

# Notice regarding school expenses assistance for FY2024

Minato City Board of Education

## ■ About school expenses assistance

### 1 What is school expenses assistance?

In order for all children to learn with peace of mind, Minato City provides assistance with 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.

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

\* Applications are for this fiscal year. **If you received assistance in the previous fiscal year, please apply again.** Furthermore, even if you have applied for the new school supplies subsidy before your child enrolled in elementary school, **be sure to apply if you wish to continue to receive assistance with school expenses.**

### 2 Expenses for which assistance may be provided

(1) School supplies and commuting to school (2) School lunches (3) School trips (4) School trip allowances (5) Field trips (6) Study camp (7) Summer academy (8) Student yearbook creation (9) Supplies required to start school (10) Sporting equipment (physical education uniform, judo-gi uniform) (11) Club activities

\* For those students who attend Minato City schools and are approved for school expenses assistance, (2) will not be paid as Minato City no longer charges school lunch fees.

\* Expenses for (9) supplies required to start school and (10) sporting equipment (physical education uniforms) are only paid for those approved in April.

\* As students take judo classes at junior high school, up to 6500 yen will be paid for the purchase of a judo-gi if it is purchased in April or later. First-year students approved for school expenses assistance are eligible. A purchase receipt will be required to receive the payment, so please keep the receipt after buying the judo-gi.

\* Details, including the assistance amounts, will be sent to all approved beneficiaries by post

## ■ Who is eligible for assistance?

Parents/guardians living in Minato City with children attending an elementary school or junior high school as defined under Article 1 of the School Education Act, for whom any of the following are applicable:

\* **International schools, which are not recognized as schools stipulated by Article 1 of the School Education Act, are excluded.**

\* Those living outside of Minato City are not eligible. Please seek advice from the Board of Education of the city you live in.

(1) Those receiving public welfare assistance

(2) 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.

(3) Those whose income in the past year (January to December 2023) meet the standard income threshold

\* Income amount:

① For salary income earners, “amount after employment income deduction” on certification of income and local tax withheld from regular pay.

② For business income earners, “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.

\* Standard income thresholds, which are used to determine assistance eligibility, are calculated according to the threshold for public assistance and differs for each household depending on family composition, age and number children under the age of 18. Even if your income exceeds the estimate, please apply if you wish to be screened for possible 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 composition detailed in the application form differs from the resident registration, we may be required to check the family's livelihood expenses in order to confirm the livelihood status of the household.

Size of household	Family structure (model case)	Reference basic income amount
2 persons	Mother, 30 and child (1 <sup>st</sup> grade elementary, 6)	Up to 3 million yen
3 persons	Father, 35, mother, 30 and child (2 <sup>nd</sup> grade elementary, 7)	Up to 3.62 million yen
4 persons	Father, 40, mother, 35 and two children (1 <sup>st</sup> year junior high school, 12 and 3 <sup>rd</sup> grade elementary, 8)	Up to 4.36 million yen
5 persons	Father, 40, mother, 40 and three children (2 <sup>nd</sup> year junior high school, 13, 4 <sup>th</sup> grade elementary, 9, and a 2-year-old)	Up to 5.09 million yen
6 persons	Father, 45, mother, 40, grandmother, 70 and three children (3 <sup>rd</sup> year junior high school, 14, 5 <sup>th</sup> grade elementary, 10, and a 5-year-old)	Up to 5.52 million yen

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

In reviewing the base income amount for school expenses assistance, last year's (2023) income of all family members who share expenses will need to be verified.

\* Approval review will be undertaken of the total income of all family members who share expenses.

\* **An approval review cannot be undertaken 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.

\* If you are submitting a revised application with a different income, please contact the Minato City office at the bottom of this webpage as the outcome of your application may change.

**(1) For those living in Minato City as of January 1, 2024**

By clicking "agree" in the consent field (or if using a paper form, signing your name in the applicant (parent/guardian) field), 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, 2024**

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

- (1) A copy of your final return for 2023 (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 of residence tax for FY2024 (noting dependents, gross income, etc.) Issued from around June by the municipality you lived in as of January 1, 2024 (please submit soon this via the online form). A FY2023 certificate before May is not valid for review.

Note: This certificate is not issued if you have not declared residence tax. You must submit a declaration even if you have no income.

**(3) If you were working overseas during 2023 and are therefore not obliged to file a declaration, yet meet the above criteria, separate documents are required. Please contact Minato City using the details below.**

## ■ How to apply (applicants only)

### 1 Online application

You can apply from the Minato City website > Children, Families, and Education > School, Kindergarten Education > Schooling Assistance > Schooling aid expenses. (Use the QR code on the right to go straight to the application screen)



**\* If you are applying online, please read this notice carefully before starting your application.**

### 2 If you are unable to apply online

We will send an application form and return envelope to your home address if you contact the School Administration Support Subsection, School Affairs Section, Secretariat of the Board of Education (03-3578-2731). Please post the application form in the envelope provided.

The application form can also be downloaded from the Minato City website > Children, Families, and Education > School, Kindergarten Education > Schooling Assistance > Schooling aid expenses. If you have any questions, please contact Inquiries below.

#### **\* For those needing to submit additional documents**

If you are unable to submit your income documentation at the time of applying or if you have other necessary documents, please submit them using the QR code on the right.

If you cannot apply online, you can also send your application by post or bring it in person.



## ■ Deadline for submitting applications (applicants only)

### 1 Online applications

**Submit by 23:59, Friday April 19, 2024**

### 2 Paper form applications

**Must arrive by Friday, April 19, 2024**

Those submitting applications mid-year (including those who have relocated during the fiscal year) are eligible for school expenses assistance from the first day of the month of application. However, if an application is submitted within one month of the date of an event such as relocation or divorce, school expenses assistance will be provided from the date of the event.

## ■ If your application is approved

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-July by post, addressed to the applicant (parent or guardian).

Note, the result of the review will be put on hold if the household and/or income situation cannot be verified.

- Please note that the school principal will be notified of any school expenses assistance application and its status. Attendance, which is also required for the payment of school expenses assistance, will also be confirmed with the school principal. Thank you for your understanding.
- In principle, the subsidy for each school term will be transferred as a lump sum to the account entered in the bank transfer destination account field at the end of July, December and March.
- **Applicants (parents/guardians) relocating from Minato City will lose their eligibility for assistance.** If you are planning to move out of Minato City, in addition to notifying the school, please also contact us to let us know.

If you wish to continue receiving school expenses assistance after you have relocated, you will need to apply to the board of education in your new municipality. Please direct any inquiries to the board of education of your destination.

- In the following cases, you will have to apply again. Please contact us for further details.
  - Your child has changed schools although you still live in Minato City
  - The address of the applicant (parent/guardian) and child has changed
  - Family circumstances have changed (marriage, divorce, etc.)
  - Where any other details of the application have changed

## ■ Other

- In order to reduce the economic burden on parents of children and students enrolled in special needs classes at elementary and junior high schools, in addition to school expenses assistance, a school attendance encouragement program is in place that partially subsidizes the expenses necessary for school attendance. For details, please contact the School Administration Support Subsection of the School Affairs Section at 03 (3578) 2731.

Enquiries and submissions to:  
**School Affairs Section, School Administration Support Subsection,  
Secretariat of the Board of Education**  
7F, Minato City Hall, 1-5-25 Shibakoen, Minato 105-8511  
TEL: 03 (3578) 2731