

## Notice regarding school expenses assistance for FY2022

Minato City Board of Education

In order for all children to learn with peace of mind, Minato City provides assistance with the cost of school supplies, school lunch fees, etc. to the parents/guardians of children and students who face difficulty attending school for economic reasons, according to each family's circumstances.

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

\* **Applications are on a fiscal-year basis so if you received assistance in the previous fiscal year please apply again.** Furthermore, even if you submitted the "Application Form for School Supplies Subsidies for New Students and Direct Debit Request Form (yellow form)" before your child enrolled in elementary school, but would like to continue to receive school expenses assistance after starting school, please be sure to apply.

\* Please ensure that you have the following three items on hand: Notice Regarding School Expenses Assistance for FY2022, Application Form for School Expenses Assistance and Request Form for Bank Deposit Transfer, and Submission Envelope (addressed to the Secretariat of the Board of Education).

### ■ Those eligible for assistance

○ **Parents/guardians living in Minato City with children/students attending national and public elementary and junior high schools, for whom any of the following is applicable:**

(1) Those receiving public welfare assistance

(2) Those receiving a child-rearing allowance

\* The child-rearing allowance is an allowance that aims to provide economic independence and lifestyle stability to single-mother or single-father households. It differs from the child allowance.

(3) Those whose income last year (January-December 2021) corresponds to a base income amount.

\* **The base income amount that serves as a reference for receiving assistance differs for each household depending on conditions such as family structure, age and number of people. Please note that the base income amount is calculated based on standards for 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 composition 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.

\* **Livelihood will be calculated by adding up all family members' incomes,** and an approval review will be carried out. The amount of base income differs depending on age/number of children who are under 18 years of age even for families with the same number of family members in the household, so please submit an application for a review if you wish to have a review carried out, even if your household income exceeds the estimated income threshold.

○ **Those living outside Minato City are not eligible.**

Please talk to the board of education in the city, town or village where you live with regard to applying.

### ■ Items of expenditure for which assistance may be provided

- 1) Cost of school supplies, commuting to school
- 2) School lunch fees
- 3) School trip costs
- 4) School trip preparation costs
- 5) Field trip costs
- 6) Study camp costs
- 7) Summer academy costs
- 8) Student yearbook cost
- 9) Cost of school supplies when starting school, etc.
- 10) Sporting equipment costs
- 11) Fees for club/circle activities

- \* People receiving welfare assistance will have 1) · 2) · 4) · 9) · 10) · 11) issued from their welfare assistance expenses. If you wish, you may be able to pay your school trip costs directly from school expenses assistance to school or travel agency. Please inquire with the relevant representative.
- \* Where 9) (Cost of school supplies when starting school, etc.) will receive school expenses assistance payments starting from April. However, if you have already received an assistance payment prior to enrolling in elementary or junior high school, assistance will not be provided.
- \* Where 10) (Sporting equipment costs) is concerned, up to 6,500 yen will be issued to purchase a judo-gi (uniform) from April in order to take judo classes at junior high school. This assistance is for 1st grade students certified to be quasi-aid-requiring children. **A purchase receipt will be required** to issue it, so after buying, please keep the receipt on hand.
- \* School expenses assistance is not an alternative to school contributions, so **please pay according to the school's instructions.**
- \* Details, including the respective amounts, will be sent to all approved beneficiaries by post.

### ■ How to fill out the application form (Applicants only)

- In cases where there are also brothers and/or sisters, **please submit one application form per child/student.**
- Please complete the required fields on the first page (1/2 for submission to the Board of Education) while referring to the sample form (refer to p.4) and the reverse side of the application form. Please pay attention to the following points when filling in the form.
  - 1) Applications are on a fiscal-year basis so if you received assistance in the previous fiscal year, please apply again.
  - 2) Please do not fill in the form with an erasable ballpoint pen or pencil.
  - 3) **Please be sure to sign your name** in the applicant (parent/guardian) field.
  - 4) In the “Family Status” field, please enter the information for all relatives living in the same household or family members who share living expenses as of April 1, 2022. (Includes spouses who are posted away from the family for work or are living apart.)

### ■ Deadline for submitting applications (Applicants only)

- **Application documents must reach the Secretariat by 15 April 2022 (Fri)**  
**(To be submitted only by applicants)**
  - Submission method  
Please place [the first page 1/2 For submission to the Board of Education] into the submission envelope (no postage stamps required), and post it to the School Affairs Section of the Secretariat of the Board of Education. Alternatively, you may bring it directly to the Secretariat for submission. **(The application is not submitted at the child's school.)**
  - \* If you are applying for a number of siblings, please place the respective applications for each child in separate envelopes and submit the applications separately.
  - \* Applicants 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 same month as the application date. However, if an application is submitted within one month from the date of the event such as relocation and divorce, school expenses assistance will be provided from the date of the event.
  - \* As you are required to provide your individual number and submit the related documents, please bring these directly to the counter or use registered mail if you are worried about sending them by post.

### ■ Notification of approval outcome

The contents of your application will be reviewed, and a decision will be made as to whether you are eligible for assistance. Notifications of the decision result are planned to be mailed to applicants (parents or guardians) in mid-July.

The results of the approval review will be put on hold if the household and/or income situation cannot be verified.

## ■ Confirmation of income situation

○ In reviewing the base income amount for school expenses assistance, it will be necessary to confirm the income situation in the previous year (2021) for all family members who share living expenses.

\* It will not be possible to undertake the approval review if the declaration is not submitted, and/or the documents are not submitted for even one member of the family who shares living expenses.

\* Of the people entered under “Family Status,” please submit income declarations and/or submit documents for all those who are not declared under tax law as a qualified spouse for deduction purposes or as dependents.

(1) For those living in Minato City as of January 1, 2022

By signing your name in the applicant (parent/guardian) field, it will be possible to carry out the approval review using tax and other information held by Minato City.

If you have not completed your declaration yet, please do so promptly.

(2) For those living in another city, town or village (outside Minato City) as of January 1, 2022

Please attach one of the following two (1) · (2) documents. (Copies are acceptable).

**If you are applying for two or more children or students and the details are the same, please attach one copy per person.**

1) A duplicate of your “final return” for 2021 (the document should bear a stamp of receipt from a tax office or be appended by a notification of receipt for an electronic filing).

2) A “certificate of imposition of (or exclusion from) residence tax” for FY2022 for your previous address (Containing statements about dependents, amount of gross income, etc.)

\* Issued from about June by the city, town or village where you were living as of January 1, 2022. (Please post or bring it to the School Affairs Section of the Secretariat of the Board of Education later.) An approval review cannot be carried out based on certificates for FY2021 that can be issued from before May.

\* It will not be issued if you have not declared residence tax.

\* It is necessary to submit a declaration even if you have no income.

○ If there are changes in the applicant’s income status and an application to make changes is submitted, the approval status may change. Please inquire with the relevant representative.

## ■ If your application is approved

○ Assistance will be deposited by bank transfer, in principal into the account entered on the application form, in late July, December and March, respectively, in the form of a lump sum for each term.

○ Applicants (parents/guardians) relocating to outside Minato City will lose their eligibility to receive the assistance. If you are scheduled to move, in addition to notifying the school, please also let the representative for this matter know.

Additionally, if you wish to receive school expenses assistance after you have relocated as well, you will need to apply to the board of education in the city, town or village where you move to. Please direct any inquiries to the board of education in the city, town or village where you move to.

○ It is necessary to apply again in the following cases. Please use the inquiries contact below to find out more details;

- If your child/student has transferred schools but you still live in Minato City
- If the address of the applicant (parent/guardian) or child/student has changed
- If the family situation has changed (marriage, divorce, etc.)
- If other details of the application have changed

< Inquiries/Submission >

**Secretariat of the Minato City Board of Education School Education Department  
School Affairs Section School Administration Support Subsection**

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

TEL : 03 - 3578 - 2731

# Sample of application form

\* For the attached documents, please refer to the list of necessary documents provided on the reverse side of the application form.

Child / Student	(Minato Municipal) Municipal <b>MINATO</b>	Furigana Name <b>MINATO RYOKO</b>	Date: (year/month/day) 2022 年 4 月 〇 日
	(Elementary) Junior High School School year Class	(Date of birth year-month-day )	
(To) Minato City Mayor Minato City Board of Education I wish to receive payment of school expenses assistance, so am applying with the necessary documents attached and approve the following matters. 1 In the course of the application approval process, I agree to the use of information held by Minato City pertaining to family members' resident registration, tax, and payments received as public welfare assistance and as child-rearing allowance. 2 Please deposit the school expenses assistance that is issued into my following account. 3 I agree to notify the school principal of this application and the approval. 4 If I fail to pay my school contributions and the Board of Education deems it necessary, I grant the school principal full authority to receive the school expenses assistance and to process it in accordance with the purpose. 5 If there are any refunds of the school expenses assistance paid out, I will refund the amount promptly through the method designated by the Board of Education.			
Applicant (Parent/Guardian)	Furigana Name <b>MINATO TARO</b>	Do you have a spouse? Yes/ No	Relationship to child/student Father/Mother/Other
	Address MINATO CITY <b>SHIBAKOEN 1 - 5 - 2 5</b>		
	Resident registration location as of January 1, 2022 (enter only if different to present) (Date of relocation : . . . )		
	Home phone number <b>03 ( 3578 ) 2111</b> Contact number / mobile phone <b>090 ( 0000 ) XXXX</b>		
Please circle one or both of the following if applicable. 1 Receiving public welfare assistance (Date received : . . . ) 2 Receiving a child-rearing allowance (Certificate number : . . . )			
Account for bank deposit transfers		Account name <b>ミナト タロウ</b>	
MINATO (Bank) Credit Union		SIBA KOEN branch	
Financial institution code		Branch code	
General Account No.		Must be the person who is the applicant	

Please remember to sign your name.

Please designate the account of the applicant as the transfer account.  
Please attach a photocopy of the transfer account on the right page of the application form.

Please fill in the names of the applicant and the eligible children / students.

Family Status (Please also enter the name of applicant and child/student.)

	Name	Relationship to applicant	Date of birth (year/month/day)	Age	Occupation (or school)	Income in previous year	Relationship in terms of living expenses	Residence
All family members who share living expenses or all relatives who are living together	1 <b>MINATO TARO</b>	Self (Applicant)	0000/0/x	〇〇	〇×〇	Present/Absent		
	2 <b>MINATO HANAKO</b>	Wife	0000/0/x	〇〇	〇×〇 ( School year)	Present/Absent	Share/Separate	Together/Separate
	3 <b>MINATO ICHIRO</b>	Son	0000/0/x	〇〇	Student (University School year)	Present/Absent	Share/Separate	Together/Separate
	4 <b>MINATO JIRO</b>	Son	0000/0/x	〇〇	Student (MINATO junior high school School year)	Present/Absent	Share/Separate	Together/Separate
	5 <b>MINATO RYOKO</b>	Daughter	0000/0/x	〇〇	Student (MINATO elementary school School year)	Present/Absent	Share/Separate	Together/Separate
	6			/ /	( School year)	Present/Absent	Share/Separate	Together/Separate
	7			/ /	( School year)	Present/Absent	Share/Separate	Together/Separate
	8			/ /	( School year)	Present/Absent	Share/Separate	Together/Separate

Notes (Notes: ex.) Father shares the living expenses but is posted away, where a spouse is living separately, etc.)  
**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 separated spouse or dependent relative, please fill in the reasons in the "Notes" column.

Please fill in your individual number on the right page of the application form, and attach a photocopy of the individual number document.  
With individual number card  
➡ Attach a photocopy of the (1) front and (2) back of the card.  
No individual number card  
➡ Attach a photocopy of the (1) Notification card and (2) Personal identification document with a photograph (residence card, passport, etc.)

## Please check the following points before submission

- Have you completed all the fields within the bold frame? Did you not fill in the form with an erasable ballpoint pen or pencil?
- Have you signed your name in the applicant's (parent's/guardian's) field?
- Is the name of the bank account holder the same as the name of the applicant?
- Have you attached a photocopy of the bank account information for the account that you have provided as the payee's account?
- Have you submitted a separate application form for each child if you are submitting applications for siblings?
- Have you completed the fields for family members who share living expenses and all relatives living in the same household in the section for "Family Status?"
- [Applicable parties only]** With regard to all members of the household dependent upon the same household income (including those living separately/dependent relatives), have you enclosed your income declaration or documents that can provide verification of your income?
- [Applicable parties only]** If there are spouses or family members living separately, have you provided the reasons in the remarks column?