

Dear persons in use of "azukari" (extended) nursery in youchien, "ichiji" (temporary) nursery services, "ninka-gai" (non-authorized) nursery facilities, etc.

Procedure for a claim payment of facility usage fees due to early childhood education and daycare system.

Nursery fees that have been paid for will be reimbursed every 4 months after application, please submit the following documents to the city hall.

<Required documents >

①	Billing application form for payment of facility usage fee (for reimbursement).	The billing application form may be obtained at the registered nursery facility, nursery section at city hall, or may be downloaded through the city homepage. Please submit the proper form as below. A. For "Azukari"nursery (kindergarten, authorized childcare centre) B. For "Ninkagai"(non-authorized) ,"ichiji(temporary) ,byouji (ill children),and family support  http://www.city.kusatsu.shiga.jp/kosodate/ksodateoen/oshirase/yoji_free.html
②	<u>Teikyou shoumeisho (proof of submission)</u>	Keep these documents issued by the facility every month, please attach the original one.
③	<u>Ryoushuusho (receipt)</u>	※Depending on the facility, it may be necessary to submit the "meisaisho" (bill) [with indication of nursery fee subject to the free nursery system] and a copy of the bankbook transfer record (nursery fee transferred from bank account), instead of the "ryoushuusho" (receipt). Contact the facility for details.
④	Copy of the bankbook.	It is required for the first application, also the time of changed account information.

<Application deadline and reimbursement period of nursery fees>

- 1) Use of nursery from Apr. - Jul. : Apply by Aug. 15 ➡ Reimbursed in Sep.
 - 2) Use of nursery from Aug. - Nov. : Apply by Dec. 15 ➡ Reimbursed in Jan.
 - 3) Use of nursery from Dec. - Mar. : Apply by Apr. 15 ➡ Reimbursed in May
- ※If deadline is a holiday, apply by next business day.

<Where to submit application(Billing application) and necessary documents>

City authorized nursery facility ➡ Submit directly to registered nursery facility

"Ninkagai" (non-authorized) nursery facility

➡ Submit to Youji-ka (nursery section) at city hall (post accepted※)

※Please **enclose a copy of ID** (driver's license, passport, or photo ID which issued by the public institution such as residence card or my number card.) if you send by post mail. Also, please note that it may be necessary for the applicant to come to section counter if there is a flaw in the application document.

※If you apply this at the counter, billing application form needs to affix your seal. Please ensure that you bring your seal (You can't use "self-inking stamp (Shachihata)")

For Any Inquiries

Kusatsu City,Youji-ka (nursery section)

Kusatsu 3-13-30, Kusatsu, 525-8588 (2nd floor, Sawayaka Hoken Center)

TEL : 077-561-2365 / FAX : 077-561-6780 / E-mail : yoji@city.kusatsu.lg.jp

Q&A

Q1 If the application(billing application) and necessary documents cannot be submitted by the deadline, will the nursery fees be reimbursed?

A1 If you cannot submit by the deadline, nursery fees will be reimbursed at the next period, so please submit the required documents by the next deadline.

Q2 How do I calculate the nursery fee subject for reimbursement?

A2 The nursery fee subject for reimbursement is the lesser amount between the actual nursery fee paid (monthly) and maximum monthly benefit amount.

【ex.】 Cases for “azukari” (extended) nursery facilities

① Actual nursery fee paid : 20,000 yen

② Max. monthly benefit amount for “azukari” (extended) nursery usage (if 20 days used in the month) : $490 \text{ yen} \times 20 \text{ days of facility use} = \underline{9,800 \text{ yen}}$

③ Reimbursed sum : ② is less than ①, therefore, 9,800 yen.

【ex.】 Cases for “ninkagai” (non-authorized) nursery facilities (3 year old class)

① Actual nursery fee paid : 30,000yen

② Max. monthly benefit amount for “ninkagai” (non-authorized) nursery facility : 40,300yen (tax excl.)

③ Reimbursed sum : ① is less than ②, therefore, 30,000yen.

<Maximum monthly nursery fee for each nursery category>

Nursery category \ authorization	2 nd class authorization (over 3 years of age)	3 rd class authorization (0 – 2 year old class)
“azukari” (extended) nursery services	12,300 yen	17,700 yen
“ninkagai” (non-authorized), “ichiji” (temporary), “byouji” (ill children) nursery facilities、 family support	40,300 yen	45,700 yen

<Initial authorization/termination of authorization in the middle of the month>

◎ Cases for use of non-authorized nursery facility, temporary nursery services, nursery for ill children, family support

Initial date of authorization (ex. moving in)	40,300yen 45,700yen	x	(number of days in the month after initiation date) ÷ (number of days in the month)
Termination of authorization (ex. moving out)	40,300yen 45,700yen	x	(number of days until moving out date) ÷ (number of days in the month)