



HOW TO APPLY FOR CSA BENEFITS



LE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG
Ministère de l'Éducation nationale,
de l'Enfance et de la Jeunesse



Parents residing in the Grand Duchy of Luxembourg who want their children to benefit from the *Chèque-service accueil* (CSA) scheme must apply to the municipal administration in which they live.

EU citizens who work in Luxembourg but reside outside the Grand Duchy and who want their children to benefit from the CSA system must apply to the offices of the ***Caisse pour l'avenir des enfants*** (formerly known as the *Caisse nationale des prestations familiales*).

Membership is free and you can join at any time throughout the year.

Where the applicant is a person other than the child's legal representative, he or she must provide a power of attorney signed by the latter.

Please note: membership does not absolve parents from their obligation to personally enrol their children with a CSA service provider. The admission of children in the facility in question will depend on availability and the priorities defined by the manager.

1. Information and documents needed to register with the CSA

The officer dealing with the membership application is required to enter in the IT system the following obligatory data:

- the child's surname and first name;
- the child's identification number;
- the surname(s), first name(s) and national identifier of the legal representative;
- the identification number of the partner of the legal representative in cases involving a reconstituted household;
- the child's address;
- the applicant's address;
- billing address;
- the number of children forming part of the legal representative's household for whom child benefits are being paid to;
- data regarding the income situation of the household in which the child is living;
- the language chosen by the legal representative for communication purposes.

With a view to drawing up the membership contract, the applicant authorises the municipal officer to consult the personal data necessary for processing his or her application for membership held by the *Registre national des personnes physiques* (RNPP – national register of people) or the *Registre communal des personnes physiques* (RCPP – municipal register of people) and in the database of the *Centre commun de la Sécurité sociale* (social security centre).

2. Household income

The financial contribution to be made by the parents is calculated taking into account the household income and the number of children living in the household for whom child benefits are paid, together with the ranking of the child within the family group.

Should the parents not wish to communicate data concerning the level of their income, the amounts provided for in the final category of the scale of contributions by parents („Income not indicated“) are applied.

To know more on how the income situation is calculated, see the [PDF document entitled: „Calculating the parents' financial contribution“](#).

The officer may demand any additional evidence that may be needed in order to document the household income.

3. Membership validity of the chèque-service accueil scheme

You can become a member of the chèque-service accueil scheme on any day of the month. Membership covers the whole of the month in question and is valid for a maximum period of 12 months (invoicing periods). Invoicing periods begin on the first Monday of each month and end on the Sunday immediately prior to the first Monday in the next month.

By way of exception, the applicant's membership may be limited by the municipal officer to three invoicing periods.

Parents are responsible for renewing their membership before the expiry date. If the card is not renewed, benefits under the CSA scheme will no longer be awarded. In such circumstances, the cost of the childcare will be payable in its entirety by the parents.

Where there is a change in the situation of the applicant or beneficiary under the CSA system (for example, by reason of a change in the household income situation, change of residence, etc.), the applicant must notify the municipality of the place where the beneficiary is residing to that effect, so that it can adapt the data in question.

4. The membership contract

At the time of joining the scheme, the parents are issued with a membership contract for each child; this establishes the value of the CSA contribution. The membership contract enters into force once it is signed by the parents. Only one membership contract can be drawn up per child, and only one address can be entered for invoicing purposes. The membership contract is drawn up, at the option of the parents, in Luxembourgish, French, German, Portuguese or English.

The **membership contract** states:

- the CSA rates for the child in question,
- the financial contribution payable by the parents per main meal, and
- the duration of the membership, including the start and end dates thereof.