

## Subsidy Claim Process for Multiple-Child Households' Childcare Fees at Non-Certified Childcare Facilities

### Step 1. Check if you are eligible for the program

You can use this program if **both** of the following apply:

- ☐ You live in Shizuoka City and your household is subject to resident tax
- ☐ You are placing your second or subsequent child aged 0–2 in a non-certified childcare facility

Please submit your application before the planned start date of facility use.

### Step 2-1. Application for Benefit Confirmation

The application form can be downloaded from the website. →



#### Online Application

Take photos of your “**Identification Documents**” and “**Documents Proving the Reason for Needing Childcare (such as Employment Certificate)**” with your smartphone, etc., and submit them as image files.

**Note:** Identification documents must be attached for online applications.



#### Direct Submission at Service Counters

Submit the “Application Form for Multiple-Child Household Benefit Confirmation” and “Documents Proving the Reason for Needing Childcare” at the Youth Affairs Division or the Admissions Section of the Childcare Support Division at each ward office.

**Note:** Submission by post is not accepted.

### Step 2-2. Receive the Benefit Confirmation Notice

After your application is reviewed, the “Multiple-Child Household Benefit Confirmation Notice” will be sent to you by post. Please keep it in a safe place.

**Note:** You cannot claim the subsidy without the Confirmation Notice. You are eligible for the subsidy starting from the confirmation start date indicated on the notice.

### Step 3. Payment of Facility Usage Fees

Pay the usage fees to the non-certified childcare facility.

### Step 4-1. Confirm the Claim Period for the Subsidy

The subsidy is claimed in three-month periods. Please submit your claim by the 10th of the month following each period.

**Note:** You can still submit a claim after the deadline, but payment may be delayed.

Usage Period	April–June	July–September	October–December	January–March
Claim Deadline	Around 10 July	Around 10 October	Around 10 January	Around 10 April
Payment Month	August–September	November–December	February–March	May–June

#### Step 4-2. Request the Non-Certified Facility to Prepare a Receipt

For each three-month period (April–June, July–September, October–December, January–March), request the non-certified childcare facility you use to prepare a “Receipt and Service Provision Certificate” (City of Shizuoka’s designated form) and receive it from them.

**Note:** The “Receipt and Service Provision Certificate” form is available at non-certified childcare facilities (it is not published on the website). Please request the facility you use to prepare it for you.

**Note:** If you use multiple facilities, please request each non-certified childcare facility to prepare the form.

#### Step 4-3. Calculating the Subsidy Claim Amount

Step 4-3. Calculate the Subsidy Claim Amount

- Usage Fee: The actual amount paid to the non-certified childcare facility
- Maximum Amount: Up to ¥19,000 per month (if the confirmation start date is in the middle of the month, the amount is calculated on a daily basis)
- Claim Amount: The lower of the actual usage fee paid or the maximum amount

**Note:** A daily calculation tool is available on the City of Shizuoka website. (recommended for use on a PC).

Daily calculation tool (Excel)

<https://www.city.shizuoka.lg.jp/s5783/s013072.html>



#### Step 4-4. Claim the Subsidy

The “Claim Form” can be downloaded from the City of Shizuoka website. →



##### Online Application

Take photos of your “Identification Documents” and “Receipt and Service Provision Certificate” (City of Shizuoka’s designated form) with your smartphone, etc., and submit them as image files.

**Note:** Identification documents must be attached for online applications.



Online application submission form (for subsidy claims)

##### Direct Submission at the Counter

Submit the “Claim Form” and “Receipt and Service Provision Certificate” (City of Shizuoka’s designated form) at the Youth Affairs Division or the Admissions Section of the Childcare Support Division at each ward office.

**Note:** Submission by post is not accepted.

#### Step 5. Receive the Subsidy

If there are no deficiencies, the subsidy will be transferred to your designated account in the month following your claim or the month after that.

##### Notes

- You can submit a claim up to two years from the month following the usage period.
- If your child enrolls in a certified childcare facility or you move out of Shizuoka City, you will no longer be eligible for the subsidy.
- You must submit a “Status Report” and documents proving the reason for needing childcare once per year.
- If there is a change in the reason for needing childcare, or if there is a change in the name of the applicant or child, please submit a notification.

##### Inquiries

**DX Promotion Section, Youth Affairs Division,  
Youth Affairs Bureau  
TEL : 054-221-1418**

For details, please check the website, the “Application Guide,” and the “Frequently Asked Questions (Q&A).”



Website



Application Guide



Frequently Asked Questions (Q&A)