

## Itabashi Municipal Elementary and Junior High Schools Subsidy Program for Substitutes for School Meals

In order to financially support families with children and students who are unable to receive school meals due to food allergies or other circumstances, Itabashi City implements a program to subsidize the cost for parents to provide lunchbox as an alternative to school meals.

### 1 Eligibility

Parents of children enrolled in Itabashi City elementary and junior high schools who bring their own lunchboxes due to food allergies or other reasons.

**\*If students receive any school meals, such as only drinking milk, they are not eligible for this program.**

**\*If a student starts bringing his/her own lunch in the middle of the month, he/she will be eligible for the subsidy from the following month.**

### 2 Subsidy amount (monthly)

The monthly subsidy is calculated by multiplying the number of months the student brings his/her lunch to school by the monthly amount shown in the table below.

Primary school students			Junior high school students
1st and 2nd graders	3rd and 4th graders	5th and 6th graders	
¥ 4, 7 5 0	¥ 5, 1 3 0	¥ 5, 7 0 0	¥ 6, 4 7 5

### 3 Procedures

#### ① Notice

Those who are eligible for this program will be informed by their school.

If you are eligible, please contact your school.

#### ② Application Procedures

In principle, please submit the following documents (1) and (2) electronically.

\*If electronic application is difficult, a written application is also possible.

Please use the reverse side of the form and submit it to the school.

(1) Application form and invoice for the subsidy for the substitute for school meals at elementary and junior high schools in Itabashi City.

(2) A copy of the bankbook, cash card, etc. of the bank account to which the money is to be transferred.

→A copy of the bankbook or cash card, etc. showing the financial institution name, branch name, account number, and account holder's name.

**[Application deadline (FY2025)] Friday 18 April 2025**

#### ③ Application Receipt

Board of Education Office receives applications electronically or via schools and confirms the number of months to bring lunchboxes to school.

#### ④ Grant decision on subsidy recipients (in May or at any time)

A notification of grant decision will be sent.

#### ⑤ Determination of the subsidy amount (first phase (April-July): July, second phase (September-March): March)

The grant amount determination notification will be sent in two phases.

#### ⑥ Grant payments (1st period (April-July): August, 2nd period (September-March): April)

The subsidy will be paid into the account of the financial institution in the applicant's name in two phases.

\*Electronic



Itabashi City  
website 2D  
code

## 4 Contact

School Meals Subsection, Educational Affairs Section, Itabashi City Board of Education  
Office Tel: (direct) 03 (3579) 2617

Itabashi City XX School Tel: 03 (XXXX) XXXX

Form No.1 (related to Article 5)

### **Itabashi Municipal Elementary and Junior High School Meal Substitutes Subsidy Application Form and Account Transfer Request Form (and letter of agreement and power of attorney)**

In accordance with the provisions of Article 5 of the Itabashi Municipal Elementary and Junior High School Meal Substitutes Subsidy Guidelines, we hereby agree to and delegate the following items and apply for the subsidy for the following eligible students.

Agreements 1 In applying for the subsidy, we agree to investigate and use information on the resident registration of household members, information on public assistance, information on school attendance assistance and information on school attendance incentive entitlement to the extent necessary. (If the applicant does not agree, the grant cannot be examined and awarded.)

2 When a decision is made to grant the subsidy, the subsidy to be paid should be transferred to the following account.

3 The grantee agrees that the city mayor may request a report from the grant decision maker or conduct an investigation if deemed necessary.

4 The applicant agrees that the account information, etc. will be used for the following year or later in connection with the application for the subsidy while the applicant is enrolled in an Itabashi City elementary or junior high school.

5 I agree that the principal of the school will confirm and report the number of months for which lunches are provided in the relevant year of the subsidy decision to the city mayor in order to determine the amount of the subsidy.

Delegation 1 The authority to claim the subsidy determined by the Itabashi City Mayor is delegated to the Director of the School Affairs Division of the Itabashi City Board of Education Office.

To the Mayor of Itabashi City, Tokyo

yyyy	mm	dd
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**1 Applicant**

Address	Itabashi City
Applicant (Parents) Name	
Phone number (Home · Mobile)	

**2 Account information**

I wish to make a transfer to the following account. \*Please attach a copy of your bankbook or other documents.

Financial institution name	Bank Shinkin Bank Credit association (    )				Financial institution code				Branch name		Branch code (branch number)				
									head office branch office						
Account number									Account classification	Saving · Current					
Registered holder (Kana) *Only in the name of the applicant															

\*For Japan Post Bank, please provide the branch number in three-digit Chinese characters.

**3 Eligible students** \*Please provide information on the students eligible for the grant.

Name (student)	Date of birth	School name	Grade
	yyyy mm dd		
	yyyy mm dd		