

2024 Kobe City School Expense Subsidy

New Applications Now Being Accepted

The City of Kobe provides subsidies to households that are facing difficulties paying for expenses such as items required for school or school lunches.

If you wish to receive this subsidy, please read through this pamphlet before submitting the required documents to the Kobe City Board of Education.

If you received the subsidy last year, and have already marked “apply” on the renewal application (継続申請書), you do not need to submit anything.

You can check your application renewal status here using your application status confirmation number (提出状況確認用番号).



1 Eligibility Requirements for the School Expense Subsidy

- ▶ **A resident of Kobe who is a guardian of a child/children attending a municipal elementary, junior high, compulsory education, or lower secondary school in Kobe, and for whom one of the following conditions applies.**

(Note: Does not apply to those who have a child in a special needs school or children’s residential institute, etc.)

- (1) The guardian is receiving public assistance (生活保護).**
- (2) The guardian is receiving the childrearing allowance*¹ (児童扶養手当).**
 - *¹ This allowance is disbursed to the mother or father of a single-parent household, and it is different from the childcare allowance (児童手当) and special childrearing allowance (特別児童扶養手当).
- (3) The total income*³ of the entire family for the previous year*² is at or below the standard limit.**



*² “The previous year” refers to the period between January 1 and December 31, 2023.

*³ “Income” refers to the amount after required deductions are withdrawn from earnings. Please refer to page 7 to learn how to read your income certificate (所得証明書).

- (4) The guardian does not meet any of the above criteria, but their income in 2024 is expected to be at or below the standard limit due to economic circumstances such as loss of work.**

| Standard Limit (Total income for the entire family) | |
|--|---|
| 2-person household | 1,761,000 yen |
| 3-person household | 2,234,000 yen |
| 4-person household | 2,664,000 yen |
| 5-person household | 3,048,000 yen |
| 6-person household | 3,617,000 yen |
| 7-person household | 4,123,000 yen |
| Household with 8 people or more | Add 455,000 yen per additional person beyond a 7-person household |

If income is from a salary or pension

Taking into consideration the impacts of amendments to the tax system, up to 100,000 yen will be deducted from the total income amount.

If special deductions apply

If you have declared any of the deductions listed in the table below on your taxes, please subtract these amounts from your total income. If you would like to claim a special deduction that you have not declared on your taxes, you must provide documents of proof (copy of certificate of single-parent household medical expenses (ひとり親家庭等医療費受給者証), disability certificate (障害者手帳), etc.).

| Special Deduction | Deduction from total income |
|-------------------------------|--------------------------------------|
| Widow/single-parent deduction | 270,000 yen |
| Special disability deduction | 400,000 yen |
| Regular disability deduction | 270,000 yen |
| Medical expense deduction | Amount deducted for medical expenses |

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Submission of Application Documents

- ▶ **Required documents:** Will vary depending on your family circumstances. **Please refer to page 6** for details.
- ▶ **Where to submit:** 〒650-0044 神戸市中央区東川崎町 1-3-3
神戸ハーバーランドセンタービル ハーバーセンター4 階
神戸市教育委員会事務局学校経営支援課 学事計画係
- ▶ **Submission deadline:** **Must be postmarked by Friday, May 20, 2024**

If the submission deadline has passed, submissions can still be made throughout the year. However, you may receive less than the planned disbursement amount. The final date for application submissions is Friday, February 7, 2025.

3

Notification of Application Screening Results

- ▶ The board of education will send a notification by mail on or after July.
- ▶ If the application screening could not be performed due to insufficient documentation, the board of education will send a request for the necessary documents by mail on or after July.

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Content of Subsidy

- ▶ If you receive approval to receive the subsidy, the funds will be disbursed in installments several times a year to the account that you designated in your application form.
- ▶ The amount of subsidy will vary depending on factors such as your child's grade (school year) and whether you receive public assistance. Please refer to the table on the page to the right for details on the contents of the subsidy.
- ▶ If you wish, the subsidy can be paid into the bank account of your child's school principal. Please discuss it with the school first if you prefer this method.

If you are in arrears on the payment of school expenses, the payee for the subsidy may change to the bank account of the school principal.

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Important Notes Regarding Application

- ▶ Notification of the application screening results will be sent by mail. If you change your address after submitting the application, please ensure that you submit a Notification of Changes (変更届) to the School Management Support Division (above address). Guidance on the School Subsidy (就学援助のご案内) can be downloaded from Kobe City's website.
- ▶ **To guardians of first-grade elementary school students**

If you have applied for the Pre-enrollment School Supply Subsidy for New Students (新入学児童生徒学用品費 入学前支給), and have received the subsidy disbursement prior to starting school, **you should apply using these documents if you wish to receive the School Expense Subsidy for FY2024.**

Guidance on the
School Subsidy



Content of Subsidy (Planned amounts for the year)*1

| Subsidy Item | Disbursement Notification *2 | Applicable students ES: Elementary school JHS: Junior high school | Disbursement Timing | | | Total (amount planned for the year) | Provided to households receiving public assistance? | |
|--|---|---|---|--------------|------------------------------|-------------------------------------|---|---|
| | | | End of Jul. or end of Sep. | End of Nov. | End of Feb. | | | |
| School supplies expenses/ Commuting materials expenses | No | ES Grade 1 | 4,280 yen | 4,200 yen | 3,150 yen | 11,630 yen | × | |
| | | ES Grades 2-6 | 5,080 yen | 5,040 yen | 3,780 yen | 13,900 yen | | |
| | | JHS Grade 1 | 8,310 yen | 8,240 yen | 6,180 yen | 22,730 yen | | |
| | | JHS Grades 2, 3 | 9,110 yen | 9,080 yen | 6,810 yen | 25,000 yen | | |
| Graduation album fee, etc. | | ES Grade 6 | \ | | | 11,000 yen | 11,000 yen | ○ |
| | | JHS Grade 3 | | | | 8,800 yen | 8,800 yen | |
| Field trip activity expenses | | ES | Out of the above disbursement periods, it will be paid on the first disbursement day after authorization. | | | | 2,100 yen | ○ |
| | | JHS | | | | | 3,310 yen | ○ |
| Gym wear expenses/ Swimwear expenses | | ES Grade 1 | | | | | 5,350 yen | ○ |
| | | JHS Grade 1 | | | | | 5,970 yen | |
| School supply expenses for incoming students | | ES Grade 1 | | | | | 57,060 yen | × |
| | | ES Grade 6 | | Around March | | | 63,000 yen | |
| Expenses for out of school activities that require overnight stays | ES (participants) | Will be disbursed separately for each school from December onwards | | | Limit: 3,690 yen | × | | |
| | JHS (participants) | | | | Limit: 6,210 yen | | | |
| School excursion expenses | ES (participants) | Will be disbursed separately for each school from December onwards | | | Limit: 22,690 yen | ○ | | |
| | JHS (participants) | | | | Limit: 59,000 yen | | | |
| Commuting expenses *3 | Students approved by school principal | Around March | | | Equivalent to actual expense | × | | |
| Bicycle commuting expenses (for JHS only) *3 | Students approved by school principal | Around March | | | Limit: 4,730 yen | × | | |
| Athletic equipment expenses (for JHS only) | JHS Year 1 students required to buy equipment | Around March | | | Actual expense | × | | |
| School lunch expenses *3 | ES | Provided as school lunch | | | — | × | | |
| | JHS (only students that order school lunch) | Provided as school lunch | | | — | | | |
| Medical expenses *3 | Students with applicable ailments | Medical voucher issued by school | | | — | ○ | | |

*1 Those who receive approval for the subsidy partway through the year will receive less than the planned disbursement amount.

*2 For an item that indicates "Yes" in the Disbursement Notification column, a detailed statement will be sent to you by mail before disbursement.

*3 Only students who attend a *Kobe municipal elementary, junior high, or compulsory education school* will receive commuting, bicycle commuting, school lunch, and medical expenses.

| | |
|--|---|
| ◇ School supply expenses for incoming students | ES: Will only be disbursed to first-year elementary school students who are approved from April onwards (does not include those who were approved for disbursements before entering school). JHS: Will be disbursed in March of the sixth year of elementary school. However, those who were newly approved from April of their first year of junior high will receive the disbursement during this first year. |
| ◇ Expenses for out of school activities that require overnight stays | Only disbursed to students that participated in the events (only once each during elementary and junior high school). Example of event: Elementary Grade 6 winter outdoor activity, junior high school Grade 2 outdoor activity |
| ◇ School excursion expenses | Only disbursed to students that participated in the events (only once each during elementary and junior high school). |
| ◇ Commuting expenses | Students using public transit systems that have been approved by the school principal will be provided with compensation for the actual cost of commuting, provided the route of commute is practical and economical. (This subsidy requires a separate application process - Please inquire with the school.) |
| ◇ Bicycle commuting expenses | Students that have been approved by the principal to commute by bicycle will be provided with funds to cover a portion of their expenses. (This subsidy requires a separate application process - Please inquire with the school.) |
| ◇ Athletic equipment expenses | Only provided for students that are taking classes for <i>judo</i> or <i>kendo</i> , and are required to purchase equipment in a single order through the school. (Disbursement limit: 7,650 yen for <i>judo</i> , 52,900 yen for <i>kendo</i>) |
| ◇ Medical expenses (medical voucher issued by school) | Only provided for dental cavities, chronic sinus infections, adenoids, middle ear infections (does not include serous otitis media (SOM)), conjunctivitis (does not include allergic conjunctivitis), trachoma, impetigo (school sores), ringworm, scabies, and parasitic infections. If your child is found to have one of these conditions, please contact the school as you will be issued a medical voucher. When visiting a medical institution for a check-up, please make sure to present your school medical voucher along with your health insurance card. The school medical voucher will defray some of the out-of-pocket costs. |

How to fill out the application form for the School Expense Subsidy (new applicants)

Application Form Example

I hereby apply for the School Expense Subsidy, together with the bank account holder listed on this form. In the event that I am late in making payments collected by the school, I grant the school principal the ability to request and receive subsidies on my behalf (this excludes subsidies for medical expenses and school lunch expenses).

Additionally, I consent to the collection of personal information as required for the purposes of applying for and receiving this subsidy. In the event that the contents of this application form are found to be untrue or inaccurate, I hereby agree to repay all school expense subsidies received from the beginning of the school year onward.

Note: Those who do not agree to information being collected about all members of their family should draw a double line through the section on the application form, 家族全員の所得状況 ("my entire family's income situation").

(However, please note that all members of your family who are 18 years and older are required to submit an income certificate for FY 2024: January 1, 2023–December 31, 2023).

If you agree to the above text, please fill out the required information as described below.

Fill out information about the applicant (guardian).

- ▶ The applicant must be registered as the child's guardian at the ward office and school.

Fill out the child's information, as well as information about all individuals in the same household

- ▶ Since the applicant and family members' information will be checked against the resident registry, please be sure to fill out the form correctly.
- ▶ Although the subsidy does not apply to them, please include information on children attending high school or a private school. (For elementary and junior high school students, please include the name of their school.)
- ▶ Although not included as members of the household in the resident registry, individuals living in the same residence are considered to be in the same household. Please write down all members of the household.
- ▶ Individuals away from home on a company assignment, or college students away from home who are being financially supported, should be included in the application. For individuals over 18 years old, their income certificate must be submitted. Please see page 6 (Note *1) and pages 7 – 8 for more details regarding the income certificate.
- ▶ Those who are living abroad, etc.: Individuals who are not living with you, and also are not in your resident registry and/or have a separate livelihood, do not need to be included.

⑤ If you are the guardian of a 5th grader in elementary school (excluding those receiving public assistance)

The subsidy to cover expenses incurred by guardians for the nature camp activity will be wired to the account used for the School Expense Subsidy. However, if expenses to be paid to the school are in arrears, the school principal will take charge of receiving the School Expense Subsidy.

If you do not agree to the bank account transfer, please circle ④の振込先と異なる口座への振り込みを希望する on the application form.

新 2024年度神戸市就学援助新規申請書

神戸市教育委員会教育長あて
就学援助について、口座名義人とともに次のとおり申請します。なお、神戸市就学援助規則第7条第2項の定めにより、学校徴収金を滞納した場合は医療費、給食費を除く援助費の請求・受領及び執行については学校長に委任します。
また、住民基本台帳・学齢簿・生活保護受給・児童扶養手当受給状況、家族全員の所得状況について、個人情報の保護に関する法律に基づき情報を収集することを承諾します。なお、申請書の記載内容が事実と異なる場合には、就学援助費を今年度認定当初にさかのぼって返還します。
※収集した個人情報は個人情報の保護に関する法律に基づき厳正に取り扱い、就学援助手続き以外の目的で利用することはありません。
※家族全員の所得状況について、情報を収集することに同意できない方は上記「家族全員の所得状況」の箇所を二重線を引いてください。(18歳以上の家族全員の、令和6年度(令和5年1月1日～令和5年12月31日)所得証明書の提出が必要となります。)

1 申請者について記入してください。
自署困難な 2 特別な理由がある場合は、本人同意の上で代筆も可能です。ただし、その場合は申請者の押印が必要です。

申請者 フリガナ コウベ タロウ 記入日 5 2024年 4月 20日
名前 神戸 太郎 (自署) 6 電話番号 080-1234-5678

7 住所を記入してください。審査結果や援助費に関する通知の送付先になります。
単身赴任など、申請者と児童生徒の住所が異なる場合は、児童生徒の住所を記入してください。

8 〒 650-0001
9 住所 神戸市 中央 区 加納町6-5-1 花時計マンション101

11 徒および同一生計の方(同居は全員、別居でも同一生計の場合は含む)を記入してください。
足りないときは、この用紙をコピーして2枚目以降に続きを記入してください。

| フリガナ | 名前 | 生年月日 | 学校名(小・中学生のみ) |
|---------|-------|---------------------|---------------|
| 12 フリガナ | 13 名前 | 14 大・昭 平・令 西暦 | 15 学校 16 年 |
| コウベ | 神戸 花子 | 49年 9月 5日 | |
| コウベ | 神戸 和子 | 21年 5月 30日 | 神戸生田中 3年 |
| コウベ | 神戸 一郎 | 24年 12月 1日 | こうべ小 6年 |
| | | | |
| | | | |

④ 援助費の振込口座を記入してください。普通預金以外は使用できません。
17 名義が申請者と異なるときは、申請者が口座名義人に援助費の請求・受領及び 21 任したものとします。 23

18 銀行コード 9900 19 銀行名 ゆうちょ 20 銀行・農協 信金・信組 438 22 支店 出張所

24 1 2 3 4 5 6 7
25 口座 コウベ タロウ

⑤ 小学5年生の保護者様へ(生活保護世帯を除く)
自然学校推進事業における保護者負担分の扶助費についても就学援助費の口座へ振り込みます。なお、学校徴収金を滞納した場合は、学校長の口座に振り込みます。④と異なる振込先を指定したい場合は、下記を○で囲んでください。
④の振込先と異なる口座への振り込みを希望する → 自然学校実施後に口座指定書を学校へ提出していただきます

登録: / / / / 不備: / / / / 認定: / / / /

1. Please fill out information about the applicant. In the event there is a specific reason why the applicant cannot sign this application, a proxy can sign it with their consent, but the applicant's seal is required.

2. Applicant's name in *katakana*

3. Applicant's name (as printed on foreign residence card)

4. Circle 西暦 ("western calendar") and write the applicant's date of birth

5. Today's date

6. Applicant's phone number

7. Write the applicant's address. The application screening results and notifications related to the subsidy funds will be mailed to this address. If the address of the applicant is different from that of the child, such as for a company assignment, please fill in the student's address.

8. Postal code

9. Ward

10. Remainder of address after the ward

11. Fill out information about the child and all individuals in the same household (including members who live separately but share finances). If there are not enough spaces, photocopy this form and continue filling out the information on the second page.

12. Household member's name in *katakana*

13. Household member's name (as printed on foreign residence card)

14. Circle 西暦 ("western calendar") and write the household member's date of birth

15, 16. If the member is in elementary or junior high school, write the name of their school

17. Fill out details for the depositing account where the subsidy funds are to be disbursed. If the account holder differs from the applicant, we will assume that the applicant has designated the account holder to receive the funds in their stead.

18. Bank code

19. Bank name

20. Circle the bank type: 銀行, 農協, 信金, or 信組

21. Branch code

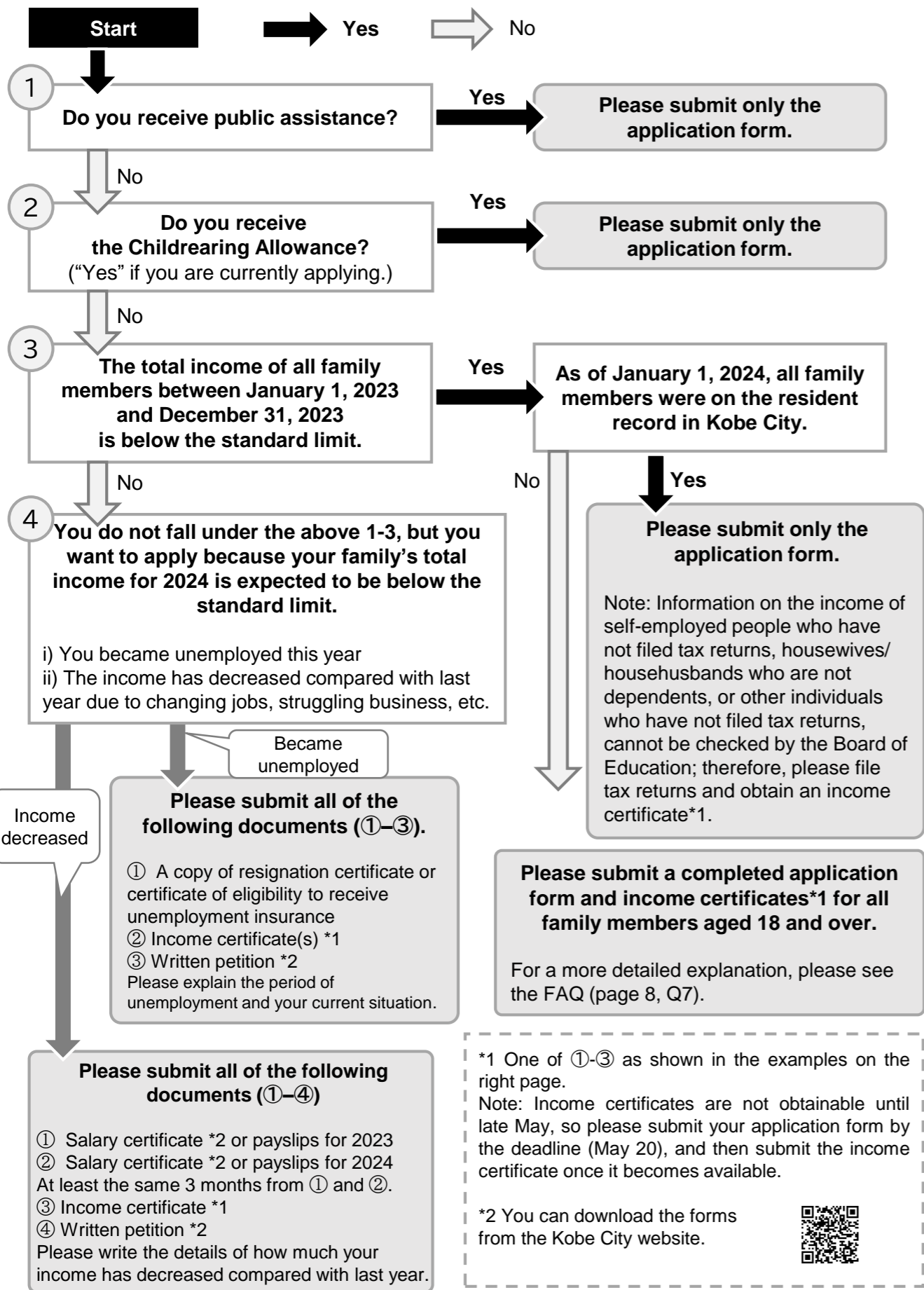
22. Branch name

23. Circle the branch type: 支店 or 出張所

24. Account number

25. Account holder name in *katakana*

Follow this flowchart for submitting the required documents.



Examples of income certificates (Those of FY2024. Copies are acceptable.)

Example 1 Notification of Decision/Change of the Amount of Special Collection of Municipal/Prefectural Tax for FY2024 (for taxpayers), 令和6年度 市民税・県民税特別徴収税額の決定・変更通知書 (納税義務者用)

Those who receive a salary will receive this document from their employer every year around June (except for those who are exempt from tax).

Please photocopy the entire notification on the same page (do not separate).

Example 2 Municipal/Prefectural Tax Notice and Tax Statement of FY2024, 令和6年度 市民税・県民税納税通知書兼税額決定通知書

This is sent by post to self-employed workers around mid-June from the municipal tax counter of each Ward Office (except for those who are exempt from tax.)
 Copies of pages 1, 2 and 3 are required.

Page 1

Page 2

Page 3

Example 3 Municipal/Prefectural Tax (Income/Taxation/Tax Exemption) Certificate for FY2024 (Income for FY2023), 令和6年度 (令和5年分所得) 市民税・県民税 (所得・(非課税)) 証明書

Those who are exempt from tax or who cannot obtain documents ① or ② should submit this. It can be issued at a municipal office of the municipality where your residency was registered as of January 1. In Kobe City, it is issued at the municipal tax counter of each ward office or the Shinnagata Government Building.

Deduction columns, etc. should be included.

Quick guide to certificates
 Income certificates for all household members are required except for the following cases:
 Income certificates for your spouse are not required if column ① shows either "有" or "***".
 Income certificates for the number of dependents written in column ② are not required.

☐ = Total income

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Frequently Asked Questions

- Q 1 I don't know whether my renewal application (継続申請書) has been processed.**
- A 1** You can check your application renewal status on the Kobe City webpage that was linked in the 2-D code on page 1, using the 5-digit Application Status Confirmation Number (提出状況確認用番号) that was printed on the upper right-hand corner of your renewal application form.
- If you do not know your confirmation number, please inquire with the School Management Support Division of the Kobe City Board of Education (神戸市教育委員会事務局学校経営支援課), 078-984-0664.
- Q 2 If I have more than one child to apply for, do I need to submit an application form for each of my children?**
- A 2** Please submit only one application form per household.
- Q 3 My child started elementary school as a 1st grader in April. He/she has a sibling/siblings in 2nd grade elementary to 3rd-year junior high school, and I have already submitted the application for renewal of the subsidy for them. Do I need to submit another application using this form?**
- A 3** No, you do not need to submit another application. Applications are per household; therefore, if you have already applied to renew the subsidy for your elder child(ren), the screening to decide whether your household is eligible will include your younger child.
- Q 4 I don't know whether my total income for the previous year was at/below the standard limit or not. Can I still apply?**
- A 4** Your total income for the previous year can be found in the "Amount after earned income deduction is deducted" (給与所得控除後の金額) column on your withholding slip or the "Total" (合計欄) column under the "Income amount" (所得金額) section of the first table of your final tax return form. Even if you do not know whether your total income for the previous year was at or under the standard limit, you can still apply.
- Q 5 I don't have income certificates because I have no income. What should I do?**
- A 5** Please declare your municipal/prefectural tax and obtain an income certificate at the municipal tax counter in your ward or the Shinnagata Government Building. If you are eligible for spousal or dependent deductions, you can also submit income certificates (所得証明書) under the breadwinner's name. (Please refer to page 7, Examples of income certificates.)
- Q 6 Can I use a tax withholding slip (源泉徴収票) or final tax returns form (確定申告書) instead of an income certificate?**
- A 6** No, you cannot use them.
- Q 7 I moved to Kobe during or after January 2024. What should I do?**
- A 7** The data about your income is held by the municipal office of the municipality where you registered your residency as of January 1. If you moved to Kobe afterwards, your income data is not in Kobe City's records; therefore, please inquire at your previous municipal office and obtain documents such as an income certificate that show your total income.
- Q 8 I was told that the income certificate is not available until late May. I will not be able to submit it by the deadline (May 20), so what should I do?**
- A 8** Please submit your application form by the deadline, and then submit the income certificate once it becomes available.

Inquiries:**Kobe City Call Center**

Tel. 0570-083330 or 078-333-3330

Hours: 8:00 am – 9:00 pm (24/7, every day)

FAQ:

