

# Special Allowance for Child-Rearing Application Guide

Under the current severe economic conditions, in consideration of the burdens of early childhood education for households with multiple children, the 'Special Allowance for Child-Rearing' will be provided for each child of early childhood education age, beginning with the second child.

Please read this guide carefully and submit the application form.

## 1. Eligible children

The Special Allowance will be provided based on the status of a household as of February 1, 2009 (the base date). Even if the number of household members changes after February 2 due to birth, death, moving-in, moving-out and division of a household, the amount of the allowance will stay the same.

## 2. Applicants and recipients

In principle, the head of a household as of February 1, 2009 shall apply for, and receive the Special Allowance for Child-Rearing (*Kosodate Oen Tokubetsu Teate*). However, if the eligible head of the household passed away after February 1, the new household head will be the applicant/recipient.

Optionally, a household member other than the head (a person whose name is printed on the application form) may apply for, and receive the allowance. A person other than the above can apply for, and receive the allowance, as a proxy, only when:

- (1) A legal representative (a person with parental authority or the guardian of an adult) applies for and receives the allowance; or
- (2) Both the member of the said household and the legal representative specified in the preceding paragraph find it difficult to apply for and receive the allowance, and it is deemed that application by proxy is for the benefit of the head of the household.

\* Please note that a proxy cannot act as a recipient.

## 3. Application deadline: The application must be postmarked by Wednesday, November 11, 2009.

## 4. Declining the allowance

If an application is not made by the November 11 deadline, it will be assumed that the eligible citizen has refused the Special Allowance for Child-Rearing.

## 5. Receiving the allowance

The allowance will, in principle, be deposited to the bank account of a member of a household or a legal representative. (The account must be within Japan. Any accounts opened abroad cannot be designated for this purpose.)

★ Disbursement of the allowance in cash at the city office is intended only to those who cannot open a bank account due to unavoidable circumstances. Cash disbursement will commence after bank deposit payments at the end of July or later. Information on the date and place of payment and necessary documents for cash disbursement will be provided by the Special Allowance for Child-Rearing 'Notice of Approval' to be mailed at a later date.

## 6. Documents to be attached

Applicant	Necessary documents to be attached (marked with a circle (○))		
	A copy of a bankbook	Identification document	Document attesting that the person has representative authority
Member of a household	○ Note 1		
Foreign citizen	○ Note 1	○ Note 2	
Proxy	○ Note 1	○ Note 3	○ Note 4

Note 1: Be sure to attach the copy of the page of the bankbook that indicates the account number and account holder name (with *furigana*) of a recipient. Failure to attach such documents may result in the unsuccessful transfer of the allowance.

Note 2: Copies of both sides of the Alien Registration Card of each person who applies for the allowance.

Note 3: A copy of the proxy's official identification documents, such as a driver's license, passport or health insurance card.

Note 4: Necessary only for an application by a legal representative.

A person with parental authority: A copy of the family register (*koseki tohon*);

An adult guardian, etc.: A copy of the certificate of registered matters (*toki jiko shomei sho*)

7. Communication from the city

The city may contact the applicant by post if the application form is incomplete, when necessary documents are unattached, or when transfer to the designated account proves to be unsuccessful due to incorrect information provided on the application form.

8. Matters to be agreed upon by applicants

When applying, applicants need to consent to the following matters.

- (1) The city government will check relevant public registries for eligibility of the recipient. Applicants shall provide relevant documents upon the request of the city government.
- (2) Despite the city's approval of the payment of the Special Allowance based on the application form and the completed bank deposit or cash disbursement procedures, if the city cannot make payment of the allowance because of a problem with the application form, and it cannot contact the applicant (or the proxy) to confirm the problem by November 11, it will be assumed that the eligible citizen has withdrawn the application.

★ Notice of the Supplementary Income Payments will be sent separately to eligible households.

★ Sendai City Government web site

<http://www.city.sendai.jp/kodomo/kodomo/kot-teate/index.html>

**For any questions, contact the call center below.**

**Supplementary Income Payments & Special Allowance for Child-Rearing Call Center**

**☎723 - 1403 (Japanese only)**

**Office Hours: Monday – Friday, 8:30a.m. – 5:00p.m.**

**\* [English Speakers]**

**Please contact English Hotline at 022- 224-1919, if you need any assistance in English.**

**\* [Chinese and Korean Speakers]**

**Please contact Interpretation Support Hotline at 222-1919, if you need any assistance in Chinese and Korean. (Hours of operation: 9:00a.m. to 8:00p.m. please check for holidays)**

## Be aware of Bank Transfer Frauds

“Remittance fraud” disguised as Supplementary Income Payments and/or the Special Allowance for Child-Rearing, will increase during the payment period.

- No cost is required for this application/payment procedure.
- City or ward officers will not, under any circumstances, call applicants or visit their homes.
- City or ward officers will NEVER ask the applicants to transfer money to cover service charges for payment of the allowance or that he/she completes a transaction with an automatic teller machine (ATM) installed at a bank or a convenience store.