

## Assistance Program for School Expenses FY2019

### 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 or expecting to enter into elementary/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 or expecting to enter into elementary/junior high school, and family members aged 16 or over as of April 1, 2019 must satisfy one of the following 1 to 10 circumstances.

\* Families receiving public assistance (生活保護) are not eligible.

No.	Eligibility Circumstance	Supporting Documents Required for Each Category	Inquiries for documents
1	Suspension or termination of public assistance (生活保護)	Termination: <ul style="list-style-type: none"> <li>• the original copy of <i>Certificate of Public Assistance Recipient</i> (生活保護受給証明書)</li> <li>• a copy of <i>Notification for Termination of Assistance</i> (保護停止決定通知書)</li> </ul> Suspension: <ul style="list-style-type: none"> <li>• the original copy of <i>Certificate of Public Assistance Recipient</i></li> </ul>	Welfare Division at your respective ward office where you applied for public assistance.
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). Application before or on the June 7: <ul style="list-style-type: none"> <li>• certificate for FY 2018</li> </ul> Application on or after June 10: <ul style="list-style-type: none"> <li>• certificate for FY 2019</li> </ul>	Tax Assessment Division at ward offices
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).	Prefectural tax office
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).	Tax Assessment Division at ward offices
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).	pension office

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).	National Health Insurance and Pension Division at ward offices
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).  *a receipt of the certificate (児童扶養手当証書保管証明書) if you are in the process of renewing your child support allowance.	Assistance Division at respective ward offices
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).	Council of Social Welfare
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).	Hello Work (Employment Service Center)
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"> <li>Attach a copy of either one of the following documents for applications submitted on or before June 7: <ul style="list-style-type: none"> <li>◇ <i>Final Tax Return Form 2019</i> (page 1&amp;2) (平成 30 年分確定申告書控)</li> <li>◇ <i>Municipal・Prefectural Inhabitant Tax Return Form FY2019</i> receipt (平成 31 年度分市民税・県民税申告受付書)</li> <li>◇ <i>Income Tax Withholding Statement 2018</i> (a complete copy) (平成 30 年分源泉徴収票)</li> </ul> </li> <li>* Please black out your <i>Individual Number (My Number)</i> with a black marker.</li> <li>Attach the original copy of following document for applications submitted on or after June 10: <ul style="list-style-type: none"> <li>◇ <i>Income Certificate FY2019</i> (including the amount of your Municipal/Prefectural Inhabitant Tax) (平成 31 年度市民税・県民税 所得証明書)</li> </ul> </li> <li>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</li> </ul>	<i>Income Tax Withholding Statement:</i> <ul style="list-style-type: none"> <li>Employee → your workplace</li> <li>Pensioner → pension office, pension fund association, corporate pension fund</li> </ul> <i>Certificate of Municipal/Prefectural Inhabitant Tax:</i> <ul style="list-style-type: none"> <li>Tax Assessment Division at ward offices</li> </ul>

	housing (home loan repayment is not applicable).	
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Allowances will be made by bank transfer. Please attach a copy of your bank book showing the name of the bank, branch, and account number.

**(For Reference) General guideline for circumstance no. 10**

	2-person household	3-person household	4-person household	5-person household	6-person household
Standard Amount (household total income amount)	2,430,000 yen	2,770,000 yen	3,240,000 yen	3,650,000 yen	4,140,000 yen

- \* Income amount is net income amount stated on your Income Tax Withholding Statement or Final Tax Return.
- \* Please note the above is the estimated standard amount for FY2018 and the amounts are subject to change depending on number of persons and their age.

The standard amounts above are calculated based on the following household examples:

- 2-person household: (father (aged 34), first child (aged 7))
- 3-person household: (father (aged 34), mother (aged 32), first child (aged 7))
- 4-person household: (father (aged 34), mother (aged 32), first child (aged 7), second child (aged 4))
- 5-person household: (father (aged 34), mother (aged 32), first child (aged 7), second child (aged 4), third child (aged 1))
- 6-person household: (grandmother (aged 60), father (aged 34), mother (aged 32), first child (aged 7), second child (aged 3), third child (aged 0))

**★ 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.

○ **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 your school (Saitama municipal elementary or junior high schools), School Affairs Division, 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 possible, please submit your application form directly to the school.

**Application Period:**

- **Families with child/children attending elementary/junior high school as of April 2019.**

Application Period  (Closed on Saturdays, Sundays, national public holidays, and new year 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 13 ~ March 15, 2019	From April 2019 ~	Mid-May 2019	Late-May 2019
March 18 ~ April 26, 2019	From April 2019 ~	Mid-June 2019	Late-July 2019
Anytime after May 7, 2019	From the month of application	1-2 months after application	Ineligible

- **Families with no children attending elementary/junior high school as of April 2019, but are expecting enter into elementary school in April 2019.**

Application Period (Closed on Saturdays, Sundays, national public holidays, and new year holidays)	Notification of Application Assessment Results
November 1 ~ November 29, 2019	Mid-December 2019 or Mid-January 2020

**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

1. 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: 1<sup>st</sup> grader: 12,990 yen,  
2<sup>nd</sup> ~ 6<sup>th</sup> grader: 15,220 yen

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

2. Allowance for preparation for new school admissions:

Payable to eligible applicants whose enrolment is confirmed in November. Allowance will be paid by bank transfer in the end of January.

Elementary school new enrolments: 40,600 yen

Elementary school 6th graders: 47,400 yen

3. 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 FY2018 recipients are not eligible for this allowance)

Elementary 1<sup>st</sup> grade: 40,600 yen

Junior high 1<sup>st</sup> grade: 47,400 yen

4. 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.

5. Allowance for school lunch:

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

6. Allowance for medical expenses:

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

7. 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 FY2018, the amounts are subject to change.**

**\* Children attending private schools may be eligible for allowance 1, 2, and 3.**

**\* Children attending public schools other than municipal schools may be eligible for allowance 1, 2, 3, and 4.**

#### **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.**