

Information on School Expenses Assistance and the New School Supplies Subsidy

Minato City Board of Education

In order for all children to learn with peace of mind, Minato City provides a school expenses assistance program for costs such as school supplies expenses and school lunch fees to the parents/guardians of children and students who face difficulty attending school for economic reasons, according to family circumstances.

Among the expenses covered by school expenses assistance, the new school supplies subsidy, which provides assistance for the cost of purchasing school supplies, school uniforms and other items necessary when entering a new school, is paid prior to the start of elementary school.

Please read the application form carefully, then submit the application before the deadline if you wish to apply for school expenses assistance.

In addition, if you wish to continue to receive assistance with school expenses after your child begins elementary school in April 2024, be sure to apply after your child is enrolled. (Post-enrollment application forms will be provided separately.)

1 Who is eligible for assistance?

Parents/guardians for whom all of the following are applicable are eligible:

(1) Those living in Minato City

(Applicants (parents/guardians) who relocate from Minato City before their children enroll in elementary school in April 2024 are not eligible for assistance.)

(2) Those whose children are scheduled to enter elementary school, or the first semester of a compulsory education school as defined under Article 1 of the School Education Act in April 2024.

«Note»

Please do not apply if you plan to enroll your child in an international school, which are not recognized as schools as defined by Article 1 of the School Education Act, or if you plan to relocate from Minato City before your child begins school. If any of these facts apply, you will be required to refund the new school supplies subsidy.

(3) Those who corresponded to persons probably requiring school expenses assistance in FY2023

(Please see refer to number 2 “Who falls under persons probably requiring school expenses assistance?” below.)

* Those receiving public welfare assistance will be paid for the same kinds of expenses through public welfare assistance. Therefore, there is no need to apply for assistance before your child enrolls in school.

2 Who falls under persons probably requiring school expenses assistance?

Parents/guardians for whom any of the following are applicable will be approved as a person probably requiring school expenses assistance.

(1) Those receiving a child-rearing allowance

* The child-rearing allowance aims to provide economic independence and lifestyle stability to single-parent households. It differs from the child allowance.

(2) Those whose income during 2022 corresponded to a base income amount

* Income amounts definitions:

(1) In case of employment income earners, "amount after employment income deduction" on certification of income and local tax withheld from regular pay.

(2) In case of those with business income, "amount after deducting necessary expenses from annual gross income." If you have either employment income or public pension income, 100,000 yen will be deducted from your income amount.

* The base income amount, which serves as a reference for receiving assistance, differs for each household depending on conditions such as family structure, age, and number of children under 18 years old. Even if your income exceeds the reference income amount, please apply for a review if you wish. The base income amount is calculated based on the standards for receiving public welfare assistance.

* Family composition is, in principle, based on resident registration. In cases where a parent/guardian is working away from the family alone, he/she will be included as a member of the family. If the family structure provided in the application form differs from the resident registration, we may be required to check the family situation in order to confirm the livelihood status of the household.

Example:

Size of household	Family structure (model case)	Reference base income amount
2 persons	Mother, 30 and child (1 st grade elementary, 6)	Up to 2.88 million yen
3 persons	Father, 35, mother, 30, and child (1 st grade elementary, 6)	Up to 3.5 million yen
4 persons	Father, 40, mother, 40, and two children (2 nd grade elementary, 8, 1 st grade elementary, 6)	Up to 4.05 million yen
5 persons	Father, 40, mother, 40, and three children (3 rd grade elementary, 9, 1 st grade elementary, 6, and a 3-year-old)	Up to 4.71 million yen

Verification of income * You may be required to submit documents. Please check.

In reviewing the base income amount for school expenses assistance, the 2022 income of all family members who share expenses will need to be verified.

*** Please note that an approval review cannot be undertaken and a payment cannot be made if any family member who shares expenses fails to submit a declaration or documents.**

* Of those entered under "Family status," please submit income declarations and/or submit documents for any not declared under tax law as a qualified spouse for deduction purposes or as dependents.

* To submit additional documents after application, in addition to mailing or bringing them to City Hall, you may use the LoGo Form. For more information, please check the QR code on the right. (Japanese only)



* If there are changes in your income status and an amended declaration is submitted, your approval status may change, so please contact us.

(1) For those living in Minato City as of January 1, 2023

By clicking "agree" in the applicant (parent/guardian) field (or by signing your name if you are using a paper application form), we will be able to undertake an approval review using tax and other information held by Minato City. If you have not yet completed your income declaration, please do so promptly.

(2) For those living outside of Minato City as of January 1, 2023

Please attach one of the following two documents (copies are acceptable).

If you are applying for multiple children, please attach one copy per child.

(1) A copy of your final return for 2022 (the document should bear a stamp of receipt from a tax office or have a notification of receipt for electronic filing attached)

(2) A certificate of imposition (or exclusion from) residence tax for FY2023 (noting dependents, gross income, etc.)

Issued by the municipality you live in as of January 1, 2023

* It will not be issued if you have not declared residence tax. You must declare residence tax even if you have no income.

(3) If you were working overseas during 2022 and are therefore not obliged to file a tax declaration, separate documents are required. Please contact us using the details below.

3 Amount and period of payment

Payment amount: 64,300 yen (fixed amount)

Payment period: Late February 2024 (scheduled)

Payment method: The payment will be transferred to the account specified in the “Bank account for deposit transfers” field.

* If you have not submitted your letter of acceptance to the School Affairs Section, Educational Affairs Subsection, please submit it electronically by mid-January using the QR code on the right. If your child's school is not yet confirmed, or if the School Affairs Section is unable to confirm the school, the transfer may be delayed.



4 How to apply and deadline for submitting applications (applicants only)

Online applications via the LoGo Form (Japanese only)

To apply online, go to the Minato City website > Children, Family, and Education > Schools, Kindergartens, Education > Schooling Assistance > Schooling Aid Expenses > New school supplies subsidy > LoGo Form.

(You can also access the online application using the QR code on the right.)



Application deadline: Friday, January 12, 2024

*** For those who are unable to use the LoGo Form to apply online:**

A paper application form and a return envelope for submission will be mailed to your house. Please contact the School Affairs Section, School Administration Support Subsection, Secretariat of the Minato City Board of Education (03-3578-2731).

Please submit your completed application form by post in the return envelope. **Applications must arrive by Friday, January 12, 2024.**

5 Notification of the results of your application review

Your application will be reviewed, and a decision made as to whether you can receive assistance. You will be notified of the result of the review in mid-February 2024 by post, addressed to the applicant (parent or guardian).

6 Procedures for school expenses assistance after your child is enrolled in elementary school (please read carefully)

- **If you received the new school supplies subsidy prior to enrolling your child in school and would like FY2024 school expenses assistance for school supplies, school lunches or other expenses incurred after enrollment, you will need to submit a separate application after your child begins school. Please do not forget to apply.**
- Please be aware that depending on your household situation and the income amount for 2023, the results of this review may differ from the review conducted for FY2024 school expenses assistance.
- If you received the new school supplies subsidy prior to enrollment, you will not receive the allowance for new school supplies for the new school year even if you are certified qualified as probably requiring school expenses assistance for FY2024.
- Even if you did not apply for the new school supplies subsidy prior to enrollment, if you applied for school expenses assistance for FY2024 and are certified as probably requiring school expenses assistance by the end of April 2024, you will be paid the same amount.

Sample of application form

* Regarding documents to attach, please refer to the list of required documents on the reverse side of the application form.

Write your name here.

Write the address that you are registered for (if the address on your residence registration is different from your current address, please write your current address).

If you are living in another municipality outside Minato City as of January 1, 2023, you will need to submit separate documents. For details, see "Verification of income."

You may use the Western calendar for date of birth.

In the Family status box, write the names of all family members and relatives living with you in the same household. Include anyone living alone for work or spouse living separately who shares household expenses with you.

(Minato Municipal) Municipal		Furigana		*Please write with a ballpoint pen inside the box.	
MINATO		Name MINATO RYOKO		Date: (year/month/day)	
Elementary school to be enrolled in		(Date of birth year · month · day)		● 年 ● 月 ● 日	
(To) Minato City Mayor Minato City Board of Education I wish to receive the new school supplies subsidy as follows, so I am applying with the necessary documents attached and agree to the following: 1 I agree to the use of information held by Minato City pertaining to family members' residence registration, tax and payments received such as public welfare assistance and child-rearing allowance in the course of the approval process. 2 I agree for the school expenses assistance payment to be deposited into my account below. 3 I agree to the school principal being notified of this application and its approval or otherwise and the status of my child's enrollment in the school. 4 I agree to refund the school expenses assistance I received if I relocate from Minato City before my child begins elementary school or if my child enrolls in an international school that is not recognized as a school as defined by Article 1 of the School Education Act, and thus no longer qualifies to receive Minato City school expenses assistance. 5 Upon relocation, I agree to exchange the necessary information with the other municipality regarding my receipt of school expenses assistance. 6 I agree to exchange necessary information with the relevant divisions regarding the status of receipt of school expenses assistance when using the various systems.					
Furigana		Marital Status		Relationship to child	
Name MINATO TARO		<input checked="" type="radio"/> Married <input type="radio"/> Single		<input type="radio"/> Father <input type="radio"/> Mother <input type="radio"/> Other	
Address		Account for bank deposit transfers			
MINATO CITY SHIBAKOEN 1 - 5 - 2 5		MINATO (Bank) SHIBA KOEN branch Credit Union Credit Cooperative			
Resident registration location as of January 1, 2023 (enter only if different from current address)		Financial institution code <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> Branch code <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>			
(Date of relocation :)		General Account No. <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input type="radio"/>			
Home phone number 03 (3578) 2111		Account name ミナト タロウ			
Contact number / mobile phone 090 (0000) XXXX		Must be the person who is the applicant			
Receiving a child-rearing allowance (Yes / No)					
Certificate number (enter if you are receiving the allowance)					
(Certificate number)					

Please designate the account of the applicant as the transfer account. *If you wish to designate a Japan Post Bank account, check the dedicated branch, branch number and account number for transfers, found in the bank use only box at the bottom of your passbook page.

Family Status (Please fill in information relevant to the applicant and the child to be enrolled in school)

	Name	Relationship to applicant	Date of birth (Y/M/D)	Occupation (or school)	Income in 2022	Relationship in terms of living expenses	Residence
1	MINATO TARO	Self (Applicant)	0000 / 0 / x	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Yes / No		
2	MINATO HANAKO	Wife	0000 / 0 / x	(School year) <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Yes (No)	<input type="radio"/> Share <input type="radio"/> Separate	<input type="radio"/> Shared <input type="radio"/> Separate
3	MINATO ICHIRO	Son	0000 / 0 / x	Student (OO university School year) <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Yes (No)	<input type="radio"/> Share <input type="radio"/> Separate	<input type="radio"/> Shared <input type="radio"/> Separate
4	MINATO JIRO	Son	0000 / 0 / x	Student (OO high school School year) <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Yes (No)	<input type="radio"/> Share <input type="radio"/> Separate	<input type="radio"/> Shared <input type="radio"/> Separate
5	MINATO RYOKO	Daughter	0000 / 0 / x	Student (OO elementary school School year) <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Yes (No)	<input type="radio"/> Share <input type="radio"/> Separate	<input type="radio"/> Shared <input type="radio"/> Separate
6			/ /	(School year)	Yes / No	Share / Separate	Shared / Separate
7			/ /	(School year)	Yes / No	Share / Separate	Shared / Separate
8			/ /	(School year)	Yes / No	Share / Separate	Shared / Separate

Notes (Please note any reasons here as required, such as "living separately due to job posting")
 Ichiro lives alone in OO City but is a dependent of the family, so is included under the same household. He receives salary from part-time work.

If you have a spouse or dependent relative living separately in a different household, please write the reasons in the Notes box. If necessary, the School Affairs Section may request the submission of further documents. to confirm this status.

Submission checklist

- ☐ Are you eligible based on section 1, "Who is eligible for assistance?"
- ☐ Have you completed all the fields within the bold frame? Did you remember not to fill in the form using an erasable pen or pencil?
- ☐ Have you signed your name in the applicant (parent/guardian) field?
- ☐ Is the name of the bank account holder the same as that of the applicant?
- ☐ Have you submitted a separate application form for each child, if you are applying for more than one?
- ☐ Have you completed the "Family status" section for all relatives living in the same household dependent on the same family income?
- ☐ (Applicable parties only) Regarding all members of the household dependent on the same household income (including those living separately and dependent relatives), have you enclosed your income declaration or documents that can provide verification of income?
- ☐ (Applicable parties only) If there are spouses or family members living separately, have you provided the reasons in the remarks box?

Enquiries and submissions to:

**School Affairs Section, School Administration Support Subsection,
Secretariat of the Board of Education**

7th floor Minato City Hall, 1-5-25 Shibakoen, Minato City, Tokyo 105-8511

TEL : 03 (3578) 2731