
CGI-VESA INFO

Income statement for early childhood education and care fee

1. MARRASKUUTA 2023
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Content

Uusi tuloseelvityspyynnö paikan vastaanotosta.....	2
Toiminnot – uusi tuloseelvitys	2
Tuloseelvityksen sisältö.....	2
Tulojen ilmoittaminen	2
Samassa osoitteessa asuva perhe	3
Tulo- ja vähennystyytit (Sivulla 2 ilmoitetaan huoltajien tulot)	4
Lasten tulot (sivulla 3 voi täyttää lapsen/lasten tulot)	5
Tuloseelvityksen lisätiedot -sivu (sivulla 4)	5
Yhteenveto-sivu	5
Korkeimman maksun hyväksyminen	7

A request for a new income statement when you accept the offered place

When a place at a child care centre has been accepted in CGI Vesa for the first time, the guardian is required to fill out an income statement.

The guardian will also receive an e-mail about the requirement of filling out the income statement. The e-mail contains a link to Vesa. Click the link to fill out the income statement.

The income statement is accessible under *Income statement* on the Documents tab on the Family page.

The income statement is needed to report income and deductions in order to make a decision about the fee.

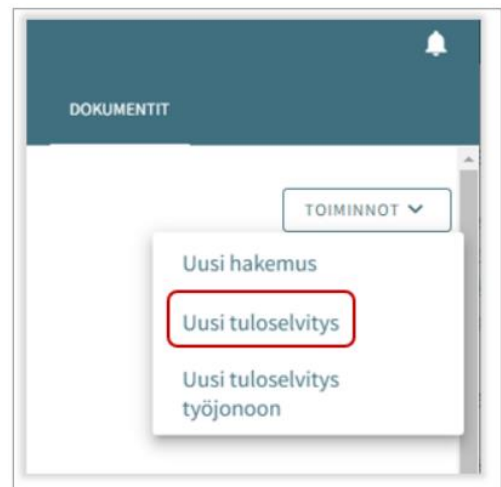
If the income changes, you must fill out and send a new income statement.



Actions – a new income statement

The income statement is also accessible in CGI Vesa under *New income statement* on the *Actions* menu on the Documents tab.

- By clicking *New income statement*, you can fill out a new income statement.
- When you select *New income statement*, the following is checked at the same time:
 - Is there already an income statement in the *Draft* phase → if there is, it will be opened to be filled out
 - Is there an income statement in the *Waiting* phase → if there is, it will be opened
- When you close the income statement (as a draft) or when you send it, the income statement will be visible under *Income statement* on the Documents tab.
- An income statement that has been saved as a draft or sent can be completed and/or edited in CGI Vesa.
- It is no longer possible to edit the income statement if the professional has already started processing your income statement



Content of the income statement

The income statement to be filled out contains the beginning date of the income statement.

- The income statement that has been created when the offered place was accepted contains the beginning date of the early childhood education

- The beginning date of the income statement that is opened by clicking *New income statement* is the first day of the current month

How to report income:

- When selecting *We'll announce our gross incomes for calculating the early childhood education and care fee*, fields for reporting the guardian's, the spouse's and the children's income will be opened up.
- When selecting *We'll not announce our incomes and we'll accept the highest early childhood education and care fee*, these fields will not be opened up

Family living at the same address:

- The names of the children in early childhood education are displayed under the name of the person reporting the income.
- The view displays the names of all the children in early childhood education who are members of the guardian's family and for whom there is a valid decision on a place at a child care centre on the beginning date of the income statement.
- Here, the names of spouses or guardians, or the names of children in early childhood education elsewhere, if the information about the person in question has previously been added in Vesa.
- If the information has changed and does not reflect the current situation, you can select *Person does not live at the same address anymore*.
- If family members living at the same address are missing here, you have to add them

Types of income and types of deduction (report the guardian's income on page 2)

- Select type of income by clicking *Choose income types*.
- You can expand the headings *Wage income* and *Other incomes* by using the arrow.
- When you select one or more alternatives and then click *Choose*, the equivalent fields will be opened in the income statement, under Incomes.
- By clicking *Cancel*, the window will be closed.
- Income data in euros/month can be added here.
- You can also add or remove the attachment.
- You can open the attachment by clicking on it. Then, click *Add attachment*. You can remove the field by clicking the trash icon.

Deductions are reported the same way as income

- Select type of deduction by clicking *Choose deduction types*.
- When you select one or more alternatives and then click *Choose*, the equivalent fields will be opened in the income statement, under Deductions.
- By clicking *Cancel*, the window will be closed.
- Information about deductions in euros/month can be added here.
- You can also add or remove the attachment.
- You can open the attachment by clicking on it. Then, click *Add attachment*. You can remove the field by clicking the trash icon.

The children's income (on page 3 you can report the children's income)

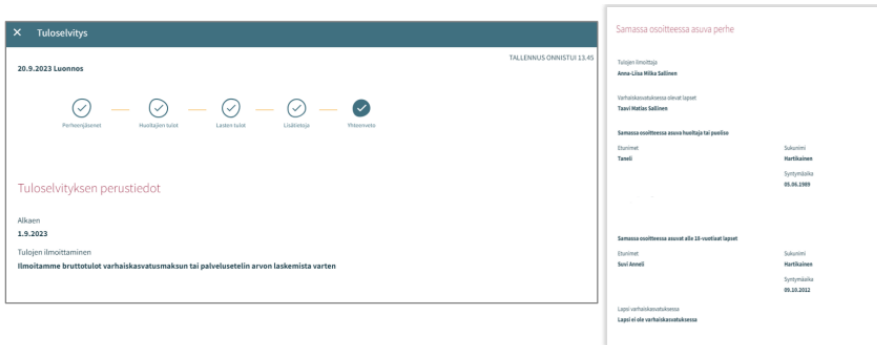
- If there is no income, you don't have to report anything here.
- Select type of income by clicking *Choose income types*.
- When you select one or more alternatives and then click *Choose*, the equivalent fields will be opened in the income statement, under Incomes.
- By clicking *Cancel*, the window will be closed.
- Income data in euros/month can be added here.
- You can also add or remove the attachment.
- You can open the attachment by clicking on it. Then, click *Add attachment*. You can remove the field by clicking the trash icon.

The page More information (page 4)

- Here, you can report additional information regarding the income statement, if needed
- You can fill out additional information in text format in the More information field
- The page can be left blank

The page Summary

- The Summary page displays the information filled out on the previous tabs.
- If you have not reported any additional information, this section will not be shown.
- The attachments can be opened with a long click on the *Attachment* button.
- All the family members listed on page 1 is also listed on the Summary page.
- The names of children in early childhood education in another municipality and the names of children who do not use the early childhood education services are also displayed here (even if you are not asked about their income)



The page Summary contains the names of the children that are listed on the page *Children's incomes*

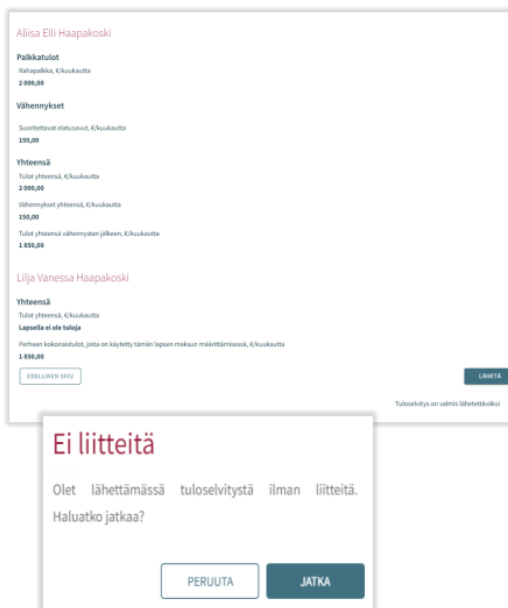
- If the child has no income:
 - The program only displays the guardian's income after deductions
 - The following text appears: *Child has no incomes*

The *Previous page* button:

- This will take you back to the previous page. If you have selected *We'll announce our gross incomes for calculating the early childhood education and care fee* on page 1, you will be taken back to page 3.

The *Send* button:

- If there is no attachment, the following text appears: *You are about to send income statement without attachments. Do you want to continue?* The Continue button is active.

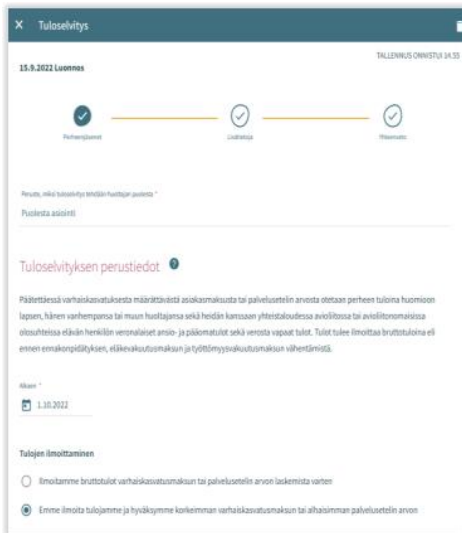


How to accept the highest fee

If the guardian or professional on behalf of the client accepts the highest fee and selects *We'll not announce our incomes and we'll accept the highest early childhood education and care fee*, the income statement contains only three tabs:

- Family members
- More information
- Summary

The tabs work the same way.



Clicking *Send* will take you back to the Thank you page.

You can open the income statement by clicking *View the income statement* on the Thank you page.

