

* When applying for School Expense Subsidy, please read this notice carefully and keep it in a safe place.

Notice of School Expense Subsidy System for FY 2024

To Parents and Guardians

Sakai City Board of Education

Sakai City has a system for providing financial assistance to partially cover school supply expenses, etc. to households which, for financial reasons, have difficulty in sending their children to public elementary and junior high schools (not including national elementary and junior high schools and special needs schools).

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.

Scan this QR code for details of the School Expense Subsidy System.



◎ You must submit a new application for School Expense Subsidy every year. Even if you received "School Entrance Preparation Money" for new first grade students in March, you must submit an application during the application period indicated below to receive assistance such as school supply expenses.

1 Application method

◆ Application Period April 15, 2024 (Monday) to April 30, 2025 (Tuesday)

* Applications will be accepted until February in the following year. Please note that if you are approved, the subsidy from the month in which you applied will be paid.

Precautions

- Applications will be accepted at schools and ward offices except on Saturdays, Sundays, and holidays.
- The application form can be downloaded and distributed (at schools and ward offices) from April 15.
- Please note that the application period will not change even if online application is temporarily suspended due to system maintenance work.

◆ How to apply (Please apply using any of the following methods (1) to (4).)

(1) Applying online

You can apply via the Sakai City Online Application System.
Please scan the two-dimensional code on the right to apply.

Scan this QR code for online application.



(2) Applying by mail

Please download the application form from the Sakai City website, follow the "Precautions upon applying by mail" on the website,

and send it by mail by **April 30, 2024 (Tue.) (*postmarked by that date).**

If you fall under any of the criteria in 2- (2) on page 2, please enclose the required documents (photocopies).

Send to «School Affairs Division (Gakumu-ka), Sakai City Board of Education, 3-1 Minami-kawaramachi, Sakai-ku, Sakai City 590-0078»

(3) Applying at the school (You can apply at the school even if you prefer payment by bank transfer to the account of the parent or guardian who submits the application.)

Please download the application form from the Sakai City website or obtain the application form from the school and submit it to the school (except on a Saturday, Sunday, or holiday) (If you have children enrolled in both elementary and junior high schools, please **submit the application form to the elementary school.**)

If you fall under any of the criteria in 2- (2) on page 2, please submit the required documents (photocopies).

(4) Applying at a ward office

Please bring the following items to an application counter of the relevant ward office between 9:00 a.m. and 5:15 p.m. during the application period (except on a Saturday, Sunday, or holiday) with the following items to go through the procedures.

- | |
|--|
| <ol style="list-style-type: none"> 1. Seal (to be used with a red ink pad) * Not required if the parent or guardian who submits the application affixes his/her signature 2. Details of the <u>savings account</u> of the parent or guardian who submits the application 3. If you fall under any of the criteria in 2- (2) on page 2, the required documents (photocopies) |
|--|

Inquiry Desk regarding School Expense Subsidy (other than Medical Expenses)

Scholarship Section, School Affairs Division, Sakai City Board of Education
TEL: 228-7485 (direct), FAX: 228-7256, Mail: kyogaku@city.sakai.lg.jp

2. Eligible households

Households headed by registered residents of Sakai City who are parents or guardians of students enrolled in public elementary and/or junior high schools (excluding national elementary and/or junior high schools and special needs schools), and fall under either category (1) or (2) described below

- (1) Households in which the total annual income of all members of the same household (including income from household members working away from their household either domestically or overseas, pensions and retirement benefits, etc.) for 2023 (January 1, 2023 to December 31, 2023) is below the following thresholds.

| Number of household members | 2 | 3 | 4 | 5 | 6 |
|---|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Threshold (Salary income guide) | ¥2,070,000 (¥3,230,000) | ¥2,560,000 (¥3,880,000) | ¥2,780,000 (¥4,160,000) | ¥3,150,000 (¥4,620,000) | ¥3,550,000 (¥5,120,000) |

- **Income amount** ⇒ In case of salary earners, income amount means not the actual amount paid, but the amount remaining after deductions on salary income on your certificate of income and withholding tax (*gensenchoshuhyo*).
 - If you have salary income or public pension income, 100,000 yen (maximum) will be deducted from the total income amount.
- In case of business income earners, income amount means the amount after deducting necessary expenses from gross earnings.
- **Threshold** ⇒ The threshold is a **guide** and varies depending on the age of the household members.

- (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 income of 2023 if you do not attach the "Documents to be attached to the application form" specified in the criteria (3), (5) to (10).

| Reasons for eligibility | | Documents to be attached to the application form (photocopies acceptable) |
|-------------------------|---|---|
| Upon application | (1) Households receiving Public Assistance | No documents required |
| | (2) Households receiving Child-rearing Allowance (Not Child Allowance) | * Examination will be based on the family structure at the time of examination in June or later. |
| | (3) Day laborer registered at a Public Employment Security Office (Hello Work) | o Page with the seal of the head of the Employment Security Office in your insurance book for daily work insured person |
| In FY 2023 or FY 2024 | (4) Households whose Public Assistance has been suspended or discontinued (Excluding cases where suspension or discontinuation is due to a change in the household structure) | No documents required |
| | For items (5) to (8) below, “ 減免 ” (reduced or exempted) must be stated. | |
| | (5) Households whose municipal tax has been reduced or exempted | o Notice of change in the amount of municipal tax / prefectural tax |
| | (6) Households whose individual enterprise tax has been reduced or exempted | o Notice of decision of reduction or exemption of individual enterprise tax |
| | (7) Households whose property tax has been reduced or exempted | o Notice of assessment of property tax |
| | (8) Households whose national health insurance contributions have been reduced or exempted | o Notice of decision of correction of national health insurance contributions (only applicable in cases where the national health insurance contributions of all household members are reduced or exempted) |
| | (9) Households which are exempt from national pension insurance contributions | o Notice of approval of application for exemption from/extension of payment of national pension insurance contributions <ul style="list-style-type: none"> • Notices for all household members aged 20 or older who are required to pay must be submitted. • Only households whose exempted period is six months or longer are eligible. * The page showing the name and exempted period is required. |
| | (10) Households which received the national loan for living expenses (Excluding educational support funds) | o Notice of decision to provide a loan for living expenses |

- * If your children happen to have difficulty attending school due to financial reasons such as parents or guardians being unemployed, or changes in the household situation (death/divorce) this year, or if you have any other questions, please contact us as indicated on page 1.

3. Details of School Expense Subsidy «Annual amounts to be paid for those applicants filed in April»

| Kinds of benefits | | School supply expenses, etc. | Expenses for enrollment (Those applicants who filed in April only) * 1 School Entrance Preparation Money | Expenses for out-of-school activities (involving overnight stays) | School trip expenses | Expenses for budo classes | Medical expenses |
|---------------------------------|------------------|--|---|---|----------------------|------------------------------------|---|
| Kinds of school/ School year | | | | | | | |
| Elementary school | 1st grade | ¥13,230 April ¥1,130 May-Mar. ¥1,100 | ¥57,060 | Actual cost (not exceeding ¥3,690) | Actual cost | | Medical service tickets will be issued by the school. |
| | 2nd to 5th grade | ¥15,500 April ¥1,310 May-Mar. ¥1,290 | | | | | |
| | 6th grade | * 1 ¥63,000 | | | | | |
| Junior high | 1st grade | ¥25,040 April ¥2,160 May-Mar. ¥2,080 | ¥63,000 | Actual cost (not exceeding ¥6,210) | | Actual cost (not exceeding ¥7,650) | |
| | 2nd to 3rd grade | ¥27,310 April ¥2,340 May-Mar. ¥2,270 | | | | | |

- School supply expenses, etc.: This assistance is provided on a prorated monthly basis from the month in which the application is submitted to cover part of the expenses including the money collected by the school for educational materials, etc., school goods expenses, and expenses for out-of-school activities (activities not involving overnight stays).
- Expenses for enrollment: This assistance is provided **only to students in their first year of elementary school or junior high school from households which have submitted their School Expense Assistance applications in April.** (There will be no overlap between this payment and the payment for School Entrance Preparation Money.)
* 1 School Entrance Preparation Money: This assistance is provided only to sixth graders, and **will be paid at the time of payment for the third term (mid-March).**
- Expenses for out-of-school activities (activities involving overnight stays): This assistance is provided **only to students who participated in out-of-school activities and whose applications are submitted before the month in which such activities take place.** This assistance covers transportation fees and tour fees/admission fees only.
- School trip expenses: This assistance is provided **only to students who participated in school trips and whose applications are submitted before the month in which such school trips take place.** This assistance covers expenses related to transportation, accommodation, and tour fees/admission fees.
* One payment only for both elementary and junior high school
- Expenses for budo classes: For the purchase of judo uniforms or sumo belts for *budo* martial art classes conducted as part of the junior high school curriculum, **in case you have bought such goods personally at a sports store, etc., a receipt with the name of a parent, guardian or student, price, item name, date of receipt, and shop name is required.** (This assistance is provided only once in three years and will not be paid retroactively.)
- Medical expenses: This assistance is provided to cover copayments for healthcare services provided under health insurance, but is limited to specified medical conditions for which treatment is directed by the school (see the back side).
- School lunch expenses: This assistance will be allotted to the school lunch expenses under public accounts; therefore, there is no provision directly to parents/guardians.

4 Precautions upon application

- ◎ If your educational assistance under the Public Assistance system has been suspended or discontinued, you **will not be able to receive assistance unless you apply for School Expense Subsidy.** If you would like assistance, please apply for School Expense Subsidy.
- ◎ **If you are receiving educational assistance under the Public Assistance system, only school trip expenses and medical expenses are covered.** Households with children in the year for which school trips are to be held are **unable to receive assistance for school trip expenses without applying for School Expense Subsidy. Please be sure to apply for School Expense Subsidy.**

During the screening of your application, the income amount and financial dependency status of all household members will be examined. Please note the following points.

| | | |
|---|-------|--|
| Your address as of January 1, 2024 | | * Please be sure to complete your income declaration. |
| Sakai City | ————— | If you and your household members have not yet declared your income, please complete and file your 2023 income declaration immediately. (If you have already declared your income, you do not need to do anything further.) |
| Other municipalities | ————— | From the beginning of June , you and your household members are required to submit your taxation certificate for FY 2024 (Kazeishomeisho) , which will be issued later (around June) by your previous municipality of residence. (Certificate of income and withholding tax. (<i>Gensenchoshuhyo</i>) are not accepted.) • Please file your income declaration with your previous municipality of residence. • The "taxation certificate" obtained before May may be the one for FY 2023. Confirm that this is the case. Please confirm the details with your previous municipality of residence.) |
| * If your employer already files your tax return, you do not need to declare your income, although an income declaration does have to be made for any household member who is not a dependent (i.e., your spouse who shares the same livelihood or dependent household members who qualify for a tax exemption). | | |
| * Please be sure to complete income declaration of all household members even if they have no earnings (However, dependents do not need to declare their income.) | | |

- © When applying for School Expense Subsidy, please agree to the following points before applying.
- ◆ To confirm the following points for all household members.
 - (1) Basic Resident Register (2) Taxation ledger of municipal tax/prefectural tax (3) Receipt or not of Public Assistance
 - (4) Receipt or not of Child-rearing Allowance
 - (5) Grade of Physical Disability Handbook and Mental Disability Health and Welfare Handbook and classification of Rehabilitation Handbook
 - ◆ To inquire or notify relevant organizations of Sakai City and other municipalities regarding matters necessary for approval and payment of School Expense Subsidy.
 - ◆ To make a full refund if the relevant student goes on to a national / private junior high school or special needs school after receiving School Expense Subsidy (School Entrance Preparation Money).
 - ◆ To allot school lunch expenses subsidized by School Expense Subsidy to the school lunch expenses for students attending a Sakai municipal elementary or junior high school.
- © Upon the payment of School Expense Subsidy, in the case you have entrusted the school principal as the recipient of the benefits, or if you have not paid the money required to be paid to the school as of the 15th of the previous month in the "Payment Schedule to those approved" described below, the payment of School Expense Subsidy for that period (full amount) will be made via the school principal.

5 Notice of decision and payment schedule to those approved

| Month applied | Transmission of each notice | | Payment schedule to those approved * As for 2, benefits are to be provided from the month of application onward. | | |
|----------------------|---|----------------------------|---|--------------------------------------|-----------------------------------|
| | Approval/Non-approval notice | Bank transfer notification | 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 |

- Each notice after application will be notified by mail.
- Information necessary to determine the amount of subsidy, such as students' participation in or absence from school trips, will be confirmed with schools.
- The payment could be delayed if the screening takes longer than planned.

System of Medical Expense Assistance (Medical service tickets under the School Health and Safety Act)

When the persons eligible described below have received treatment for a specified medical condition, Sakai City will support the copayment for healthcare services provided under health insurance.

1. Persons eligible for this assistance

- (1) Students in households receiving public assistance
- (2) Students in households which have been approved to receive School Expense Subsidy

2. Medical conditions to be covered

Only the following medical conditions are covered in accordance with the School Health and Safety Act.

Medical service tickets cannot be used to treat medical conditions other than the following:

- 1. Trachoma 2. Conjunctivitis 3. Otitis media 4. Chronic sinusitis 5. Adenoids
- 6. Tinea (ringworm) 7. Scabies 8. Impetigo (impetigo contagiosa)
- 9. Parasitic diseases (including those with worm eggs) 10. Tooth decay (cavities)

* Medical service tickets can be issued in the following cases:

- Any of the medical conditions listed above have been detected by a school medical checkup.
- The school has directed that treatment be given for the listed medical condition based on a students' report and health counseling.

◎ Precautions

- Please be sure to make a request to the school and receive the medical service tickets before receiving treatment each month.
- Please note that, in principle, treatments received without medical service tickets are not covered by Medical Expense Assistance.

◆◆◆ Applicants who have filed an application for School Expense Subsidy (and are awaiting the results of the screening) ◆◆◆

- ① Students who are in households which received School Expense Subsidy in the previous fiscal year, submitted an application for School Expense Subsidy in April or May this fiscal year, and need to receive treatment for any of the listed medical conditions by the middle of July when they will be notified of the results of the screening are required to request their schools to issue medical service tickets before receiving treatment.
- ② Students from households falling under any of the following categories who need to receive treatment for any of the listed medical conditions are required to contact the Health and Physical Education Division before receiving treatment if they wish to receive financial assistance for medical expenses.
 - Households which were approved to receive School Expense Subsidy in the previous fiscal year and applied for School Expense Subsidy in or after June this fiscal year
 - Households which applied for School Expense Subsidy for the first time
 - Households which did not apply or was not approved in the previous fiscal year, and applied this fiscal year

3. Amount of assistance

If you receive treatment with medical service tickets, the copayment for healthcare services provided under health insurance for the treatment of any of the listed medical conditions will be paid to the medical institutions by Sakai City. If you need to be hospitalized, please contact the Health and Physical Education Division for advice.

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

- If you receive treatment without bringing the medical service tickets issued by the school
- If you receive treatment without having obtained medical service tickets
- When you receive treatment not covered by health insurance
- When you receive treatment for medical conditions other than those listed above

Inquiry Desk regarding Medical Expense Assistance (medical service

Health and Physical Education Division, Sakai City Board of Education
TEL: 340-0316 (direct), FAX:228-7421, Mail: gakukyo@city.sakai.lg.jp

Sakai City is implementing various measures in addition to the School Expense Subsidy System for those who have trouble making a living.

For details, please see the Sakai City website (Health and Welfare).

~~ Sakai City Scholarship System ~~

Sakai City has a system to provide scholarships to high school and university students, etc. who have difficulty studying at school due to financial reasons. For details, please see the Sakai City website.