

# To those who will use unlicensed childcare facilities and other services

## About Authorization

2022

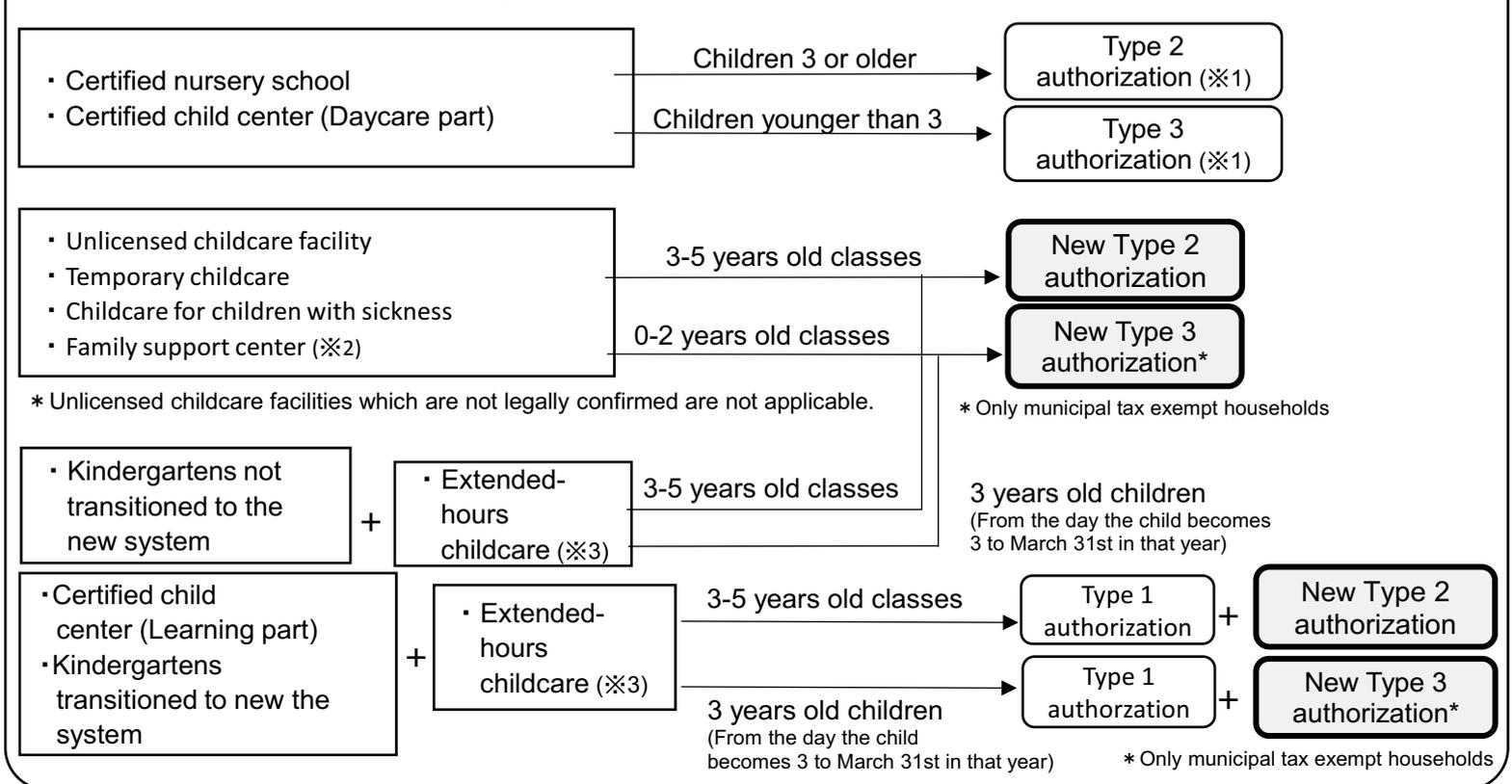
The fee for 0 to 2 years old children of municipal tax exempt households and 3 to 5 years old children who use kindergartens, certified nursery schools, certified child centers, unlicensed childcare facilities, and the like will be free of charge.

In order to use those childcare facilities or services for free of charge (there is a maximum fee limit), parents need to have an authorization of the necessity of childcare from Toyohashi. ※Some facilities require advance payment.

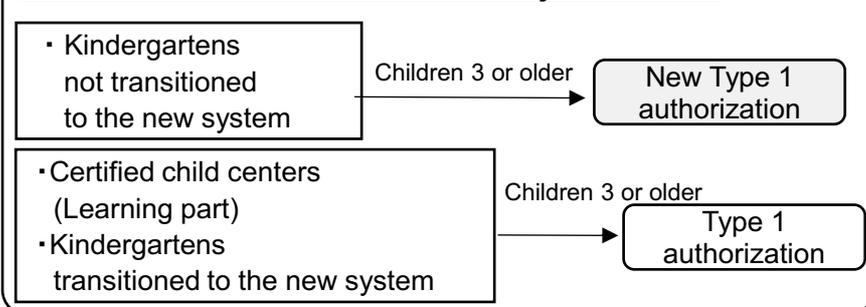
Please note that even if parents have an authorization of the necessity of childcare the fee for those facilities may not be free of charge depending on the combination of childcare facilities or services they use.

### ★Types of authorization at each childcare facility and service

#### If there are reasons for the necessity of childcare



#### If there are no reasons for the necessity of childcare



※1 Children in the 0-2 years old class who have received type 2 or 3 authorization are eligible for free of charge only for households exempt from municipal tax.

※2 Family Support Center  
The fee will not be free if you use only the "pickup and drop-off service."

※3 Extended-hours childcare  
The combination of Extended-hours childcare and unlicensed childcare facilities may also be applicable in some cases.

★ Types of authorization

Authorization for education and childcare benefits		Authorization for facility usage fee benefits	
Type 1 authorization	Children older than 3 years old who haven't started going to elementary school. (Except for Type 2 authorization)	New Type 1 authorization	Children older than 3 years old who haven't started going to elementary school. (Except for New Type 2, New Type 3 authorization)
Type 2 authorization	Children older than 3 years old who haven't started going to elementary school who's reasons for the necessity of childcare was authorized.	New Type 2 authorization	Children who have passed the first March 31st after becoming 3 years old, haven't started going to elementary school, and the reason for the necessity of childcare was authorized.
Type 3 authorization	Children younger than 3 years old who haven't started going to elementary school who's reasons for the necessity of childcare was authorized.	New Type 3 authorization	Children who haven't passed the first March 31st after becoming 3 years old, haven't started going to elementary school, and the reason for the necessity of childcare was authorized. (Only for municipal tax exempt households)

**○Those using certified nursery schools, certified child centers, or kindergartens transitioned to the new system**

You already have Type 1, 2, or 3 authorization, so there is no need to apply for another authorization.

(Extra application is necessary for those authorized as Type 1, have reasons for the necessity of childcare, and will use extended-hours childcare.)

- *Those who are using certified nursery school or certified child center (daycare part), and have Type 2 or 3 authorization cannot be authorized as New Type 2 or 3.*

**○Those who have the reasons for the necessity of childcare, and will use extended-hours childcare, unlicensed childcare facilities, temporary childcare facilities, childcare for children with sickness, or family support centers**

- *The fee will be free if you apply and receive the authorization of New Type 2 or 3.*
- New Type 2 or 3 authorization is necessary in addition to Type 1 authorization for using extended-hours childcare of certified child centers (Learning part) and kindergartens transitioned to new system.
- New Type 2 or 3 authorization is necessary for using extended-hours childcare of kindergartens non- transitioned to new system.  
(New Type 1 authorization is not necessary.)
- Those using the company's childcare system (Kigyo shudougata hoiku) cannot receive the New Type 2 and 3 authorization.

## Eligible Reasons for the necessity of childcare and period of eligibility

The following reasons must be authorized to get Type 2, Type 3, New Type 2, and New Type 3 authorization, and to make the cost free.

The term of validity of authorization differs depending on the reasons.

Reasons	Conditions	Term of validity of authorization
Work	Working more than 64 hours a month (More than 4 hours a day and more than 4 days a week.) <u>It will not be accepted if the salary is not added to the livelihood.</u>	From the day of authorization to before entering elementary school.
Pregnancy and delivery	Mother is pregnant or has just delivered.	2 months before the expected date of delivery to the end of the month after 8 weeks from the delivery.
Sickness or disability of the parent	Cannot keep watching the child due to the sickness or disability of the parent	From the day of authorization to the last day of the period stated on the medical certificate prepared by the doctor.
Nursing relatives living together	Nursing a member of the household with physical or mental disability, who requires full-time attention	
Disaster	Working on disaster (from fire, wind, flood, or earthquake) recovery.	Until when the situation is expected to continue.
Job hunting	Actively engaged in Job hunting (Including preparation to start a business.)	90 days (3 months) after the authorization.
School	Attending university, technical school, or other schools based on the School Education Law, or training at vocational training schools (More than 64 hours a month.)	During the period stated on the authorization of enrollment
Childcare leave	Having another child who got the authorization of the necessity of childcare and needs to continue it during the childcare leave	For the period of childcare leave (Until the month the child eligible for the childcare leave becomes 1 year old.)

※ Please contact the Nursery School Division, if you wish to apply for any reason other than those listed above.

Reasons such as "to take care of the younger child", "to prepare children for elementary school", "to get accustomed to group life", "to learn social life", "to make friends" will not be accepted.

### Notes

- **You cannot continue to have the authorization anymore when your reason of the necessity of childcare no longer meets the requirements.**
- **Please contact the facility and the Nursery School Division if your household or employment status (such as working hours and taking a leave) changes.**
- New Type 3 authorization is until the first March 31st after becoming 3 years old. If the reason for the necessity of childcare continues, the city will change the authorization to New Type 2 authorization.

## How to apply for the New Type 2 or 3 Authorization

Advance application of an authorization is necessary for using facilities or services, such as kindergartens, unlicensed nursery schools, temporary childcares, childcare for children with sickness, family support centers, for free of charge. Please hand in the form of "Application of Authorization for facility fee benefits and Alteration of the contents of the authorization".

### (1) Distribution and submitting place of the application documents

Distribution place      Nursery School Division in City Hall, facilities where have extended-hours childcare (kindergartens and certified child centers), facilities where have temporary childcare, unlicensed childcare facilities

Submitting place      Where you received the documents or the facility you are planning to use

※ Consultations about using the facilities or about the authorization can be done only at the Nursery School Division in City Hall.

### (2) Deadline of application

By 20th of the month prior you hope to be authorized.

(If it is a day when City Hall is closed, the last opening day before it.)

Please mention to the facility before handing in the form for getting authorized or changing what you have already authorized. You cannot get authorized from the month you hope to if you hand in the documents late.

- ※ The deadline listed above is the one of handing in to the Nursery School Division from the facilities. Please ask the each facility by when you must hand in the documents to it.
- ※ The authorization cannot start before we receive the application.
- ※ The application may not be accepted if there are missing documents. Please prepare the documents to be able to hand in by the deadline.

### (3) Documents necessary for applying

Please prepare the following documents and hand them in by the deadline.

We may ask you to hand in some extra documents depending on the situation of the household.

① " Application of Authorization for facility fee benefits and Alteration of the contents of the authorization "	※1 application per child
② Copy of health insurance card (Hide the number)	※Health insurance card of mother and father (parents), child, all brothers and sisters, grand parents living together (including the same land and side by side).
③ A proof of reasons for the necessity of childcare (See table A)	※Both mother and Father's (parent's) are necessary.
④ Documents to show the taxation status of municipal tax. (See table B)	※Only those who will apply the New Type 3 authorization.
⑤ Copy of residence card (Both sides)	※Residence card of all members in the household who are foreign residents.
⑥ "Reasons for using unlicensed childcare facilities"	※Only for those who will start using unlicensed childcare facilities.

### Proof of reasons for the necessity of childcare ( A )

Reasons	Documents to submit
Work	<p>①"Employment and salary certificate" (Form 1) → Please ask your employer for filling in the form.</p> <p>②"Family business (agriculture) employment survey" (Form 2)</p> <p>③"Certification of subcontract and piecework at home(naishoku)" (Form 3) → Please ask your outsourcer or orderer for filling in the form.</p> <p>④"Family business (self-employed business) employment survey." (Form 4)</p> <p>※①~④ are in one paper. Please attach a notification of opening of business or a copy of the annual tax return, and a proof of employment or condition of business (such as the record work or the latest sales) on ② and ④.</p> <p>⑤"Proof of return from Childcare leave" (Form 6) Those who are going to return from childcare leave, please get the certification from your company.</p> <p><b>If you have a health insurance card published by the company, there is no need to submit an employment certificate. However, if we find out that you work less than 64 hours a month, we will cancel the authorization.</b></p>
Pregnancy and delivery	Copy of mother and child health book (cover and the page which shows the birth date.)
Sickness or disability of the parent	Medical certificate or a copy of the identification booklet for the physically disabled / booklet for rehabilitation.
Nursing relatives living together	Medical certificate or a copy of the identification booklet for the physically disabled of the person who needs nursing.
Job hunting	⑥Job hunting declaration form (Form 5)
School	Student identification card or a school certification
Others	<p>⑦ Form 8</p> <p>Document which shows the period of the childcare leave (if you are receiving the childcare leave based on laws).</p> <p>※Those who will end the childcare leave based on the law and start work within the school year 2022 are eligible.</p> <p>※The child must be over 3 years old on April 1st to get an authorization for this reason.</p>

**Documents necessary to check the taxation status of municipal tax. (B)**

Eligible people	Documents to submit
① Those with resident registration in Toyohashi on January 1st, 2021 and January 1st, 2022.	<p><u>There is no need to hand in documents related to tax.</u></p> <p>Please declare the municipal tax if you haven't. If you do not, there will be no information of the taxation status, and will be judged as not applicable for the New Type 3 authorization.</p>
② Those who moved into Toyohashi after January 2nd, 2021.	<p>Documents published by the municipality where you were living on January 1st, 2021 and January 1st, 2022.</p> <p><b>Municipal tax notice, special tax notice, or municipal tax taxation certificate. (Can be a copy)</b></p>

**About the "Reasons for using unlicensed childcare facilities"**

"Reasons for using unlicensed childcare facilities" must be attached, in case you apply for New Type 2 or 3 authorization without applying for the certified nursery schools. (No need for those applying for kindergarten.)

**Authorization Notice**

The "authorization notice" of the New Type 2 or 3 will be sent from the city if your application meets the requirements based on the Children and child-rearing Law Article 30 Paragraph 4 No.2 or 3. Please keep it in a safe place for you will need it for billing the facility usage fee benefits.

**If there are changes in the contents of the authorization /  
If you no longer meet the authorization requirements**

Please hand in documents after mentioning to the facility and the Nursery School Division if the following situations occur after being authorized. Authorization has an expiry date. Please apply for an alteration to the authorization if you wish to continue to have it after the situation changes.

- ① When the "reasons for the necessity of childcare" or the "term of the validity" of the authorization for using the facilities changes.  
Example: Job hunting → Work / Work → Pregnancy or delivery / School → Work
- ② When there is a change in the family structure. (Such as marriage, divorce, or living separately)
- ③ When the representative guardian changes.
- ④ When you want to fix the tax. (※Only for those authorized as New Type 3)
- ⑤ When you change your health insurance.
- ⑥ When your working condition, such as work place, working hours, or employment status changes.
- ⑦ When you quit your job.
- ⑧ When you do not use the facility for more than a month.  
Example: Absence from May 3rd to June 15th due to a mother's delivery / Cannot go to the facility for a month due to medical treatment.
- ⑨ When you will stop using the facility.
- ⑩ Other reasons for which you do not meet the authorization requirements

## Please read before applying

- (1) Those moving into Toyohashi  
Please contact the Nursery School Division immediately if you move into Toyohashi and will apply for the authorization.  
  
You must get a new authorization in Toyohashi even if you will continue using the facility out side Toyohashi. You must be registered as a resident and be living in Toyohashi on the day of getting the authorization.
- (2) Those leaving Toyohashi  
Please contact the Nursery School Division immediately if you move out of Toyohashi.  
You must get a new authorization in the city you are moving into even if you will continue using the facility in Toyohashi. Please apply for the authorization in the city you will move into.
- (3) Those who hope to apply for the New Type 3 authorization but cannot confirm the taxation status of municipal tax  
You cannot get the New Type 3 authorization even if you apply for it if you have not declared your tax or have not handed in your taxation certificate.
- (4) Those who hope to get the New Type 3 authorization and whose taxation status of the municipal tax have changed  
The change of the municipal tax taxation status may give effect to whether you can get the authorization or not. Please contact the Nursery School Division.
- (5) If there is no longer the reason for the necessity of the authorization  
As mentioned above, if there is no longer the reason for the necessity of childcare, the authorization will end at that moment. Please apply by the due date if you hope to change the reason of the necessity of childcare. Please note that you must return the facility usage fee benefits of the months after the authorization becomes invalid if you did not change the application when it is necessary to.
- (6) Those who will apply for the authorization after returning from the childcare leave  
If you are authorized by reason of work after returning from childcare leave, please return to work before the planed day, and hand in the "Proof of return from Childcare leave" immediately after you return to work. If you do not return to work (such as extending the period of the childcare leave), the authorization will not be applicable, and the authorization will be canceled from the day it began.
- (7) Those who will be absent for a long period  
If your children do not use a childcare facility for more than a month, you cannot receive the facility usage fee benefits whether you will pay the fee or not. Please ask the facility and the Nursery School Division for you may have to hand in extra documents.
- (8) Others
  - The reason for the necessity of childcare will be checked every year. We will give you further notice about this.
  - We cannot give you back the documents you handed in. Please take copies if it is necessary.
  - If we find out the application is false, the authorization will be canceled from the day it began.