

Notice Regarding the School Entrance Support System (Fiscal 2023)

Yokohama Board of Education

Yokohama City has established a system for encouraging children to enter school by providing financial assistance to those experiencing financial difficulties in paying the cost of school supplies, the cost of school excursions and the cost of school meals, etc., for children who are to enter municipal elementary schools and junior high schools for compulsory education.

If you require financial assistance, read the following explanation and then fill out the application form and submit it to the school your child is scheduled to enter.

1. Persons Eligible for Financial Assistance

Relevant Reasons	
(1) Persons in receipt of public welfare assistance	(Only for years in which school excursions are implemented, and only for persons not in receipt of Education Assistance.)
(2) Persons unable to receive public welfare assistance since April 2022	(Except when assistance was terminated due to changes in the household.)
(3) Persons currently receiving child-rearing allowances	(Child-rearing Allowance is different to Special Child Dependent's Allowance. Also, the authorized period will change if payments start midway through the fiscal year.)
(4) Persons experiencing other financial difficulties	(Person's receiving less than the income standard. An investigation into income will be carried out.) See page 2 for further details.

2. Financially Assisted Expense Items and Scheduled Sum of Payment (Annual Sum)

* The sums listed below are for reference purposes only. There are cases in which the sum actually paid is different.

Expense Item	School Entrance Preparation Expenses	School Supplies Expenses, Etc.	Extracurricular Activity Expenses Involving Overnight Accommodation	School Excursion Expenses	Club Activity Expenses	Cost of Graduation Album, Etc.	School Meal Expenses	School Disease Medical Expenses	Japan Sport Council Parent/Guardian Fees	
	*1	*2	*3		*4		*5	*6		
Elementary School	1st Year	¥63,100 * Only applies if payment has not been received prior to the child entering elementary school	¥16,680 (1st Term ¥5,560)	Actual cost of authorized activities (Limited to ¥3,690)	Actual cost of authorized excursions * Once only across six years	—	Meals provided free of charge	Actual cost * Schools issue medical vouchers upon application	Exempt in principle for authorized persons who applied during the first application period	
	2nd to 5th Years	—	¥18,950 (1st Term ¥6,316)							
	6th Year	¥79,500 (Including the value of payment coupons provided)								
	Education Assistance Recipients	—	—							
Junior High School	1st Year	¥79,500 * Only applies if payment has not been received during the child's 6th year at elementary school	Actual cost of authorized activities (Limited to ¥6,210)	Actual cost of authorized excursions * Once only across three years (Limited to ¥60,910 for overseas excursions)	¥30,150 (1st Term ¥10,048)	—	Meals provided free of charge			
	2nd Year	—			¥20,100 (1st Term ¥6,700)					
	3rd Year	—			¥32,470 (1st Term ¥10,820)					¥10,050 (1st Term ¥3,348)
	Education Assistance Recipients	—			—					¥8,800

*1 School Entrance Preparation Expenses are back-paid from April only once to students in the first year of elementary school and the first year of junior high school who are eligible for payment.

Students who received elementary School Entrance Preparation Expenses prior to entering elementary school and students who were paid junior high school Entrance Preparation Expenses in the sixth year of elementary school will not receive School Entrance Preparation Expenses. **Persons authorized to receive elementary School Entrance Preparation Expenses who require payments for items other than School Entrance Preparation Expenses are required to apply separately for school entrance support. However, there are cases in which they may not be authorized for this.**

*2 Extracurricular activity expenses not involving overnight accommodation, school supply expenses (excluding recipients of School Entrance Preparation Expenses), PTA membership fees and student council fees are included in School Supplies Expenses, Etc. Sums paid will be reduced for students who transfer to schools outside of the city midway through the school year, and for students who are qualified to receive payments for less than one year.

*3 A limited sum for Extracurricular Activity Expenses Involving Overnight Accommodation will be paid to cover the actual costs incurred by parents/guardians for traveling expenses and facility visit expenses.

*4 The Club Activity Expenses for elementary schools will be paid to cover the cost of materials collected by elementary schools.

- *5 School Meal Expenses do not cover the cost of meals during periods when meals are not being served (summer break and when dining rooms are being repaired, etc.).
 School Meal Expenses in elementary schools refers to meals being provided free of charge after school entrance support has been authorized. See [8. Elementary School Meal Expenses] for further details.
 School Meal Expenses in junior high schools refers to meals ordered in advance being provided free of charge. See [9. Junior High School Meal Expenses] for further details.
- *6 Schools are required to issue medical vouchers in order to receive treatment for school diseases (trachoma, conjunctivitis, ringworm, scabies, impetigo, tympanitis, chronic sinusitis, adenoids, tooth decay, parasitosis) covered by School Disease Medical Expenses. Consult with the school in advance.
- * Note that a handling charge may be incurred to correct any bank account errors in the event of the school being notified that a mistake was made on the account number into which school entrance support payments are to be paid.
- * There are cases in which school entrance support payments will be appropriated in the event of school fees, etc., remaining unpaid (to cover the cost of the outstanding fees).

3. Application Method

If you wish to apply for school entrance support, fill in the necessary areas in the [Fiscal Year 2003 School Entrance Support Application Form] while referring to [11. Application Form Sample and Points to Note When Filling it Out], attach any documents that are required, and then submit it.

Contact the school concerned if you are not in possession of an application form.

Submit To	Your child's school <u>PIC: School office worker</u>	
Submission Period	First Application	April Check the notification issued by the school for further details
	Additional Applications	July to the end of February the following year

* If you have two or more children, submit an application for each child.

* If you need to continue receiving assistance, it is necessary to submit applications every fiscal year.

4. Income standards for “(4) Persons experiencing other financial difficulties”

Persons whose income for the entire household was equal to or less than the income standards listed below in 2022. However, deductions from income are in effect in accordance with the household situation, etc.

See *3 in [11. Application Form Sample and Points to Note When Filling it Out] on page 5 for details on households.)

Number of Household Members	2	3	4	5	6	7	8	9	10
Sum of Standard Income	¥2,500,000	¥3,030,000	¥3,440,000	¥3,960,000	¥4,420,000	¥5,000,000	¥5,480,000	¥5,980,000	¥6,280,000

- The term "income" refers to the "Total Income" listed on your Tax Certificate (Certificate of Tax Exemption). It refers to the "Sum After Employment Income Deductions" listed on the Statement of Earnings for those earning salaries, and to the sum listed in the "Total Sum of Income" area on Tax Returns for those who are self-employed.
- Submit an application even if you are unsure whether or not the income for the entire household is within the standards.

Income Deductions

For persons and households to which the following apply, their income following deductions will be investigated.

	Situation	Sum Deducted
A	Persons who receive income from a salary, an official pension, etc., or both	A maximum of ¥100,00 deducted from income for each person
B	Single parent households, and households in which children are being raised by people other than the parents	¥350,000 deducted from the household income
C	Households containing several income earners	A maximum of ¥350,000 for each income earner with the exception of the main income earner
D	Households containing students who are attending special-needs classes or special support schools	¥350,000 for each applicable person
E	Households containing disabled people (people in possession of Handicapped Person's Handbooks or Disability Handbooks (Ai-no-Tetcho))	¥350,000 for each applicable person (excluding those for whom D applies)
F	Households in receipt of medical expense deductions	The sum of the medical expense deductions from the household income

[Example] In a household of five people including a father (salary income: ¥3,000,000), a mother (salary income: ¥1,700,000), a grandmother (income: ¥0) and son (attends special-needs classes) in receipt of medical expense deductions amounting to ¥120,000 for the entire household, the total sum of income is ¥4,700,000, which exceeds the standard income sum of ¥3,960,000.



The sum of deductions comes to A: (Father) ¥100,000 + A: (Mother) ¥100,000 + C: ¥350,000 + D: ¥350,000 + F: ¥120,000 = total of ¥1,020,000. When this sum is deducted from the total household income, the sum of standard income becomes (¥4,700,000 - ¥1,020,000 =) ¥3,680,000, which means the household is eligible for School Entrance Support.

Checking the Sum of Income with the Statement of Earnings

Statement of Salary Income Earnings for 2022				
Payment Recipient	Address or Place of Residence		Name	
	1-2-3 XXXX, XXXX-ward, Yokohama City			
Type	Sum Paid	Sum After Employment Income Deductions	Total Sum of Income Deductions	Tax Deducted at Source
Salary	3,372,235 ¥	2,180,400 ¥	1,140,298 ¥	53,000 ¥

An investigation will be carried out to ascertain if a maximum sum of ¥100,000 was deducted if this salary is the only source of income.
* If you have more than one employer or you have not received a Statement of Earnings, etc., total income will not be this sum, but a sum determined by the city, town or village concerned.

Investigations Based on 2023 Income

It is possible to submit applications to which Statements of Earnings and Tax Returns for 2023 are attached between January and the end of February 2024 if you require an investigation into School Entrance Support based on 2023 income due to unexpected changes in household expenses, etc. In the event of this being authorized, the sum of School Entrance Support from the beginning of the fiscal year will be back-paid to April 2023 if there are no changes in the household.

5. Consenting to Checks into Income, Etc.

Persons to whom any of the following conditions apply and who have consented to allow the Board of Education to carry out investigations into income, etc., **do not need to attach certification.**

Conditions for Not Attaching Documentation	<ul style="list-style-type: none"> ● People registered as residents of Yokohama City as of January 1st, 2023, who have filed tax papers under the same name as listed in the Certificate of Residence, and people for whom tax information is in the possession of Yokohama City can be obtained from information contained in the Certificate of Residence ● People in receipt of (or expecting to receive) child-rearing allowances in Yokohama City
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See [6-2. Documents to be Attached] if any other conditions listed on the left apply to you.

What does [Consenting to Checks into Income, Etc.] mean?

In alignment with the consent of each person concerned, the Board of Education will check the details on the status in which child-rearing allowances are received and the details of tax certificates for all members of the household over the age of 18. However, consent is not required for anyone to whom the above-mentioned conditions do not apply, as it is not possible to check the relevant details.

<Filling Out the Application Form When Consent is to be Given>

Applicants (parents/guardians) are required to fill out their name in the area provided on the application form and stamp it with their personal seal.

Members of the household are required to stamp their personal seals or sign the consent area located to the right-hand side of the name area. Sign the form if you do not have a personal seal.

6. Documents to Submit

6-1. Documents to Submit

Reason for Application (See Page 1)	Documents to Submit
(1) Persons in receipt of public welfare assistance	Possible to apply with only the application form.
(2) Persons unable to receive public welfare assistance since April 2022	Possible to apply with only the application form.
(3) Persons currently receiving child-rearing allowances	Possible to apply with only the application form in principle. Read 6-2, and attach the listed documents if they are required.
(4) Persons experiencing other financial difficulties	Possible to apply with only the application form in principle. Read 6-2, and attach the listed documents if they are required.

- If it is not possible to obtain tax information despite the applicant consenting to checks into income, etc., you will be required to submit documentation at a later date.
- If reason (4) listed in Reason for Application above applies and the **applicant has experienced changes in the household structure during this year due to divorce or death, etc.**, you may be questioned on the details, or be required to submit documentation separately. There are also cases in which the payment period will be delayed.
- If reason (4) listed in Reason for Application above applies and you wish to apply based on income for 2023, it will not be possible to run consented checks on income, etc., so you are required to read [6-2. Documents to be Attached] and attach the necessary documents when applying.

6-2. Documents to be Attached

Persons to whom the following conditions apply are required to attach documentation.

◆ Reason (3) Persons currently receiving child-rearing allowances

Persons Concerned	Documents Required
Persons who do not consent to checks into income, etc.	- Copy of your child-rearing allowance certificate (valid certificates, original not required)

◆ Reason (4) Persons experiencing other financial difficulties

Persons Concerned	Documents Required (Attach Originals or Copies)	
Persons who do not consent to checks into income, etc. Or To whom the conditions listed in 5 do not apply	(April) First Application	Any of the following documents - Statements of Earnings for 2022 (document indicating tax deducted at source) - Tables 1 and 2 from 2022 Tax Return (certificate of declaration if filed with e-Tax) (Documents containing [Received] stamp or other record of receipt)
	(July or After) Additional Applications	Any of the following documents (Documents are issued in June or later) - Certificate of 2023 Municipal and Prefectural Resident Tax Payment (Certificate of Tax Exemption) (with no omissions) - Notification of 2023 Municipal and Prefectural Resident Tax Payment - Notification of the Sum Determined for 2023 Municipal and Prefectural Resident Taxes
Persons submitting proof of 2023 income	2023 Statement of Earnings or tables 1 and 2 from 2023 Tax Return (certificate of declaration if filed with e-Tax)	

Note: Statement of Earnings cannot be used if you have income from other sources.

Note: Certification for all persons 18 years or older not under the support of the family are required.

Note: There are cases in which the details of submitted documentation are checked, or requests for additional documentation issued.

7. Notification of Results and Scheduled Period of Payment

You will be notified of investigation results (authorized, rejected, etc.) via the school. Notifications are scheduled to be issued to persons applying for the first time at the end of July. You will also be notified if the investigation resulted in insufficient documentation or rejection.

Payments of school entrance support will be made via the school, so **contact the school for details on the period of payment.**

Payments	School Entrance Preparation Expenses	School Supplies Expenses, Etc.	Extracurricular Activity Expenses Involving Overnight Accommodation	School Excursion Expenses	Club Activity Expenses		Cost of Graduation Album, Etc.	School Meal Expenses
					Elementary School	Junior High School		
1st Term (Apr. – Jul.) Paid End of July	○ (Lump Sum) (1st Year Elementary, 1st Year Junior High only)	○	Paid after implementation (several months later)		—	○	—	Equal to full cost
2nd Term (Aug. – Nov.) Paid End of November	○ (6th Year Elementary only)	○			—	○	—	
3rd Term (Dec. – Mar.) Paid Middle of March	—	○ (Fine adjustments possible)			○ (Yearly Sum)	○ (Fine adjustments possible)	○ (6th Year Elementary, 3rd Year Junior High only)	

- * The scheduled periods of payments for each expense are listed in the above chart. However, there may be slight differences.
- * Payments may be made in lump sums from the 2nd term or later depending on the date of documentation submission.
- * Purchase vouchers (used for purchasing standard school uniforms, etc.) covering junior high school entrance preparation expenses for 6th year elementary school students are scheduled to be distributed in around January 2024.

8. Elementary School Meal Expenses

8-1. Elementary School Meal Expenses While Applying for School Entrance Support

- ◆ Applicants eligible for school entrance support up until the end of the last fiscal year (end of fiscal year 2022)
Payment is not required until the investigation result is received.
Individuals that do not need to pay for school meals may, if they so desire, pay for school meals.
- ◆ Applicants applying for the first time during this fiscal year (fiscal year 2023) and applicants who are not eligible for school entrance support as of the end of the last fiscal year (end of fiscal year 2022) will be required to pay up until the investigation results are received.
If the application is authorized, the sum paid for elementary school meals will be refunded.
- ◆ Incoming 1st Year Students
Applicants whose elder brother or sister attended elementary school during fiscal year 2022 and who was authorized to receive school entrance support up until the end of fiscal year 2022 are not required to pay until the investigation results are received.

8-2. Post-Investigation Elementary School Meal Expenses

[Authorized Applicants] Not required to pay.

Periods for refunding the sum paid for elementary school meals (The payment period for school supply expenses is different to the refunding period for paid elementary school meals)

Investigation Result Notification Issued	Payment Notification Issued	Amount Refunded	Scheduled Date of Bank Transfer
End of Jul.	Mid-Sept.	Sum Paid	End of Sept.
Mid-Sept. to Mid-Oct.	Mid-Dec.	Sum Paid	End of Dec.
Mid-November to Mid-Mar.	Mid-Apr.	Sum Paid	Beginning of May

[Non-Authorized Applicants] Required to pay in full in alignment with the following chart. (Sums listed are expected sums)

Investigation Result Notification Issued	Payment Notification Issued	Sums Payable (Breakdown)	Date of Bank Transfer
End of Jul.	Mid-Aug.	¥18,400 (May to Aug. Period)	August 29
By Mid-Sept.	Mid-Oct.	¥27,600 (May to Oct. Period)	October 31
By Mid-Oct.	Mid-Nov.	¥32,200 (May to Nov. Period)	November 29

[Applicants Not in Receipt of Investigation Results as of October] Required to pay in full in alignment with the following chart.

-	Mid-Nov.	¥32,200 (May to Nov. Period)	Nov. 29
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9. Junior High School Meal Expenses

9-1. Junior High School Meal Expenses

School meals are to be ordered with the use of the Junior High School Meal Ordering System via the web or smartphones. The system requires junior high school meals to be paid for in advance, but persons authorized to receive school entrance support may receive junior high school meals free of charge.

9-2. Junior High School Meal Expenses While Applying for School Entrance Support

- ◆ Applicants eligible for school entrance support up until the end of the last fiscal year (end of fiscal year 2022)
Junior high school meals may be received free of charge up until July 31st, 2023. If the application is authorized as a result of the investigation, the student may continue to receive school meals free of charge. If the application is rejected, you will be required to pay the cost of meals ordered from the end of the summer break (summer vacation).
If the application for school entrance support was not submitted in time for the first application deadline, meals ordered from the end of the summer break must be temporarily paid for.
- ◆ Applicants applying for the first time during this fiscal year (fiscal year 2023) and applicants who are not eligible for school entrance support as of the end of the last fiscal year (end of fiscal year 2022) are **advised to consult with the junior high school attended with regard to free meals.**
If the application is authorized as a result of the investigation, the student may receive school meals free of charge. If the application is rejected, you will be required to pay the cost of meals ordered.

9-3. When Authorization Remains Pending After Applications are Submitted Due to Insufficient Documentation

- ◆ Applicants eligible for school entrance support up until the end of the last fiscal year (end of fiscal year 2022)
School meals may be received free of charge up until the results of school entrance support applications are decided for fiscal 2023. If the application is authorized as a result of the investigation, the student may continue to receive school meals free of charge. If the application is rejected, you will be required to pay the cost of meals ordered from the date of investigation notification.

- ◆ The pending status for school entrance support authorization will be cancelled for persons applying for the first time this fiscal year (2023) and for persons who applied last fiscal year but were not authorized, and if the application is authorized, it will be possible to receive school meals free of charge.

10. Miscellaneous Details and Points to Note

- * All details contained in applications and result notifications will be handled with due consideration given to privacy to ensure that children may be sent to school without concern.
- * **Contact the school concerned immediately** if any **changes become apparent with the details listed in the application** after school entrance support has been applied for (changes to the structure of the household due to births, marriages and divorces, etc., and if the payment of child-rearing allowances have been terminated or the reason given during application no longer being relevant, etc.).
- * Authorization will be terminated and all school entrance support payments received must be refunded in the event of it becoming clear that the application was falsified or otherwise fraudulent, such as listing false reasons for receipt, etc., or it becoming clear that the school entrance support payments are being used for purposes they were not intended for.

11. Application Form Sample and Points to Note When Filling it Out

- *1 The application area at the top of the application is to be filled in by the parent/guardian applying for support. The application area includes details for entrusting the school principal with all related clerical work, and your consent to the Board of Education checking your income, etc., so read the instructions carefully when filling it in.
- *2 Write the name of the child concerned in the top right-hand area. Individual application forms are required for each child concerned.
- *3 In addition to listing details on the child concerned and the applicant, it is also necessary to list details on the status of the household when applying for the School Entrance Support System.

Household members to be listed in the Household Status area

- * People living in the same home (including when the household structure listed in the Certificate of Residence is different)
- * People contributing to household expenses who live elsewhere due to work commitments, etc.
- * Family members who live in remote locations but provide support (only if the relationship of support can be confirmed with tax certificates, etc.)

In conformance with the Public Welfare Assistance system, people living in the same residence and people contributing to household expenses will be investigated as being part of the same household.

- *4 Add a check to the relevant box on Form 17-1 (Application Form for Receiving Support Payments) to specify the method of receiving support. If you wish the payments to be paid directly into your bank account, write your bank account details in the Bank Transfer Request Form below this. Make sure that the name of the applicant is the same name as the bank account holder.

(Filled Out Form Sample)

Enter the date submitted to the school. (ア)

Applicants must write their full name and stamp the form with their personal seal. Sign the form if you do not have a personal seal. (イ)

Write down each person's relationship with the child as seen from the child's perspective. Some examples include Father, Mother, Elder Brother, Elder Sister, Younger Brother, Younger Sister, Grandmother, Grandfather, etc. (ウ)

Add a check here if School Entrance Preparation Expenses have been received from another city, and if the first year elementary school student or first year junior high school student being applied for is the student listed in (1). (オ)

横浜市教育委員会教育長
私は、次の理由により就学援助を申請します。
なお、援助費の請求・受領・戻入・充当・復委任に関することは校長に委任します。
また、教育委員会による私の所得等の確認について同意します。(※)
令和 5 年 4 月 10 日 (ア) 申請者氏名欄に必ず押印して下さい。

学校名 港町 小 学校 (イ)
年 組

フリガナ 横濱 太郎 (イ) (横濱)
氏名 横濱 太郎 (イ) (横濱)
児童生徒との続柄 父 (ウ)

現住所 横浜市 中 区 本町6丁目 50 番地の 10

電話番号 〇〇〇(×××)△△△△

生年月日 昭和 平成 53 年 0 月 2 日 西暦

職業 会社員

生年月日 平成 2010 年 12 月 2 日 西暦

身体状況 (イ) 障害年金受給 (イ) 個別級 (障害等級・障害年金受給状況等)

※所得等の確認は、ご本人の同意に基づいて行います。申請者の方が確認に同意されない場合は、申請文にある「また、教育・・・同意します」の部分を二重線で削除して

世帯状況：上記「①児童生徒」「②申請者(保護者)」以外の世帯員全員(記入日現在)を記入してください。(祖父母、同居人等の同一住所の方についても忘れずに記入してください。)

世帯員氏名 (上記児童生徒・申請者以外)	児童生徒との 続柄	所得等の確認について (18歳以上の方のみ)	生年月日	身体状況 (障害等級・障害年金受給状況等)	職業及び 在籍学校名
横濱 花子 (ウ)	母 (ウ)	同意する場合は本人の印または署名 (フルネーム) 横濱 花子 (イ)	大正 昭和 平成 56. 6. 10 (イ)	(イ)	パート タイマー
横濱 一郎	兄	同意する場合は本人の印または署名 (フルネーム)	大正 昭和 平成 2008 4. 20	B2	港町中学校 3年
関内 一男	祖父 (イ)	同意する場合は本人の印または署名 (フルネーム) 関内 (イ)	大正 昭和 平成 24. 11. 16	障3級	なし
		同意する場合は本人の印または署名 (フルネーム)	大正 昭和 平成		
		同意する場合は本人の印または署名 (フルネーム)	大正 昭和 平成		
		同意する場合は本人の印または署名 (フルネーム)	大正 昭和 平成		

上記世帯員のうち、申請者と異なる住所の方がいる場合、その方の氏名及び住所をお書きください。

添付書類がある場合は☑をしてください
例 所得を証明する書類など ☑

⑥ 小学校1年生・中学校1年生で下記に該当する方のみ☑をしてください。
他都市において、受給・申請を含む入学準備費に関する手続きを、申請日現在、申請児童生徒本人について行っている
※兄弟姉妹の受給・申請ではありません。

⑦ 全員ご記入・ご回答ください (該当する項目に☑をしてください)

【該当理由】

①現在、生活保護を受けている【理由1】 (カ)

②令和4年4月以降、生活保護が停止または廃止になった【理由2】

③児童扶養手当を受給または申請中である【理由3】
※児童手当・特別児童扶養手当のことはありません

④その他経済的に困っている【理由4】 → 下記の該当する項目に☑をしてください

ひとり親家庭だが 児童扶養手当を受給できない (☑基準を超える所得がある ☑遺族年金受給 ☑同居者がいる)

その他: 離職 / 死別 / 離婚 (年 月) ←日付を記入してください

高額な医療費がかかる 扶養家族が多く、経済的に困難である 職業が不安定なため経済的に困難

収入が減少した・少ないため 病気や家庭の事情で思うように働けない その他 ()

(イ) [Write (Class XX Disability) in the Disability Status area if the student is in possession of a Handicapped Person's Handbook, and (Special Needs Classes) if he/she attends special needs classes. Also, write (Receiving Disability Pension) if the student is receiving a disability pension.]

(カ) Add a check to the relevant box between 1 and 4 for the reason n for applying for support. If you check (Application Reason 4), also add checks to the relevant boxes below.

12. Frequently Asked Questions

Q1: The child concerned also has siblings, so do I have to apply for each one separately?

A1: Yes. Each child requires a separate application, so submit one for each child concerned.

Q2: Who should be listed in the application form?

A2: Everybody who lives in the same residence or contributes to household expenses will be investigated as a single household, so every person concerned must be listed. (In conformance with the Public Welfare Assistance system)

*** People living in the same home (including when the household structure listed in the Certificate of Residence is different)**

*** People contributing to household expenses who live elsewhere due to work commitments, etc.**

*** Family members who live in remote locations but provide support (only if the relationship of support can be confirmed with tax certificates, etc.)**

Q3: The income for what year will be investigated?

A3: The total income for the household between January and December 2022 will be investigated. However, it is possible to submit applications to which Statements of Earnings and Tax Returns for 2023 are attached between January and the end of February 2024 if you require an investigation into School Entrance Support based on 2023 income due to unexpected changes in household expenses, etc. In the event of this being authorized, the sum of School Entrance Support from the beginning of the fiscal year will be back-paid to April 2023.

Q4: Is it possible to apply even if I don't know whether or not the total income for the previous year is below the standard sum?

A4: Your total income for the previous year is the sum listed in [Sum After Employment Income Deductions] on your Statement of Earnings or in the [Total Sum of Income] listed in your tax return, so refer to these documents. Submit an application even if you are unsure whether or not the income for the entire household is within the standards.

Q5: When will the first payment be made?

A5: The sum is scheduled to be paid at the end of July if applications are submitted at the beginning of the fiscal year (the deadline differs depending on the school concerned). However, sums paid to cover school excursions and extracurricular activities involving overnight accommodation will be paid several months after they have actually been implemented.

Q6: Will other households know that I am in receipt of School Entrance Support?

A6: The clerical work involved in processing the School Entrance Support System is designed to prevent other households from knowing the recipients, and full consideration is given to ensure that other students are not informed.

13. Inquiries

Your child's school PIC: School office worker

Or the Yokohama Board of Education

Re: Application methods, etc. School Support/Regional Alliance Section, School Entrance PIC:
TEL 671-3270

Re: Elementary School Meal Expenses Health & Meal Education Section, School Meal PIC:
TEL 671-3696

Re: Junior High School Meal Expenses Health & Meal Education Section, School Meal PIC:
TEL 671-4136

Re: School Disease Medical Expenses / Japan Sport Council Parent/Guardian Fees
Health & Meal Education Section, Health & Welfare PIC:
TEL 671-3275

[Sample] Application Form for Fiscal 2023 School Entrance Support

Application No.

Refer to the attached form sample and fill in the areas enclosed with thick borders. When options are provided, enter checks to the relevant boxes.

Chairman of the Yokohama Board of Education I hereby apply for School Entrance Support due to the reason listed below. I hereby entrust the school principal with the billing, receiving, returning, appropriating and sub-delegating of support payments. I also hereby consent to the Board of Education checking my income, etc. (*) YYYYYY MM DD Stamp your personal seal in the name area without fail.				(1) Student	School Name Elementary School Junior High	
Furigana Name		Year Class				
Current Address: Ward, Yokohama City		Date of Birth <input type="checkbox"/> Heisei YYYYYY MM DD <input type="checkbox"/> Gregorian Calendar				
Tel. No.		Physical Condition: (Class of disability, in receipt of disability pension, etc.)				
(2) Applicant (Parent/Guardian)	Name (Seal)		Relationship with Student			
	Date of Birth <input type="checkbox"/> Showa YYYYYY MM DD <input type="checkbox"/> Heisei YYYYYY MM DD <input type="checkbox"/> Gregorian Calendar		Occupation			
* Checks into income, etc., will only be carried out with the consent of the person concerned. If the applicant does not consent to these checks, cross out the sentence "I also hereby consent to ... checking my income, etc." with a double line.						
Household Status: All household members (as of the date of completing this form) are to be listed here, with the exception of (1) Student and (2) Applicant (Parent/Guardian) above. (Make sure grandparents and all other people living in the same residence are listed.)						
	Household Member Names (Excluding Student and Applicant Listed Above)	Relationship with Student	Consent to Income Checks, Etc. (18-years or older only)	Date of Birth	Physical Condition (Class of disability, in receipt of disability pension, etc.)	Occupation or School Name
(3)			Personal seal or signature of the person concerned to be included if consent is given (Full Name) ↓ (Seal) ()	<input type="checkbox"/> Taisho <input type="checkbox"/> Showa <input type="checkbox"/> Heisei <input type="checkbox"/> Reiwa <input type="checkbox"/> Gregorian Calendar		
(4)			Personal seal or signature of the person concerned to be included if consent is given (Full Name) ↓ (Seal) ()	<input type="checkbox"/> Taisho <input type="checkbox"/> Showa <input type="checkbox"/> Heisei <input type="checkbox"/> Reiwa <input type="checkbox"/> Gregorian Calendar		
(5)			Personal seal or signature of the person concerned to be included if consent is given (Full Name) ↓ (Seal) ()	<input type="checkbox"/> Taisho <input type="checkbox"/> Showa <input type="checkbox"/> Heisei <input type="checkbox"/> Reiwa <input type="checkbox"/> Gregorian Calendar		
(6)			Personal seal or signature of the person concerned to be included if consent is given (Full Name) ↓ (Seal) ()	<input type="checkbox"/> Taisho <input type="checkbox"/> Showa <input type="checkbox"/> Heisei <input type="checkbox"/> Reiwa <input type="checkbox"/> Gregorian Calendar		
(7)			Personal seal or signature of the person concerned to be included if consent is given (Full Name) ↓ (Seal) ()	<input type="checkbox"/> Taisho <input type="checkbox"/> Showa <input type="checkbox"/> Heisei <input type="checkbox"/> Reiwa <input type="checkbox"/> Gregorian Calendar		
(8)			Personal seal or signature of the person concerned to be included if consent is given (Full Name) ↓ (Seal) ()	<input type="checkbox"/> Taisho <input type="checkbox"/> Showa <input type="checkbox"/> Heisei <input type="checkbox"/> Reiwa <input type="checkbox"/> Gregorian Calendar		
If any of the above-listed household members live at a different address to the applicant, write the name and address of that person.					Add a check if documentation is to be attached Example: Documentation proving income, etc. <input type="checkbox"/>	
* Add a check if the student concerned is a 1st year elementary school student or 1st year junior high student to whom the following applies. <input type="checkbox"/> I am carrying out the procedures for obtaining School Entrance Preparation support from another city, including actually being in receipt and submitting applications, for the student concerned with this application. * Does not apply to the receipt of or application for support for a sibling.						
* To be filled in by all applicants (Add a check to the relevant box)						
[Relevant Reasons]						
<input type="checkbox"/> (1) Currently in receipt of public welfare assistance [Reason 1]						
<input type="checkbox"/> (2) Receipt of public welfare assistance suspended or terminated since April 2022 [Reason 2]						
<input type="checkbox"/> (3) In receipt of or applying for child-rearing allowances [Reason 3] * Not Child allowance or Special Child Rearing Allowance						
<input type="checkbox"/> (4) Other financial difficulties [Reason 4] → Add a check to the relevant box below						
<input type="checkbox"/> Single parent, but not able to receive a child-rearing allowance ⇨ (<input type="checkbox"/> Income exceeds the standard <input type="checkbox"/> Receiving a survivor's pension <input type="checkbox"/> In cohabitation)						
Other: <input type="checkbox"/> Lost job / <input type="checkbox"/> Bereaved / <input type="checkbox"/> Divorced (YYYYYY MM) ← Enter the date						
<input type="checkbox"/> Expensive medical fees <input type="checkbox"/> Financial difficulties due to many family members to support						
<input type="checkbox"/> Financial difficulties due to unstable work						
<input type="checkbox"/> Reduced income / Low income <input type="checkbox"/> Cannot work due to illness or family situation <input type="checkbox"/> Other ()						

School Comment Area	To be filled in by the <u>school</u> (Must not be filled in by parents/guardians)
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- * The details listed in this application form will only be used for clerical work pertaining to School Entrance Support, and full consideration will be given to privacy.
- * This application form will be scanned digitally. Make sure the writing is legible, as illegible writing may result in delayed payments.

Submit only one form if you have two or more children at the same school.

YYYY MM DD

Applicant (Guardian)

Zip Code

Address: _____ Ward, Yokohama City

Name _____

[Sample] Application for Receiving School Entrance Support (and Bank Transfer Request Form)

School Entrance Support payments are paid directly into bank accounts as a basic principle.

(Add a check to the relevant box)

- I was authorized last year, and would like the sum paid into the same bank account
- I was authorized last year, but am submitting details on a new bank account
- I was not authorized last year, or this is my first application for this school

[Add a check to this if the student is a 1st year elementary school student or 1st year junior high school student, regardless of the previous year's authorization status]

Principle of Yokohama Municipal School

I hereby request that payments be transferred into the following bank account.

Name of Financial Institute into which Payments are to be Made	Bank Shinkin bank		Branch
Account Number	Savings Account / Current Account	<input type="text"/>	* Fill in the account number from the right
Bank Code	<input type="text"/>	Branch Code	<input type="text"/>
Furigana	<input type="text"/>		
Account Name (Applicant)	<input type="text"/>		

Notes: 1. Bank accounts are **limited to accounts owned by the applicant.**

Payments will not be made into bank accounts owned by the child concerned.

2. **Note that handling charges may be incurred to return and correct School Entrance Support sums paid into financial institutions in the event of mistakes being made in the bank account number.**
3. Make sure you fill in the financial institution (branch) name, the financial institution (branch) code and the relevant account number correctly while referring to your bank book.
4. Enter the bank account name in the furigana area without fail.
5. If the bank concerned is the Japan Post Bank (Yucho Ginko), enter the "account number for transfers" in the account number area.

Enter the school year, class and the name of the child (children) being applied for.

Year	Class	Name	Year	Class	Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Although your application for this fiscal year has not yet been authorized, you are requested to fill out and submit this document in advance to facilitate the procedures for transferring the payments once the decision regarding authorization has been made. The document will be destroyed in the event of the application not being authorized.
- Notify the school immediately if your bank account details, etc., change midway through the fiscal year.
- In the event of school fees not being paid, there are cases in which the support payments will be appropriated for this purpose (to pay outstanding sums).
- School Entrance Support will be transferred immediately after it has been authorized, and the cost of school meals in elementary school will no longer be withdrawn from bank accounts. The amount withdrawn up until then will be refunded to the account it was withdrawn from.
- * Efforts are being made to minimize the use of cash, so you are requested to cooperate in receiving payments into your bank account as far as possible.
- * Add a check to the following if you do not have a bank account or wish to receive payment in a manner that does not involve bank account transfers.

Payment to be received in cash (visit the school on the date and time specified by the school to collect this.)