

* Please read this notice through carefully and save a copy when applying for a school expense subsidy.

Notice of School Expense Subsidy System for FY 2021

To Parents and Guardians

From the Sakai City Board of Education

Sakai City has a system for providing financial assistance to households which, for financial reasons, have difficulty in letting their children go to public elementary and junior high schools (not including national elementary and junior high schools and special needs schools). Under this system, subsidies are provided to cover some of the cost of school supplies and lunch expenses (elementary school), in order to encourage school attendance of children from such households. If you wish to receive subsidies through this system, please carefully read through the explanations in the following sections 1 to 5 and submit your application. An example is provided on page 6 for reference.

◎You must submit a new application for school expense subsidies every year. Even if you received “expenses for enrollment” in March, you must submit an application during the application period indicated below to receive school supply expenses.

1. Applying by Post

Put the documents listed in '<2. Items to Send>' below in a stamped envelope, and send by post. (You can use the attached return envelope template for applying by post.)

*Sakai City does not accept any responsibility for items that are undelivered or delayed. If you are concerned about a mishap occurring, please avail of registered post etc. so that you may keep track of your application.

*Sakai City does not issue confirmation of receipt for applications made by post. If you require such confirmation, make your application in person at a ward office.

<1. Send To: >

〒590-0078

堺市堺区南瓦町3-1 堺市教育委員会 学務課

590-0078

School Affairs Division (Gakumu-ka), Sakai City Board of Education (Sakai-shi Kyoiku-iinkai),
Minamikawaramachi 3-1, Sakai-ku, Sakai City, Osaka

<2. Items to Send>

1) Application Form

Apply using the separately attached application form.

(Also available for download from Sakai City website.)

Refer to Sakai City's website regarding downloading etc.

<3. Deadline for Application by Post>

30 Apr. (Fri) 2021 *postmark by this date

*Note: As items placed in post-box on 4/30 may be postmarked as 5/1 due to collection times, if sending the application on 30 Apr. do so directly at the post office. Check opening hours of postal window for each post office (Sakai Post Office, Kanaoka Post Office, Naka Post Office, Semboku Post Office, Otori Post Office, Hamadera Post Office, Mihara Post Office).

<4. Important Remarks>

Please note that there may be a delay in processing incomplete applications and applications that do not have the required personal seal, or the application may be declined.

If there is an error in the supporting documents, the application will be processed on the applicant's income from the previous year.

2. Application Period

From Thursday, April 15 to Friday, April 30, 2021, through your child's school (between 8:30 a.m. and 4:50 p.m.) or a ward office (between 9:00 a.m. and 5:15 p.m.) any day except Saturdays, Sundays and public holidays. (Application forms are available from April 15)

After the end of the above period, applications will be accepted at schools and the Planning and General Affairs Division of each ward office until Monday, February 28, 2022, except on Saturdays, Sundays and public holidays. For applications made during or after May, subsidies are calculated from the month of application onward.

(1) When applying at school (You can apply at school even if you wish for payment by direct bank transfer)

Please obtain an application form from your child’s school, fill it out, and put your seal on it (unregistered personal seals are acceptable, but such seals should be the type used with a vermillion ink pad).

Please be sure to submit the sealed form to the school by the due date above. If any of the criteria ③ or ⑤-⑩ specified in section 2, sub-paragraph (2) below are applicable to you, please attach copies of the necessary documents to your application. (Please be careful not to submit your application to a ward office.)

If you have children enrolled in both elementary and junior high schools, please **request and submit the application form at the elementary school.**

*If it is difficult for you to take time off from work, making an application through school is recommended.

(2) When applying at a ward office

Please bring the following items to the ward office’s application acceptance desk (all ward offices in Sakai City accept applications), and go through the necessary procedures.

1. Bank account details of the parent or guardian who submits the application.

* Not required if you entrust your child's principal with the receipt of subsidies in your application

2. Documents required to be attached:

If any of the criteria ③ or ⑤-⑩ specified in section 3, sub-paragraph (2) below are applicable to you, please bring the appropriate documents

③ Households receiving public assistance whose educational expense subsidies have been suspended or discontinued, cannot receive the school expense subsidies unless they apply. Please make an application for the school expense subsidies if you would like to receive this benefit.

④ **Only school trip expenses and medical expenses are covered for households receiving the public assistance educational allowance.**

Households with children in the sixth grade of elementary school and/or the third grade of junior high school are unable to receive payment for school trip expenses without applying for the school expense subsidy. Please make sure to submit an application for the school expense subsidy.

During the process of screening your application, the incomes and financial dependency of all household members are examined. Please make sure to include the following information:

Address as at January 1, 2021

Sakai City — If you and your household members have not declared your income yet, please complete and file your 2020 income declaration immediately.
(If you have already declared your income, you do not need to do anything further.)

Other municipalities— You and your household members are **required to submit a taxation certificate for FY 2021**, which will be issued later (around June) by your previous municipality of residence. (Tax withholding statements are not accepted.)
Please declare your income with your previous municipality of residence.
(Taxation certificates are usually issued after June. Please confirm details with your previous municipality of residence.)

- If your employer already files your earnings you don't need to declare your income, though a declaration does have to be made for any non-dependents (i.e.: spouses not qualified for tax exception or non-dependent family members).
- Please be sure to complete an income declaration even if you have no earnings.
(However, dependents do not need to declare income.)

3. Households Eligible for School Expense Subsidies

Households headed by persons who live in Sakai City and are parents or guardians of children/students in public elementary and/or junior high schools (excluding national elementary and/or junior high schools and special needs schools), and falling under **either category (1) or (2)** described below, are eligible to receive school expense subsidies.

(1) Households in which the total annual income of all members in the same household (including income from family members working away from their family either domestically or overseas, pensions and retirement benefits, etc.) for 2020 (January 1 to December 31, 2020) is below the following thresholds. (The income thresholds below should be used as rough guidelines, and may vary depending on the ages of household members.) Also, because of changes in thresholds and changes in applicants’ household income, households whose applications were given approval last year may lose their eligibility this year, while households judged ineligible last year may be given approval this year.

Number of household members	2	3	4	5	6
Threshold	¥1,840,000	¥2,380,000	¥2,640,000	¥3,030,000	¥3,430,000

“Income” here refers not to the amount paid, but to the “amount remaining after deductions on earnings” on your certificate of income and withholding tax.

Income for the business income earner is the amount after deducting the necessary expenses from gross earnings.

(2) Households falling under any of the following criteria.

Even if an applicant household falls under any of the following criteria, eligibility will be determined based on the previous year’s income unless the required documents (copies of ③ or ⑤ to ⑩) are submitted.

Please note that documents other than those listed under “Documents to be attached to application form” will not be subject to examination.

Reason for Applicability		Documents to be attached to application form (copies accepted)
On application	① Household receives public assistance	No documents required. (Please submit an application form alone.) *Decision will be made according to your family composition, etc. as of the time when the assessment is conducted from June onward.
	② Household receives Childcare Allowance (Not Child Allowance)	
	③ Day laborer registered at a Public Employment Security Office (“Hello Work”)	
In FY2020 or FY2021	④ Household for which public assistance has been suspended or discontinued (Excluding cases where suspension or discontinuation is due to change in family composition)	No documents required. (Please submit an application form only.)
	For items ⑤-⑧ below, “ 減免 ” [reduction or exemption] must be stated.	
	⑤ Household with reduction of or exemption from city tax	◦ Notice of change of the amount of city tax and prefecture tax (“Notices of Exclusion of Municipal Taxation” are not accepted.)
	⑥ Household with reduction of or exemption from enterprise tax	◦ Notice of reduction or exception from enterprise tax
	⑦ Household with reduction of or exemption from property tax	◦ Notice of assessment of property tax
	⑧ Household with reduction of or exemption from paying national health insurance premiums	◦ Notice of determination of correction of national health insurance premiums (only when all family members are exempt from payment of national health insurance premiums)
	⑨ Household exempt from national pension insurance premiums	◦ Notice of approval of application for exemption from/extension of payment of national pension insurance premiums <ul style="list-style-type: none"> • Notices are required for all household members aged 20 or older who are exempt from the payment. • Only households whose exempt periods are six months or more are eligible. *A copy of the page showing the name and exempt period is required.
	⑩ Household has been loaned livelihood relief (excluding educational relief)	◦ Notice of livelihood relief loan

* Please consult with the division below, when loss of work of a parent or guardian, a change of status in the household (death or divorce), etc., makes it difficult to send your children to school this year, or if there is anything difficult to understand in any part of this Notice.

***Please make sure that you have completed your income declaration.**

School Affairs Division	Tel: 228-7485
	Fax: 228-7256
	Mail: kyogaku@city.sakai.lg.jp

4. School Expense Subsidies Breakdown

Scheduled payment to eligible applicants (annual amounts to be paid for applications filed in April)

Kinds of benefit		Expenses for classroom supplies, etc.	Expenses for school lunch	Expenses for enrollment (Applications filed in April only) *1 Funds to prepare for entering school	Expenses for out-of-school activities (With overnight stays)	Expense for school trip	Expense for <i>budo</i> classes	Medical expense
Kinds of school, School year								
Elementary school	1 st grade	¥13,230 Apr. ¥1,130 May-Mar. ¥1,100	Actual cost	¥51,060	Actual cost (¥3,690 and under)	Actual cost		Medical service tickets will be issued by the school
	2 nd to 5 th grade	¥15,500 Apr. ¥1,310						
	6 th grade	May-Mar. ¥1,290		* 1 ¥60,000				
Junior high school	1 st grade	¥25,040 Apr. ¥2,160 May-Mar. ¥2,080		¥60,000	Actual cost (¥6,210 and under)	Actual cost	Actual cost (¥7,650 and under)	
	2 nd to 3 rd grade	¥27,310 Apr.: ¥2,340 May-Mar. ¥2,270						

- School supply expenses: The subsidy is paid on a prorated monthly basis from the month in which the school expense subsidy application is filed. Subsidies are paid to cover part of expenses, including educational material expenses collected by the school, school goods and out-of-school activity expenses (for activities not involving overnight stays).
- School lunch expenses: The subsidy amount is calculated on a prorated daily basis from the month in which the school expense subsidy application is filed, in accordance with the number of lunches provided.
- Expenses for enrollment: This benefit can be applied **only to children in their first year of elementary school or junior high school of households who submit their school expense subsidy applications in April.**
***1 Only children in the sixth grade of elementary school are eligible to receive funds to prepare for entering school, and they are provided at payment time in the third term (i.e., mid-March).**
- Expenses for out-of-school activities: Subsidies are provided only when children/students participate in out-of-school activities with overnight stays and their school expense subsidy applications are filed in or before the month in which such activities take place. This benefit covers the transportation and admission expenses.
- School trip expenses: These subsidies are paid only when children participate in school trips and their subsidy applications are filed in or before the month in which such school trips take place. This benefit covers the transportation, accommodation and admission expenses.
- Expenses for *budo* classes: Subsidies are paid to cover expenses to buy a *judo* uniform or a *sumo* belt, etc. used for *budo* martial art classes in the junior high school curriculum. In case you have bought such goods personally at sports stores, etc., a receipt with the name of a parent, guardian or the student, price, item name, date and shop name is required. (This benefit is provided only once in three years and cannot be paid retrospectively.)
- Medical expenses: Subsidies are provided to cover the patient's portion of the cost of treatment for medical conditions specified by the school for treatment. (For more details, please see page 7.)

5. Notice of Determination and Payment of Benefits

Subsidies noted in *2 are calculated from the month of application onward.

Month applied	Transmittal of determination notice		Payment schedule (planned)		
	Non-approval notice	Approval notice	First term (for April to July)	Second term (for August to December)	Third term (for January to March)
April/May	Mid July	Mid July	*2 Mid July	Mid December	Mid March
June to October	Within the month following the month of application (Soon after application when applied for in February)	Mid December		*2 Mid December	Mid March
November to February		Mid March			*2 Mid March

- If you submit an application through your child’s school, a Notice of Approval will be sent to the applicant via the school. (If an applicant has children enrolled in both elementary and junior high schools, the notice is sent via the elementary school.) A Notice of Disapproval or Rejection, etc. will be sent through mail by the School Affairs Division.
- Any notices to applicants who filed their applications through a ward office will be sent through mail by the School Affairs Division.
- Information necessary to determine the subsidy amount, including the number of school lunches provided and students’ attendance of and/or absence from school trips, will be confirmed with schools, and subsidies calculated based on such information will be provided.
- The payment could be delayed if the examination procedure takes a longer time than planned.

*By applying for the school expense subsidies, you consent to the following points being confirmed: your household circumstances, public assistance (education assistance) and the Childcare Allowance receipt status, foster parents’ status, as well as the taxability and class of physical or mental disability or rehabilitation handbook regarding all relevant family members.

*Please understand that the subsidies will be paid to you via your child’s principal, when the school principal is designated as the receiver of the benefit, or in the case where the school dues are unpaid on the 15th of the month before the month of payment.

Example of How to Fill in the Sakai City School Expense Subsidy Application Form

* Even if you submit your application to school, you can request a bank transfer into the account of the applicant.

Please read carefully.

Date of application: Please make sure to fill in.

Check the box, if you were not resident in Sakai City as of January 1 of year of application. (Taxation certificate documents required)

Only prefectural and municipal elementary and junior high schools are covered. (National/private schools and special needs schools are not covered.)

• Please enter the names of family members other than the child(ren) entered in the above section.
• Please enter the name of your spouse, even if they are on a separate certificate of residence.

Write the 7-digit account number right-aligned.

Write the account name in Katakana. (No correction required if written in Chinese characters.)

Only when entrusting the school principal to receive the benefit, please fill in the date of application and the name of the parent or guardian applying and stamp with a name seal.

様式第1号(甲) (第3条関係)

令和3年度 就学援助申請書

申請日 令和 3 年 4 月 〇 〇 日

堺市教育委員会 教育長 殿

堺市就学援助規則第3条の規定により、令和3年度の就学援助について、次のとおり申請します。
なお、申請に当たり、以下の事項について確認を行うことに同意します。
①世帯状況 ②生活保護（教育扶助）の受給状況 ③里親の認定状況 ④児童扶養手当の受給状況 ⑤家族全員に係る市民税の課税状況等 ⑥家族全員に係る身体障害者手帳及び精神障害者保健福祉手帳の等級並びに療育手帳の区分

(注) 1 太枠の中のみ記入してください。
2 一世帯につき一枚の申請書により申請してください。
3 学校を通じて申請する場合において、申請の対象となる児童生徒が小学校及び中学校のそれぞれに在学しているときは、小学校へ提出してください。
4 学校納付金等を学校に納入していないときは、学校長を経由して支給します。
5 就学援助金納入口座は、日本スポーツ振興センター掛金運付口座として使用いたします。

下記項目に該当する場合は、を入れてください。
1月1日現在 無
堺市に住居票

申請保護者	堺 〇 〇	電話番号	090 - XXXX - 〇〇〇〇
住所	堺市 〇 区 ▲▲▲町 □丁 〇番 X号		

フリガナ	氏名	生年月日	続柄	学校名	学年	コード
サカイ	堺 〇 〇	H.21年7月16日	子	堺東 ① 小学校	6年	
サカイ	堺 〇 〇	H.19年2月14日	子	堺 小 ② 小学校	3年	

氏名	堺 〇 〇	生年月日	H.47年5月5日	続柄	申請保護者	職業	
氏名	堺 〇 〇	生年月日	S.51年3月3日	続柄	妻	パート	
氏名	堺 〇 〇	生年月日	H.14年4月2日	続柄	子	大学一年生	
氏名	オオサカ	生年月日	S.26年7月3日	続柄	義母	意職	

振込先	金融機関名	〇 〇 銀行	金融機関コード	1234	口座番号	普通	4 6 9 1 1 8
振込先	本支店名	△ △ △ 支店	本支店番号	001	口座名義	申請保護者名義に限りです。	サカイ 〇 〇 〇

令和3年度の就学援助金の受領及び送納について、在籍校校長に委任します。

保護者氏名 〇 〇 〇 (申請保護者が自署し印し、捺印してください。)

通知書 (その他(特記事項・その他添付書類等))

Name of the child in question

Name of the school

Write the name of the parent or guardian applying in the first column.

Write the same name in these three columns.

Date of birth

Relationship with the applicant

Occupation or name of the school

Bank name

Select either "Bank transfer" or "Entrustment"

Branch name: For Japan Post Bank account, please fill in the branch name with numbers in Kanji (e.g. "四〇八 [408]", "四一八 [418]) and branch code (e.g. 408, 418) - both consist of three numbers and end with the number 8. Please also fill in your 7-digit account number.

Financial Assistance Program for Medical Care (Medical Service Tickets under the School Health and Safety Law)

This program provides financial assistance to cover a patient's portion of cost for medical services provided under health insurance programs when an eligible person specified below receives treatment for medical conditions listed below.

1. Persons eligible for financial assistance

- (1) Children from households receiving public assistance.
- (2) Children from households that are eligible for school expense subsidies.

2. Medical conditions covered

The following conditions are covered in accordance with the School Health and Safety Law.

You cannot use a medical service ticket for the treatment of other diseases.

- | | | | |
|-----------------------------------|---|---------------------------------|------------|
| 1. Trachoma (eye infection) | 2. Infective conjunctivitis | 3. Otitis media (ear infection) | |
| 4. Chronic sinusitis | 5. Adenoids | 6. Tinea (ringworm) | 7. Scabies |
| 8. Impetigo (school sores) | 9. Parasitic diseases (including parasite eggs) | | |
| 10. Tooth decay (dental cavities) | | | |

*Medical service tickets are available in the following cases:

- Any of the conditions listed above has been detected by a school medical checkup.
- School instructions have been given for the treatment of the listed diseases based on children/students' reports and health counseling.

© **Note:**

***Please be sure to make a request to the school and receive medical service tickets before receiving medical care each month.**

***Please note that, in principle, treatments received without medical service tickets are not covered by the Financial Assistance Program.**

◆◆◆ Applicants who have filed applications for school expense subsidies (and are waiting for the results of screening) ◆◆◆

- 1) Children/students who are from households that received school expense subsidies last year, submitted an application for the subsidies in April or May this year, and need to receive treatment for any of the listed conditions by the middle of July when they will be notified of the results of application, are asked to request their schools to issue medical service tickets **before receiving treatment.**
- 2) Children/students who are from households falling under any of the following categories and who need to receive treatment for any of the listed conditions are asked to **contact the School General Affairs Division for additional information before receiving treatment** if they wish to receive financial assistance for medical care.
 - A household that was approved for school expense subsidies in the previous school year and that applies for school expense subsidies in or after June this year
 - A household that has applied for school expense subsidies for the first time
 - A household that did not apply, or whose application was not approved in the previous school year, and that applied this school year

3. Amount of Subsidy

If you receive treatment with medical tickets, your portion of payment for medical services provided under health insurance programs for the treatment of any of the listed conditions will be paid by the Sakai City to medical institutions. If you need to be hospitalized, please contact the School General Affairs Division for advice.

* You are **responsible to bear the medical expenses yourself** in the following cases:

- When you receive treatment without bringing a medical service ticket
- When you receive treatment without having obtained a medical service ticket
- When you receive treatment not covered by health insurance programs
- When you receive treatment for illnesses other than those listed above

For information about the Financial Assistance Program for Medical Care (Medical Service Tickets)	
School Education Department School General Affairs Division	Tel: 228-7436
	Fax: 228-7421
	Email: gakukyo@city.sakai.lg.jp