



# Important Announcement: Payment of School Meals

- Please make a procedure of an account transfer for school lunches. -

The public sector accounting of charge for school lunches has started since April 2015 in Funabashi City. Instead of schools, the City of Funabashi collects and manages the charge for school lunches directly. On the other hand, each school collects necessary fees including PTA fee, a reserve for a school excursion, and a fee for teaching materials by themselves (school collections). Therefore, please be sure that two procedures of account transfers (school lunches and school collections) are required for those who are going to join municipal schools in Funabashi.

Regarding the collection of school lunch fees, the payment statement will be provided to every schoolchild through schools. The payment date and amount are specified on it.

We kindly ask you to submit the enclosed account transfer request form to a financial institution after filling out. We would appreciate your understanding and cooperation.

## 1 20 financial institutions are available for an account transfer

It will be convenient for all guardians to use the account of usual checkable deposit for deducting the charge for school meals. Please make sure to go through a procedure because a refund will be transferred to this account when children will be absent from school for long periods of time.

※As of September, 2022

City Bank	Local Bank	Trust Bank	Shinkin/ Credit Union	Others
<ul style="list-style-type: none"> <li>• The Bank of Mitsubishi UFJ</li> <li>• Mizuho Bank</li> <li>• Sumitomo Mitsui Banking Corporation</li> <li>• Resona Bank</li> </ul>	<ul style="list-style-type: none"> <li>• The Chiba Bank</li> <li>• The Chiba Kogyo Bank</li> <li>• The Keiyo Bank</li> <li>• The Kiraboshi Bank</li> <li>• The Tokyo Star Bank</li> <li>• The Joyo Bank</li> </ul>	<ul style="list-style-type: none"> <li>• Mitsubishi UFJ Trust and Banking Corporation</li> <li>• Mizuho Trust &amp; Banking</li> </ul>	<ul style="list-style-type: none"> <li>• Chiba Shinkin Bank</li> <li>• Tokyo Bay Shinkin Bank</li> <li>• The Tokyo Higashi Shinkin Bank</li> <li>• Yokohama kogin Credit Union</li> </ul>	<ul style="list-style-type: none"> <li>• Japan Post Bank</li> <li>• Chuo Labour Bank</li> <li>• JA Ichikawa</li> <li>• JA Chiba Tokatsu</li> </ul>

※All branches/ a head office of financial institutes mentioned above are available. You can go through a procedure smoothly when you submit the account transfer request form to the branch you opened your account.

## 2 Please submit the account transfer request form by the deadline below.

Person who needs to submit the account transfer request form	Deadline for submission of the account transfer request form
Persons scheduled to enter the elementary school/ special support school in 2023	Friday, December 30, 2022
Persons scheduled to transfer to the elementary/ junior high/ special support schools in Funabashi	Please make procedures as soon as possible after new school or address is settled.

※The school meal fee will not be paid automatically from your account when the procedure is not complete even after you submit the account transfer request form. Please note that you have to pay it with a payment slip in such a case.

### 3 The payment amount of school lunch

The City of Funabashi kindly requests guardians to pay actual expenses for foodstuffs as the charge for school lunches. Fees for account transfer are borne by the City of Funabashi. The table below shows a unit cost of school lunches expected to be paid by guardians in 2022

Schools & Grades		Meal charge other than milk	Charge for milk	Charge per meal
Elementary Schools	The 1 <sup>st</sup> -3 <sup>rd</sup> Grade of elementary school	208yen	+55.23yen *(FY22)	263.23yen
	The 4 <sup>th</sup> -6 <sup>th</sup> Grade of elementary school	248yen		303.23yen
Special Support School	The 1 <sup>st</sup> -3 <sup>rd</sup> Grade of elementary school	220yen		275.23yen
	The 4 <sup>th</sup> -6 <sup>th</sup> Grade of elementary school	263yen		318.23yen
	Junior and Senior High School	311yen		366.23yen
Junior High School		330yen		385.23yen

\*The charge for milk may vary every year according to the supply price by Chiba Prefecture School Lunch Foundation.

### 4 The charge of school lunch is debited from your account at the end of month. (If the due date does not fall on a business day, it will be debited on the following business day.)

The schedule of account transfer of each school is as follows. The payment date and amount are announced through the website of the City of Funabashi. The payment amount varies with the number of lunches eaten by individual. Please check your own payment by the payment statement.

Type of School	The schedule of account transfer					
Elementary School & Special Support School	The yearly charge of school meals are paid in five installments depending on the number of school meals provided. Funabashi City makes 4 equal payment of the entire amount in units of 1000 yen for the first to the fourth payment and the balance is collected at the last time. e.g.) A child in the lower grade of elementary school: (208yen/meal + 55.23yen/milk) × 180 times = 47,224yen e.g.) A child in the upper grade of elementary school: (248yen/meal + 55.23yen/milk) × 180 times = 54,424yen					
		June	August	October	December	February
	The 1 <sup>st</sup> -3 <sup>rd</sup> Grade of elementary school	10,000	10,000	10,000	10,000	7,224
	The 4 <sup>th</sup> -6 <sup>th</sup> Grade of elementary school	11,000	11,000	11,000	11,000	10,424
Junior High School (Prepayment System)	The charge of school meals is collected based on an application sheet in principle. It is deducted two months before school meals are provided (the end of month). For the charge of milk, total yearly charge is collected at the end of August.					
	February	March	April	May	June	July
	(Charge For April)	(Charge For May)	(Charge For June)	(Charge For July)	(Charge For September)	(Charge For October)
	August	September	October	November	December	January
	(Charge For Milk)	(Charge For November)	(Charge For December)	(Charge For January)	(Charge For February)	(Charge For March)



The payment statement will be provided from your child's school. The yearly payment statement for elementary/ special support school will be provided in the middle of June. Basically it will be provided around the 20<sup>th</sup> of every month at the junior high school.

# 5-1 Sample of the account transfer request form (Ordinary financial institutes)

The account transfer request form is in a three-copy format, so please press hard with a ballpoint pen (an erasable ballpoint pen is not acceptable).

Please write names, addresses and contact phone numbers of guardians as the persons responsible for paying charge for school meals (information of 2 persons is required, basically a person with paternal authority). Both home and mobile phone numbers are available.

Please write the account for an automatic deduction. Please check there are no mistakes.

## 船橋市学校給食費預金口座振替依頼書兼自動払込利用申込書

金融機関用

船橋市指定金融機関・船橋市収納代理金融機関・ゆうちょ銀行 御中 年 月 日

私（納付義務者）は、船橋市が提供する学校給食の食材に対する費用を、学校給食費として船橋市に納めることを了承します。連帯債務者である私たち（納付義務者）は、小学校学校給食費及び中学校学校給食費について、他の連帯債務者（納付義務者の一方）に対する請求は、自己に対する請求として効力が生じることに、それぞれ了承します。私（納付義務者・口座名義人）は、上記の学校給食費について、預金口座振替（自動払込）の方法で納付することを了承し、裏面記載の契約事項に従って口座振替（自動払込）を依頼します。なお、還付事由が生じた時は、下記の口座に振り込んでください。

指定口座	金融機関名	本支店名	預金種別	口座番号							
	〇〇銀行	××支店	1. 普通 2. 当座	1	2	3	4	5	6	7	
	金融機関コード	支店コード	カナ	フナバシ タロウ							
	ゆうちょ銀行	通帳記号 (6桁目がある場合は「の」欄に記入)	通帳番号 (右詰めにて記入)	氏名	船橋 太郎						
納付義務者(保護者等)	住所	船橋市湊町2-10-25									
	氏名	船橋 太郎									
	電話	090 ( 1234 ) 5678									
	住所	船橋市湊町2-10-25									
	氏名	船橋 花子									
	電話	090 ( 9876 ) 5432									
給食喫食者(児童生徒等)	所属	船橋小 学校 1 年 1 組 1 番									
	カナ	フナバシ イチロウ									
	氏名	船橋 一郎 <input checked="" type="radio"/> 男・女									
			受付店日附印	払込先口座番号 00100-8-4980	金融機関届出印						
					払込先加入者名 船橋市会計管理者		<input checked="" type="radio"/> 船橋				
					種目コード	166					
					契約種別コード	30					
					検印	印鑑照合	係印				
			ゆうちょ銀行を除く								
			払込開始年月 (船橋市用が市に届いた翌月末以降の開始となります。)								
					年 月						

Please write your child's school name, grade, class, and a student number. For persons scheduled to enter the elementary school/ special support school in 2023, please write '新1' in the space for grade and leave space for class/ student number blank.

◎契約事項は裏面記載のとおりです。

Please put the same seal (Inkan) registered with the bank on the first page. The automatic deduction will not start if you put the seal different from the registered one.

One form per student is required, e.g. two sets of the transfer request form should be submitted when two children attend schools the Funabashi Municipal schools.

- ※ Putting the seal (Inkan) is not necessary to correct written errors on a copy (a pink-colored page). Please make sure not to put the seal (Inkan) on characters you write.
- ※ For a transfer student, please submit the account transfer request form after new school or address is settled.

## 5-2 Sample of the account transfer request form (Japan Post Office)

The account transfer request form is in a three-copy format, so please press hard with a ballpoint pen (an erasable ballpoint pen is not acceptable)

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なお、還付事由が生じた時は、下記の口座に振り込んでください。

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	ゆうちょ銀行	通帳記号 (6桁目がある場合は「の」欄に記入)	通帳番号 (右詰めで記入)	口座名義人				
	ゆうちょ銀行	1 2 3 4 0 の	0 1 2 3 4 5 6 7	カナ フナバシ タロウ 氏名 船橋 太郎 住所 船橋市湊町2-10-25				
納付義務者(保護者等)	住所	船橋市湊町2-10-25			受付店日附印	払込先口座番号 00100-8-4980	金融機関届出印	
	氏名	船橋 太郎				払込先加入者名 船橋市会計管理者	船橋	
	電話	090 ( 1234 ) 5678				種目コード 166		
	住所	船橋市湊町2-10-25				契約種別コード 30		
	氏名	船橋 花子				検印 印鑑照合 係印		
電話	090 ( 9876 ) 5432							
(児童喫食者)	所属	船橋小 学校 1 年 1 組 1 番					ゆうちょ銀行を除く 払込開始年月 (船橋市用が市に届いた翌月末以降の開始となります。)	
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## 6 To seek School Lunch Fee Exemption

Based on the provisions of Article 5 of Funabashi City's Ordinance for School Lunch Fee, the City of Funabashi waives school lunch fee of persons who are eligible for Financial Aid Program for School Children.

School lunch fee borne by those who live on welfare is covered by livelihood protection system (education assistance).

※It is required to apply for Financial Aid Program for School Children every school year.

※**Application for school lunch fee exemption will be replaced by submitting an application form of Financial Aid Program for School Children. As a general rule, there is no need to submit an application form of school lunch fee exemption.**

### 【Financial Assistance for School Lunch Fee】

Family status	Payment of School Lunch Fee
A household is recognized as “ <i>Jun-youhogo</i> ” (= a household needing financial aids to a certain extent).	School lunch fee born by parents/ guardians is waived.
A household lives on welfare.	School lunch fee is covered by livelihood protection system (education assistance).
A household has gone beyond the requirements of livelihood protection system.	School lunch fee will be waived if a household becomes eligible for Financial Aid Program for School Children after applying for it.



“Those who receive Child Rearing Allowance (“*Jido Fuyo Teate*”, Allowance for Single-Parent Family)” or “those who need financial aids as the same level as persons receiving welfare (*Seikatsu hogo*)” would be exempted from school lunch fee.

To seek the school lunch fee exemption, **please submit the application form of Financial Aid Program for School Children to school.**

### 【Application & Applicable Time】

※Please note that you can apply for Financial Aid Program for School Children any time after your child enrolled in school, however, an applicable time will start from the month you applied.

**It is required to apply for Financial Aid Program for School Children every school year.**

※School lunch fee will be waived during the certification period of Financial Aid Program once a household becomes eligible. The portion of the school lunch fee paid for the approved period will be refund by the Board of Education retroactively if Financial Aid Program for School Children is allowed after starting payment of school lunch fee.

### 【School lunch fee for new school year】

As for those who were eligible for Financial Aid Program for School Children last school year, the collection of school lunch fee will be deferred before the result of the application is determined. The payment will be waived if you are again eligible for Financial Aid Program new school year, however, **please note that you are required to pay the deferred school lunch fee when you do not get certified.**

※**The portion of the school lunch fee paid for the approved period will be refund by the Board of Education retroactively if Financial Aid Program for School Children is allowed after starting payment of school lunch fee.**

# Financial Aid Program for School Children

## 1. What is “Financial Aid Program for School Children”?

This program provides subsidies/ allowances to parents/ guardians who live in Funabashi and are having difficulty paying the required school expenses for financial reasons. For further information, please refer to a pamphlet “Financial Aid Program for School Children” which will be provided after enrollment.

※You need to apply for the Financial Aid Program for School Children even if you received the elementary school entrance preparation expenses before enrollment.

## 2. Who is eligible for it?

(1) A person receiving welfare benefits (*Seikatsu hogo*)

(2) A person receiving Child Rearing Allowance (“*Jido Fuyo Teate*”, Allowance for Single parent Family)

(3) Other parents/ guardians (Those who need financial aids at the same level as above.)



## 3. When can I apply for it?

Please note that you can apply for Financial Aid Program for School Children any time after your child enrolled in school, however, **an applicable time will start from the month you applied.**

## 4. How can I apply for it?

Please submit all required documents according to household status **to school your child attends.**

## 5. How can I get an application form?

A pamphlet “Financial Aid Program for School Children” and “Application Form” are provided at Municipal schools, Educational Affairs Section of Funabashi Board of Education, and General Service Center in Front of Funabashi Station (FACE Building). These documents are also available for download from the City’s website.

## 6. Inquiry about Financial Aid Program for School Children

Financial Aid Program Group, Educational Affairs Section, Funabashi Board of Education

TEL: 047-436-2852

## ***Inquiry about School Lunch Fee***

School Lunch Fee Group, Health & Physical Education Section, Funabashi Board of Education

TEL: 047-436-2418

