

1. Applications

- ◎ **Application period: May 27 (Mon.), 2019 – February 28 (Fri.), 2020 9:00 – 17:15**
(Except weekends, national holidays, and year-end and New Year's holidays)

The amount of subsidy given will vary according to the time of application. (For details, see p.3.)
Applications received May. 27 (Mon) – Aug. 23 (Fri)...Subsidies for 1st, 2nd and 3rd school terms
Applications received Aug. 26(Mon) – Dec. 27(Fri)...Subsidies for 2nd and 3rd school terms
Applications received Jan. 6(Mon) – Feb. 28(Fri)...Subsidy for 3rd school term only

- ◎ **Place: Please see p.1.**

- ◎ **Required Items:**

- ① **Bank account information of parent/guardian** (bank book)
- ② **Hanko (personal seal):** This does not have to be a registered seal, but self-inking automatic seals cannot be used.
- ③ Other documentation is also required, if you fit into one of the categories below.

Category	Required Documents
Lived in another city as of January 1, 2019	One of the documents below A. City tax certificate for fiscal 2019 (photocopy acceptable) B. Notification of amount of city tax of fiscal 2019 (photocopy acceptable) C. Proof of income
Main family breadwinner lost his/her job in or after January 2018 and still is out of work	Certificate of Receiving Unemployment Benefit, letter of dismissal, or Notification of Discontinuance of Business (photocopy acceptable)
Single-parent family	Certificate of receiving child rearing allowance, medical certificate for single-parent family, etc.
If a family member in your household has a certificate of physical, developmental or mental disability	Identification booklet (handbook) (photocopy acceptable)
Stopped receiving public assistance after April, 2017	Proof of discontinuance of public assistance
If your house was totally/partially destroyed, washed away or flooded above floor level due to a disaster including a fire , after April, 2017	Victim's Certificate or other proof of being affected by the disaster

2. Review of Income, etc.

- ◎ **Set Amount** (Your eligibility will be determined based on your income from Jan to Dec 2018)

Number of family members	Basic Amount	You may consult us if your income was less than below.	For families with the circumstances below, eligibility will be determined based on the total of the basic amount and the addition on the right.
2	¥2,140,000	¥2,434,400	Single-parent family + ¥300,000
3	¥2,440,000	¥2,734,400	Parent/guardian will turn 55 years old by the end of March, 2019 + ¥300,000
4	¥2,740,000	¥3,034,400	Family includes a disabled person (add the amount on the right per disabled person) + ¥450,000
5	¥3,040,000	¥3,334,400	
From the 6 th or more family members, add ¥300,000 per person.		Same as the left	

- * Please refer your income amount to *Gensen-choshu-hyo* (the withholding tax statement) for 2017 or a copy of the final tax return. (See p.4)
* With respect to income of family members other than parents/guardians, if the amount was less than ¥300,000, include it in the total income. If it was ¥300,000 or more, do not include that person in the number of family members. (If you run your own business with your family members as full-time workers, they are regarded as sharing the same livelihood. For the review of income, they will be included in the number of family members and their wages will be added as income.)
* If you are in financial difficulties because of a disaster, including fire or losing your job, please consult us.
* If you face special circumstances such as ongoing negotiations on a settlement with your spouse, your applications may be reviewed as that of a single-parent family. Please consult us for more details.

◎ Declaration of Income

Your income will be confirmed by the Citizens Tax Division when your application is reviewed. Please be sure to complete your income declaration for 2018, otherwise we will not be able to check. When declaring your income, note the points below.

- If you have dependents, including spouse and children ... Fill in dependents' information
- If you are a widow or a widower in a single-parent family ... Tick the designated box on the form
- Even if your income before tax was ¥650,000 or less and your taxable income was ¥0, please declare it

3. Results of Review

We will send results by mail.

- If you apply between May 27 and June 18 ... Results will be sent around the end of July
- If you apply after June 18 ... Results will be sent after July. (1 - 2 months after the application)

In case you have not declared your income or your application is incomplete, the result may not be sent by the end of July even if you make the application by June 18.

4. Payment

If your application is approved, we will pay the subsidies into the parent's/guardian's bank account in two installments. Do not close the account until the end of March, 2020. If you would like to change the account for payment of the subsidy, contact Gakumu Section.

※ If you apply after June 18, have not declared your income, or make an incomplete application, you may not be able to receive the subsidy on the payment days in August and February. In such cases, we will inform you of your payment dates in the notice of the results of review.

Expected amount of payment	Elementary School			Junior High School	
	1 st grade※2 ():Subsidy for school supplies for starting elementary school)	2 nd – 5 th grade	6 th grade ():Subsidy for school supplies for starting junior high school)	1 st grade※2 ():Subsidy for school supplies for starting junior high school)	2 nd – 3 rd grade
【1st payment】 (for the 1 st term) Scheduled on Aug. 30, 2019 (Fri)	¥4,760 (¥63,100)	¥5,580	¥5,580	¥9,016 (¥79,500)	¥9,836
【2nd payment】 (for the 2 nd & 3 rd terms) Scheduled on Feb. 28, 2019 (Fri)	¥8,340	¥9,770	¥9,770 (¥79,550)	¥15,784	¥17,214
Annual total ※1	¥13,100 (¥63,100)	¥15,350	¥15,350 (¥79,500)	¥24,800 (¥79,500)	¥27,050

※1 This total amount is for those who are approved to receive the subsidy from the 1st term and stay eligible from April 2018 to March 2019. The amount will change if you move in/out of the city or start/stop receiving public assistance during the academic year.

※2 If you receive a subsidy for school supplies for starting school before your child starts elementary school or when he/she in the 6th grade, you will not receive it again in the 1st grade of elementary / junior high school even if you are approved for the school subsidy.

- ◎ **The expenses below will be added.**

School lunch fee Only for students attending Toyonaka municipal elementary/junior high schools	The amount already paid by parents/guardians * Recipients of the school subsidy need not pay school lunch fees from the next term of sending date of the review result. For details please refer to the information about school lunch fees enclosed with the result. If you receive a notice of approval at the end of July... School lunch fees you have paid (for the 1 st term) will be added to the 1 st payment. You need not pay school lunch fees for the 2 nd and 3 rd terms. School lunch fees will not be added to the 2 nd payment.	
School trip fee Only for students who participate	Elementary School: actual cost up to 24,000 yen Junior High: actual cost up to 40,000 yen	* Added to the 1 st payment if the program is held in the 1 st term. * Added to the 2 nd payment if it is held in the 2 nd or 3 rd term
School camp fee Only for students who participate	Elementary School: actual cost up to 3,650 yen Junior High: actual cost up to 6,150 yen	* Depending on the situation such as the time of the program, payments may be made on a different day from the 1 st or 2 nd payment. In that case, we will send you a remittance notice. .

- * Before paying the subsidy, we will check your payment record of school supplies/lunch fees as well as your child's participation in the school trip/camp.
* If you have not paid the fees for school supplies, a school trip or a school camp, we may make the payment directly to the principal. If you have not paid the fees for school lunches, we may make the payment directly to the Mayor of Toyonaka City.