

Assistance Program for School Expenses FY2018

Saitama City Board of Education

Saitama City offers financial assistance for families who have difficulties in purchasing school supplies and paying school lunch fees for their child/children attending elementary or junior high school. Please read this information leaflet carefully and submit your application accordingly should you wish to apply for support assistance. In addition, you will need to renew your application each year should you wish to continue receiving support assistance payments through the next school year.

Part 1: Eligible Families (your application will be reviewed upon submission)

Eligible families are those residing in Saitama City with child/children attending elementary or junior high school, and any family members aged 16 or over as of April 1, 2018 must satisfy one of the following 1 to 10 circumstances.

No.	Eligibility Circumstance	Supporting Documents Required for Each Category
1	Suspension or termination of public assistance (生活保護)	<ul style="list-style-type: none"> • If your public assistance is terminated, please submit the original copy of <i>Certificate of Public Assistance Recipient</i> (生活保護受給証明書) and a copy of <i>Notification for Termination of Assistance</i> (保護停止決定通知書) which was issued upon the termination of your public assistance. • If your public assistance is suspended, please submit the original copy of <i>Certificate of Public Assistance Recipient</i> <p>The <i>Certificate of Public Assistance Recipient</i>) is issued by the Welfare Division at your respective ward office when you received public assistance.</p>
2	Exemption on inhabitant tax (市民税).	Original copy of <i>Certificate of Municipal • Prefectural Inhabitant Tax Exemption</i> (市民税・県民税 非課税証明書). Inhabitant tax exemption certificate for FY2017 is required for applications submitted on or before June 8, certificate for FY2018 is required for applications submitted on or after June 11. Issued by the Tax Assessment Division at your respective ward office.
3	Reduction or exemption on individual enterprise tax (個人事業税)	Copy of <i>Notification of Prefectural Tax Reduction/Exemption</i> (県税減免通知書). This was sent to you when your application for reduction/exemption was approved. Contact the prefectural tax office if you have lost it.
4	Reduction or exemption on the fixed asset tax (固定資産税) of your residence property due to a natural disaster or such.	Copy of <i>Notification of Fixed Asset Tax and City Planning Tax Reduction/Exemption</i> (固定資産税・都市計画税減免決定通知書). This was sent to you when your application for reduction/exemption was approved. Contact the Tax Assessment Division at your respective ward office if you have lost it.

5	Exemption on national pension premiums (国民年金の保険料).	Copy of <i>Notification of National Pension Insurance Exemption</i> (国民年金保険料免除申請承認通知書). This was sent to you when your application for exemption was approved. Contact the pension office if you have lost it.
6	Reduction or exemption on national health insurance tax (国民健康保険税)	Copy of <i>Notification of National Health Insurance Reduction/Exemption</i> (国民健康保険税減免決定通知書). This was sent to you when your application for reduction/exemption was approved. Contact the National Health Insurance and Pension Division at your respective ward office if you have lost it.
7	Recipient of child support allowance (児童扶養手当) (not the child allowance (児童手当) or special child support allowance (特別児童扶養手当)).	Copy of <i>Certificate of Child Support Allowance</i> (児童扶養手当証書). This is a yellow document that was sent to you when your application for allowance was approved. Contact the Assistance Division at your respective ward office if you have lost it; or a receipt of the certificate (児童扶養手当証書保管証明書) issued by the Assistance Division if you are in the process of renewing your child support allowance.
8	Recipient of living welfare fund loan (生活福祉資金)	Copy of <i>Living Welfare Fund Loan Notification</i> (生活福祉資金貸付決定通知書). This was sent to you when your application for the loan was approved. Contact the Council of Social Welfare if you have lost it.
9	Unemployed and qualify for unemployment benefit of employment insurance (雇用保険)	Copy of <i>Certificate of Unemployment Benefit Eligibility</i> (雇用保険受給資格者証). This was sent to you when your application for unemployment benefit was approved. Contact Hello Work if you have lost it.
10	You are not receiving public assistance, however you have difficulties sending your child/children to school due to other financial reasons other than the above mentioned 1-9 circumstances.	Documents that can prove your previous year's income. (*Those whose income tax return is not filed may not be verified.) <ul style="list-style-type: none"> • Attach a copy of either one of the following documents for applications submitted on or before June 8: <ul style="list-style-type: none"> ◇ <i>Final Tax Return Form 2017 (page 1&2)</i> (平成 29 年分確定申告書控) ◇ <i>Municipal・Prefectural Inhabitant Tax Return Form FY2018 receipt</i> (平成 30 年度分市民税・県民税申告受付書) ◇ <i>Income Tax Withholding Statement 2017 (a complete copy)</i> (平成 29 年分源泉徴収票) • Attach the original copy of following document for applications submitted on or after June 11: <ul style="list-style-type: none"> ◇ <i>Income Certificate FY2018 (including the amount of your Municipal/Prefectural Inhabitant Tax)</i> (平成 30 年度市民税・県民税 所得証明書) • A copy of the lease contract, including the rent amount, and the name of tenant and lender, is required if you live in a rental housing (home loan repayment is not applicable).

★ **Information regarding the supporting documents:**

○ **Families living together**

Two households living in different houses on the same block of land is considered as *living together* - making a living together and sharing livelihood and utility bills such as electricity, gas, and water. Please note that submission of the required supporting documents are required by both households if are living together. If you are living on the same block of land but are not *living together*, you will need to provide documents including copies of utility bills and receipts for electricity, gas, and water, and the land leasing agreement contract to proof your circumstances.

○ **For applications submitted on or before June 8 for circumstance no. 10:**

(1) If your only source of income is either employment income or retirement income, submit a copy of the following document:

- *Income Tax Withholding Statement 2017*

(2) If you were employed or retired during the year, submit a copy of either one of the following documents:

- *Income Tax Withholding Statement 2017* from all workplaces that states your annual income.
- *Income Tax Withholding Statement 2017* issued by your workplace at the end of last year, where the year-end adjustment is made between other workplaces.
- *Final Tax Return Form 2017* record or receipt of your *Municipal • Prefectural Inhabitant Tax Return Form FY2018*.

(3) If you fall under circumstances other than (1) and (2) listed above, submit a copy of either one following documents:

- *Final Tax Return Form 2017* record copy or receipt of your *Municipal • Prefectural Inhabitant Tax Return FY2018*.

*Please black out the *My Number (Individual Number)* with a black marker on any supporting documents before submission.

○ **If you experience unexpected changes in your family budget or unable to gather the required supporting documents:**

Contact the school or School Affairs Division to state your reasons. This does not mean you are not accountable to the submission of documentations. You will be notified with regards to which document(s) to submit after confirmation.

Part 2: How to Apply (one application form is to be submitted per household)

Documents for submission:

Fill out all the required fields on the *Application Form for Entering School Support Allowance 2017 and Household Information Sheet* (就学援助費受給申請書兼世帯票), stamp your seal (hanko), and attach (glue) the required document(s) on the back of the application form.

* Refer to the sample form and the back of the application form for instructions.

Where to submit your application: (application via postal mail not accepted)

Submit your application to the school (Saitama municipal elementary or junior high school) or the Ward Community Service Division at your respective ward office.

* If your children are attending different schools, please submit your application to either

one of the schools.

* If you can, please submit your application form directly to the school.

Application Period:

Application Period (Closed on Saturdays, Sundays, national public holidays, and new years holidays)	Eligible Support Period	Notification of Application Assessment Results	Payment for allowance for school supplies for elementary and junior high first grade students (eligible applicants only)
February 15 ~ March 15, 2018	From April 2018 ~	Mid-May 2018	Late-May 2018
March 16 ~ April 27, 2018	From April 2018 ~	Mid-June 2018	Late-July 2018
Anytime after May 1, 2018	From the month of application	1-2 months after application	

* Please contact the School Affairs Division at the Board of Education if you are applying on or after February 1, 2019

* **Inadequate or incomplete applications will be returned.** Your assistance support will start on the month of resubmission of application if you are eligible after application assessment. **Please resubmit your application as soon as possible.**

Part 3: Assistance Payment Details

○ Allowance for school supplies:

The following amount will be broken down into monthly installments and payments will be made to your nominated bank account at the end of each school term in July, December and March.

Annual payment for elementary school students: 1st grader: 12,990 yen,
2nd ~ 6th grader: 15,220 yen

Annual payment for junior high school students: 1st grader: 24,590 yen,
2nd ~ 3rd grader: 26,820 yen

○ Allowance for preparation for school admission:

Eligible 6th graders, whose enrollment for junior high school is confirmed in November, will receive a payment of 47,400 yen for preparation for junior high school admission in late January.

○ Allowance for school supplies for elementary and junior high first grade students:

This allowance is only payable to eligible students who are entering school as elementary

or junior high first graders at the beginning of the fiscal year in April. This allowance will be made out either in late May or late July depending on the date of application.

(Allowance for preparation for school admission FY2017 recipients are not eligible for this allowance)

Elementary 1st grade: 40,600 yen

Junior high 1st grade: 47,400 yen

○ Allowance for graduation school trip:

The actual expenditure is calculated by the school and will be reimbursed after the graduation school trip in either October, February, or March for eligible applicants at the time of the graduation school trip.

○ Allowance for school lunch:

The actual cost will be paid out directly to the school, out-of-pocket expenses are not required.

○ Allowance for medical expenses:

Medical cards for treatments will be issued for specific health issues if diagnosed during school routine health checkups.

○ Allowance for instruction for school life management chart (allergic disease)

(学校生活管理指導表(アレルギー疾患用)) issuance fee:

A maximum of 3,000 yen plus consumer's tax will be reimbursed for the resource fee of food allergies in school lunch paid to medical institutes.

* Please note that those allowance amounts are for FY2017, the amounts are subject to change.

Part 4: Important Notes for Approved Eligible Applicants

○ You must notify the school's personnel in charge of the Support Assistance for Entering School program if you have moved houses, changed schools, or there was a change in your household composition.

○ The expected dates for all payments of allowance for school supplies and such will be notified together along with the application assessment result. You will not be notified each school term when a payment is made. Please check your bank statement or bank book record to confirm the payments.

○ This does not mean you are not accountable to pay any other fees incurred by the school, you are obligated to pay them. If for any reasons that you cannot pay the fees, contact the school to discuss possible solutions for future payments.

○ If a false statement has been proved regarding to the application, your support assistance payments may be terminated and you may be asked to pay back the amount of support assistance you have received.

Part 5: Others

- The assistance program is organized by the collaboration of the board of education and schools in order to help your child/children to receive quality education in peace of mind. The information on your application form will be reported to the school your child/children attend, your personal information is handled with full care to ensure your privacy is protected.
- Each school has a different way of collecting money for school-based fees such as school lunch, resources, and excursions. Contact the school regarding school-based fees and reimbursement of school lunch fees.

Inquiries:

- Application, and allowance (for: school supplies, preparation for school admission, school supplies for elementary and junior high first grade students, and school trips):
Education Fees Assistance Section, School Affairs Division
TEL: 829-1647 FAX: 829-1989
- Allowance for school lunch:
School Lunch Section, Health Education Division
TEL: 829-1680 FAX: 829-1990
- Allowance for medical expenses:
Health Affairs Section, Health Education Division
TEL: 829-1678 FAX: 829-1990
- Allowance for school life management instruction chart issuance fee:
Health Education Section, Health Education Division
TEL: 829-1679 FAX: 829-1990
- Payments for school-based fees such as school lunch, resources, and excursions:
Contact the school your child/children attend.