

Assistance Benefit for School Expenses FY2020

Saitama City Board of Education

Saitama City offers financial assistance to help offset some necessary school expenses for families who are in financial difficulties. Please read this information leaflet carefully and submit your application as described below should you wish to apply for assistance support. In addition, you will need to renew your application each year should you wish to continue receiving assistance support through the next school year.

☆ Eligible Families

Families residing in Saitama City with child/children attending or expecting to enroll in elementary or junior high school and any family members aged 16 or over as of April 1, 2020 must satisfy one of the following 1 to 10 circumstances.

* Families receiving public assistance (生活保護) are not eligible.

1. Your public assistance (生活保護) has been suspended or terminated.
2. You are exempted from inhabitant tax (市民税).
3. You are receiving a reduction or exemption on individual enterprise tax (個人事業税).
4. You are receiving a reduction or exemption on the fixed asset tax (固定資産税). You are exempted from paying national pension premiums (国民年金の保険料).
5. You are receiving a reduction or exemption on your national health insurance tax.
6. You are receiving child support allowance (児童扶養手当) (not child allowance (児童手当) or special child support allowance (特別児童扶養手当)).
7. You are receiving a living welfare fund loan (生活福祉資金).
8. You are unemployed and qualify for unemployment insurance (雇用保険) benefits.
9. You have difficulties sending your child/children to school due to financial reasons, however criteria 1-9 does not apply to your situation and that you do not qualify for public assistance.

(For Reference) General guideline for circumstance no. 10

Your total household income amount is around or lower than the standard amount shown below.

This is only to be used as a guide as the standard amount varies depending on the number of household members and their age.

	2-person household	3-person household	4-person household	5-person household	6-person household
Standard Amount (total household income amount)	2,430,000 yen	2,770,000 yen	3,240,000 yen	3,650,000 yen	4,140,000 yen

* Your income amount is the net income shown on your *Income Tax Withholding Statement* (源泉徴収票) or *Final Tax Return Form* (確定申告書).

* Please note that those are the estimated standard amount for FY2018, the amounts are subject to change.

* It may help us to calculate the standard amount if you could provide proof of your rent amount by the rental agreement contract.

*Examples:

2-person household: (father (aged 34), first child (aged 7))

3-person household: (father (aged 34), mother (aged 32), first child (aged 7))

4-person household: (father (aged 34), mother (aged 32), first child (aged 7), second child (aged 4))

5-person household: (father (aged 34), mother (aged 32), first child (aged 7), second child (aged 4), third child (aged 1))

6-person household: (grandmother (aged 60), father (aged 34), mother (aged 32), first child (aged 7), second child (aged 3), third child (aged 0))

★ Benefit Payment Details

(* Please note that the following allowance amounts are for FY2020, the amounts are subject to change.)

○ Allowance for school supplies: The following annual payment amount will be paid in 3 instalments at the end of each school term (July, January and March)

Elementary school students:

1st graders: 13,100 yen, 2nd ~ 6th graders: 15,350 yen

Junior high school students:

1st graders: 24,800 yen, 2nd ~ 3rd graders: 27,050 yen

○ Allowance for preparation for new school admissions:

Payable to those whose enrolment is confirmed in November.

Children expected to enter into elementary school: 50,600 yen

Elementary school 6th graders: 57,400 yen

○ Allowance for school supplies for elementary and junior high first grade students:

Payable to those whose enrolment is confirmed in April. (Payment dates may vary depending on application submission date, either in the end of May or July)

Elementary school 1st graders: 50,600 yen

Junior high school 1st graders: 57,400 yen

○ Allowance for graduation school trip:

The actual expenditure will be reimbursed as reported by the school.

○ Allowance for school lunch:

The actual cost will be paid out directly to the school, out-of-pocket expenses are not required.

○ Allowance for medical expenses:

Medical cards for treatments will be issued for specific health issues if diagnosed during school routine health checkups.

○ Allowance for instruction for school life management chart (allergic disease)

(学校生活管理指導表(アレルギー疾患用)) issuance fee:

A maximum of 3,000 yen plus consumer's tax will be reimbursed for the resource fee of food allergies in school lunch paid to medical institutes.

☆ How to Apply

Information leaflets and application forms for new applicants will be made available from February 12 at schools, School Affairs Division, and Ward Community Service Division at ward offices; notifications and application forms for renewing applicants will be sent to eligible families by February 12. Please fill out the application form, stamp your seal (hanko), attach all the required documents, and submit your application to your school, School Affairs Division, or the Ward Community Service Division at your respective ward office.

*Your school is the Saitama municipal elementary/junior high school where your child/children attend.

* Applications are not accepted at 市民の窓口(administrative service windows) or ward office branches.

☆ Application Period

Application Period (Closed on Saturdays, Sundays, national public holidays, and New Year holidays)	Eligible Support Period	Notification of Application Assessment Results	Payment for allowance for school supplies for elementary and junior high first grade students (eligible applicants only)
February 12 ~ March 13, 2020	From April 2020 ~	Mid-May 2020	Late-May 2020
March 16 ~ April 30, 2020	From April 2020 ~	Mid-June 2020	Late-July 2020
Anytime after May 1, 2020	From the month of application	1-2 months after application	Ineligible

* Please contact the School Affairs Division at the Board of Education if you are applying on or after February 1, 2021

☆ Other Important Notes

- Do not submit your application by post mail.
- Only one application form is to be submitted per family. If you have children attending both elementary and junior high school, submit your application form to either one of the schools.

- Make sure you have attached all the necessary documents. Application with insufficient supporting documents will not be processed.
- While the Ward Community Service Division only provides and receives application forms, consultation services are not available. Please consult the school should you wish to discuss your circumstances.

Inquiries:

**Education Fees Assistance Section,
School Affairs Division,
Saitama City Board of Education**

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