

Important Announcement Regarding Applying for School Lunch & Fee

1. School Lunch Fee Payment Change to Public Accounting

From April 2024, Sakai City will change the handling of school lunch fees from “private accounting,” in which payment is collected and managed by each school, to “public accounting,” in which payment will be handled by the city. As a result, payment of these fees will change from the schools to Sakai City.

For the 2023 school year, there will be no changes to the current payment procedures.

2. Submission of “School Lunch Application Form,” “Direct Debit Request Form,” and “Copy of Bankbook”

With the change to public accounting, parents/guardians will be required to submit the enclosed "School Lunch Application Form", "Direct Debit Request Form" to withdraw school lunch expenses from an account, and a "Copy of Bankbook" of the financial institution account designated for payment.

Therefore, **please fill out the enclosed "School Lunch Application Form" and "Direct Debit Request Form", attach a copy of your bankbook, place them in the return envelope enclosed and submit them by the deadline.**

Once complete, they do not need to be submitted again when entering or transferring to any other Sakai City Schools (elementary school, junior high school, or special needs school).

(1) School Lunch Application Form Used to apply for school lunches

Please fill out the required information referring to the example on the last page. One copy of this application form must be submitted per student.

This application can also be processed through the online application system. If you wish to apply online, please access the following URL or QR code to complete the application process online.

Please note that the enclosed “School Lunch Application Form” is not required if applying online.

***However, the "Direct Debit Request Form" and a bankbook copy must still be submitted.**

Apply Online: <https://lgpos.task-asp.net/cu/271403/ea/residents/procedures/apply/1d134b7a-20da-4867-8aca-6b22e062e338/start>



(2) “Direct Debit Request Form” Accounts currently registered with schools must still be submitted.

This form produces multiple carbon copies. Without tearing off the first sheet, fill in your details per the example shown.

One copy of this form can be used for up to three students.

When submitting, please keep the first page (cover page) and the fourth page for your records and submit the second page and third page.

Accepted Financial Institutions:

Banks	Shinkin Banks	Others
Mizuho, MUFG, SMBC, Resona, San ju San, Bank of Kyoto, Kansai Mirai, Senshu Ikeda, Nanto, Kiyo, Awa, Iyo, Tokushima Taisho, Japan Post	Osaka, Osaka Co-sei , Osaka City, Osaka Shoko, Eiwa, Amagasaki	Shoko Chukin, Daido Shinyo Kumiai, Seikyo Shinyo Kumiai, Nozomi Shinyo Kumiai, Kinki Sangyo Shinyo Kumiai, Mire Shinyo Kumiai, Kinki Rokin, JA Sakai, JA Osaka Minami

➤ Expenses other than the school lunch fee will be deducted separately from the account designated by the student’s school.

➤ No money transfer fee is required.

*In general, school lunch expenses must be paid via direct debit.

(3) "Copy of Bankbook"

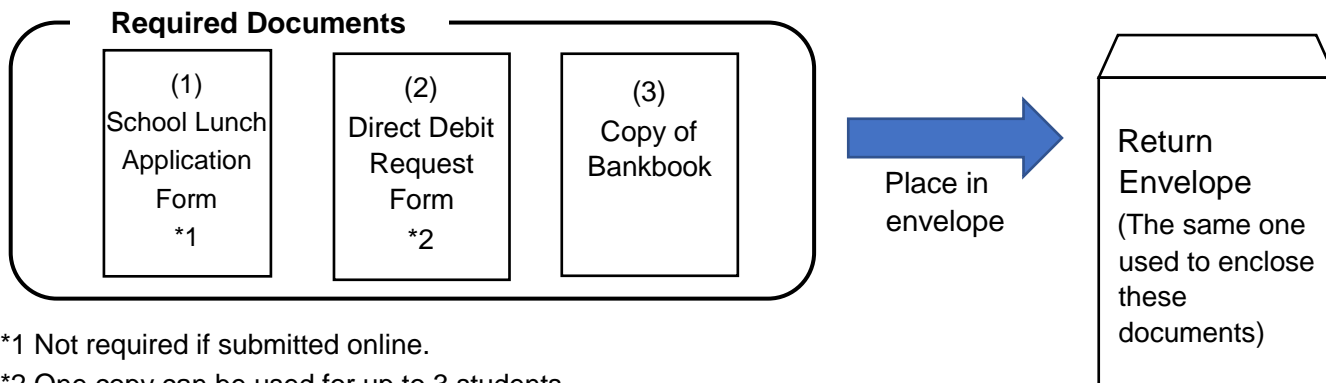
Please submit a copy of the bankbook of the account designated on the "Direct Debit Request Form."

*Please take a copy of the page with the account information, such as the account number and account holder name.

*If you do not have a bankbook, please submit a copy of a screenshot or cash card that confirms the name of the financial institution, branch, account number, and account holder.

How to Submit

Please submit the required documents to the address listed below before the deadline.



*1 Not required if submitted online.

*2 One copy can be used for up to 3 students.

Address To: Sakai City Board of Education Secretariat, School Lunch Division, Admin

Submission Deadline *(No exceptions)*

Current Students: **Friday, September 29th, 2023**

2024 1st Grade ES Students: **Thursday, December 28th, 2023**

3. School Lunch Fee

The school lunch fee and direct debit dates (payment due dates) for the 2024 school year are scheduled as follows (9 times a year).

This amount is the current estimate. The fee amount may change in the future.

		First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	Ninth
	Direct Debit Date (Payment date)	Jul. 25	Aug. 26	Sept. 25	Oct. 25	Nov. 25	Dec. 25	Jan. 27	Feb. 26	Mar. 25
Fee	ES *Varies based on grade. This is for 3rd-4th.	¥5,500	¥5,500	¥5,500	¥5,500	¥5,500	¥5,500	¥5,500	¥5,500	TBD
	JHS *If required for all students	¥7,130	¥7,130	¥7,130	¥7,130	¥7,130	¥7,130	¥7,130	¥7,130	TBD

- The school lunch fee is ultimately paid based on the number of times it's served during the year. The last school lunch payment will be decided during the final period.
- If the direct debit date falls on a Saturday, Sunday or holiday, the withdrawal will be carried out on the following business day of the designated financial institution.
- If the direct debit cannot be made due to insufficient balance or other reasons on the designated payment date, the withdrawal will be attempted again on the 10th of the following month (or the next business day if it is a Saturday, Sunday or holiday).

*There may be some months when it will not be possible to reschedule withdrawals.

- The annual payment amount and the payment amount for each term will be notified around July of each year.
- If you wish to stop receiving all or part of a school lunch due to a food allergy or other reason, please consult with the student's school.
- If opting out of milk or bread due to food allergies, the fee amount may be reduced.

School Lunch Fee Payment Procedures Q&A

Q1 What happens if I fail to complete the “Direct Debit Request Form “by the deadline?

A1 If the procedure is not completed, direct debit may not be available for the first school lunch fee. In this case, please pay at a financial institution or convenience store using the payment slip issued by Sakai City. Please note that you cannot make a combined direct debit on the second payment due date.

Q2 What is required to opt out of milk or bread due to food allergy, etc.?

A2 The "Food Allergy Accommodation Form" (*Tabemono Arerugi Taiou Iraisho* 食物アレルギー対応依頼書) and "School Life Management Guidance Form" (*Gakkoseikatsu Kanri Shidohyo* 学校生活管理指導表) must be submitted to the school by the date specified by each school. Please consult the school for details. After this is completed, the city must be notified to opt out of milk or bread.

Q3 What about if you are receiving public assistance (*Seikatsu Hogo* 生活保護) or schooling assistance (*Shugaku Enjyo* 就学援助)?

A3 Even if you are receiving assistance for school lunch fees from either of the above, you must still register for an account to be used for any refunds for school lunch expenses, etc. You must still submit the "School Lunch Application Form", "Direct Debit Request Form", and a copy of your bankbook. Thank you for your understanding.

Q4 How do I fill out the “Direct Debit Request Form” when using Japan Post Bank?

A4 See the following on how to fill out a request form for direct debit when using Japan Post Bank.

Example of Bankbook

Bankbook (Example)

- The account number will have up to 8 digits, those less than 8 digits have a “0” (zero) automatically redacted. It will end in “1”.
- The code number has 5 digits, starting with “1” and ending in “0”.

Ex. the bankbook details to the right would be filled in as shown below.

Code Number: Align to left

Account Number*: Align to right

**If the account number is not 8 digits, please add a “0” (zero) at the start to make it 8 digits exactly.*

Code Number
11940

Account Number
1234561

Name

JP Bank	Contract Type (契約種別)	Code Number (通帳記号)	※	Account Number (通帳番号) *Align to right
	30	1 1 9 4 0	※	0 1 2 3 4 5 6 1
	KATAKANA	サカイ ハナコ		Seal (On page 2 as well)
	Account Holder (Designated Payer)	SAKAI Hanako		
	Payee Account No.	00910-9-961068	Payee Name	Sakai City Accounting Manager

Please only fill in the ※ column if there is a hyphen (-) and numbers after the Code Number in the bankbook.

For any questions or inquiries, please contact:

Sakai City BOE Secretariat, School Lunch Division, Admin

3-1 Minami Kawaramachi, Sakai Ward, Sakai 590-0078

Phone: 072-228-7489 E-mail: gakukyu@city.sakai.lg.jp

URL: https://www.city.sakai.lg.jp/kosodate/kyoiku/gakko/yutakana/hoken/gakkou_kyuushoku/index.html

QR Code:



School Lunch Application Form Example

Write the date filled in here.

Fill in the name (with katakana above), relationship to student, address, and contact details* of the person who will be responsible for paying the school lunch fee here.

*We recommend using a phone number

**The "Designated Payer" must be the same as listed on the "Direct Debit Request Form".

給食申込書

(申込日)

令和 5 年 9 月 15 日

私（保護者等）は、学校給食について以下のとおり申し込みます。学校給食費については、堺市が指定する期日までに遅滞なくお支払いします。また、下記に記載の<注意事項><同意事項>を厳守します。

-Fill in the student's school, grade, class, and number.

-If the student is starting elementary school from next year, ✓ the "2024 ES 1st Grade" box.

-Fill in the student's name (with hiragana above).

保護者等 (納付義務者)	フリガナ	サカイ ハナコ		児童・生徒 から見た 続柄	Mother
	氏名	Sakai Hanako			
児童・生徒 (給食喫食者)	住所	〒 590-0078 Sakai-shi, Sakai-ku, Minamikawaramachi 3-1			
	連絡先 (電話番号)	※携帯電話等日中に連絡の取れる連絡先 080 - 1234 - 5678			
保護者等 (納付義務者)	学校名	堺市立 Sakai Daiichi 小学校・中学校 支援学校・分校 小学部・中学部			
	どちらかに☑してください	<input type="checkbox"/> 新小学1年生	<input checked="" type="checkbox"/> 6年 3組 8番		
	フリガナ	サカイ タロウ			
	氏名	Sakai Taro			

学校給食の提供について
(☑してください)

申し込みます ※学校給食の一部でも提供を受ける場合を含む。
 申し込みません ※食物アレルギーその他のやむを得ない理由による。

-Please ✓ one of the boxes to apply, or not apply, for school lunch.

-If your child is only opting out of a part of school lunch due to food allergies*, etc., still ✓ "We wish to apply."

* The "Food Allergy Accommodation Form" (Tabemono Arerugi Taiou Iraisho 食物アレルギー対応依頼書) and "School Life Management Guidance Form" (Gakkoseikatsu Kanri Shidohyo 学校生活管理指導表) must be submitted to the school separately. Please consult your school for more details.

申込書は、児童・生徒（給食喫食者）1人につき1枚ずつご記入ください。
児童・生徒（給食喫食者）への学校給食の提供期間は、特に申し出がない限り、小学校の入学からの卒業（又は市外への転校）までとします。
申込書の納入義務者又は学校給食の提供について変更が生じた場合は、届け出が必要です。以上の欠席、転出等により、給食を停止（再開）する場合は、平日7日前までに届け出が
。アレルギー等により、学校給食の全部又は一部の提供を停止する場合は、学校に相談の上、を学校に提出してください。その後、牛乳又はパンの提供を停止する場合は、届け出が必
害等による学校臨時休業時については、学校給食費の返金はありません。また、学級閉鎖
ては、学級閉鎖の翌々日から学校給食費を返金します。
食費を納付期限までにお支払いいただけない場合は、遅延損害金を請求することもありま
食費の滞納が続き、支払う意思が見られない場合、法的措置を講じることがあります。

申込書をもって学校給食の管理運営目的に利用するため、堺市及び堺市教育委員会が有する（学齢簿情報、就学援助情報、生活保護情報、特別支援教育就学奨励費情報、児童手当及付に係る情報）を学校給食課に提供し、関係する組織間で共有することに同意します。食費に滞納が生じた場合、学校給食課が債権の回収に必要な範囲内において、保護者等（納）の個人情報調査・取得し、関係する組織間で共有することに同意します。