving licence and healthcare insurance card.

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Contract

You conclude a written contract with the childcare provider. The contract must contain the following information:

1. Name and address of the childcare centre
2. LRK number of the childcare centre where your child is placed
3. Type of childcare: day childcare centre, childminder* or out-of-school care (BSO)
4. Name, date of birth and address of your child
5. Name and address of (both) parents
6. Start date and end date of childcare
7. Number of hours of childcare per year
8. Number of half-day childcare sessions per week
9. Price per hour
10. Price per month and year
11. Your own signature, signature of the childcare provider and date

* Childminder

If you use a childminder, you need two contracts. One contract is concluded with the childminder. This contract must contain items 1 to 11 in the list above. You also have a contract with the childminder agency. The contract between you and the childminder agency must contain the following items:

- items 2 to 11 in the list opposite/above
- name and address of the childminder
- name and address of the childminder agency
- the LRK numbers of the childminder and the childminder agency
- the mediation fees charged by the childminder agency

For more information on childminding contracts, go to www.boink.info/gastouderopvang

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DigiD

DigiD is a kind of digital signature. You use your DigiD to prove you really are the person you say you are. Your DigiD consists of a user name and a password. You create both of these yourself. Remember that it takes a few days to request a DigiD. Request your DigiD here: www.digid.nl Need help requesting and using your DigiD? Go to digid.steffie.nl

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LRK

The LRK is the National Childcare Register.

The National Childcare Register contains information about official childcare centres, such as address details and registration numbers.

This registration number must also be specified on the contract you have with the childcare centre. The number is also specified on the invoices you are sent by the childcare centre. You can also look up the number at www.landelijkregisterkinderopvang.nl.

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Means-tested income

The means-tested income is your income that counts towards benefits calculations. The income of your benefits partner also counts.

Please note: this is different from your net salary. You can calculate your means-tested income on the Toeslagen website: www.belastingdienst.nl/wps/wcm/connect/nl/toeslagen/content/wat-is-mijn-toetsingsinkomen

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Benefits partner

For childcare benefit, the benefits agency (Toeslagen) does not consider a partner but a 'benefit partner'.

This could be your spouse, registered partner someone else who is registered at the same address.

You can use the tool 'Do I have a benefit partner?' on the Toeslagen website to check if you have a benefit partner: <https://www.belastingdienst.nl/wps/wcm/connect/nl/toeslagen/content/hulpmiddel-heb-ik-een-toeslagpartner>



Please note: if your child has a brother or sister, you do not need to submit a new application. You just need to inform us of a change.

This checklist was written by the Association of Parents in Childcare (BOInK). The information has been verified by Toeslagen (the Dutch benefits agency).

No rights can be derived from the information in this checklist. This means that you are responsible for the information you fill in when you apply for or change your childcare benefit. BOInK is not liable for the consequences of applying the information in this checklist.

This means that BOInK is not responsible for the consequences of errors in the application or change.

The information is not exhaustive.

This means that not all information about the childcare benefit is included in this checklist. It is important that you read the extensive information available at www.toeslagen.nl through carefully. Need help? Go to www.boink.info/kosten-en-kinderopvangtoeslag.