

Okinawa City Facility Use Benefits Certification Application Information

(Unlicensed Childcare facilities, sick child care, a temporary childcare,
family support center)



The Childcare Support Law has been revised, and Okinawa City has implemented free early childhood education and childcare service.

This packet provides the necessary information for procedures and documentation required for applying for Facility Use Benefit Certification for those who use the temporary care for sick children, temporary child care, and family support centers (hereinafter, this is called “Unlicensed Childcare Facilities, etc.”) in Okinawa city, so please read the contents carefully before applying.

1 Eligibility

The following eligibility requirements are for children who have been certified by Okinawa City as being in need of childcare:

- Child from 3 to 5 years of age
- Child from 0 to 2 years of age from household that is exempt from citizen tax (Includes unmarried single parent who is considered a widow and approved for tax exemption, Protected Persons under the Public Assistance Law and foster parents under the Child Welfare Law)

If you are not using a daycare center ^(※1), you are eligible for free early childhood education and childcare.

- Child from 3 to 5 years of age → Up to ¥37,000 per month
- Child from 0 to 2 years of age from household that is exempt from citizen tax → Up to ¥42,000 per month

◎The age listed above is the age as of April 1st of the year in which you wish to be certified for free coverage.

◎The free early childhood education・childcare will only cover the facility usage fees.

(Expenses that are charged as actual costs, such as school lunch, everyday items, stationery, and event participation fees, are not covered.)

◎The facility you use must be recognized by the municipality as eligible for free.

(※1) Licensed daycare centers, kindergartens^(※2), certified childcare centers^(※2), and Childcare business run by companies.

(※2) If the child is enrolled in a facility that provides daycare service for more than 8 hours on weekdays (including daycare services outside normal business hours), and more than 200 days per year, the use of “Unlicensed Childcare Facilities, etc.” is not eligible for this benefit regardless of whether or not the child uses daycare

services.

2 Application Process

In order to use the Free Benefit for early childhood education・childcare (hereinafter called " Facility Use Benefit"), the parent/guardian must be certified by Okinawa City that the child is in need of childcare. If applicable, please visit and apply with Hoiku Yochien Ka(Childcare/Kindergarten Division) for certification.(It is not possible to retroactively certify.)

You will be notified of the accepted application after it is certified.

※The certification decision notice includes the certification category and the expiration of benefit certification. Once the benefit certification expires, the child will no longer be eligible for the benefit. To prevent this from occurring, you must go through the renewal process/procedure at Hoiku Yochien Ka within the period that the certification is still valid.

○Application Period:Application can be submitted at any time, but no later than one month prior to the desired date of certification.

○Apply at Hoiku Yochien Ka (Childcare/ Kindergarten Division)



●Certification of Need for Childcare

When a parent/guardian (in the case of a two-parent household, each of parent) needs childcare due to one of the following circumstances.

Reason for necessity	Status of Parent/guardian	Notes
Employment	Parent is working more than 64 hours per month	Includes job offers
Self-employed, agriculture・livestock, fishery	Parent is working more than 64 hours per month.	
Pregnancy/Delivery	Child' s mother is pregnant or has given birth recently.	8 weeks each before and after childbirth※
Commute to school	Parent is attending a school or vocational school as stipulated in the School Education Law	
illness	Parent is unable to care for the child due to illness or injury	

Disability	Parent is unable to care for the child due to disability	
Caregiving and Nursing	Parent is caring for the sick, the disabled, or those who need nursing care	
Job seeking	Parent is in the process of job seeking	Within 3 months in principle
Abuse・Domestic Violence	Parent is at risk of spousal abuse or domestic violence	
Disaster recovery	Restoring homes and other places after a disaster	
Childcare leave	Parent continues to use unlicensed childcare facilities	

※The period of 8 weeks before and after childbirth includes the period from the first day of the month containing the day 8 weeks before the date of delivery to the last day of the month containing the day 8 weeks after the date of delivery.

(E.g.) If the delivery is September 1st :

The day 8 weeks prior to the date of delivery = July 7th

The day 8 weeks after to the date of delivery = October 27th

→ Certification is valid from July 1st to October 31st

3 If the application is not necessary

Applicants who meet the following conditions do not need to apply.

- Those who have already applied for admission to a licensed childcare facility
- Those who have been certified by Okinawa City for education・childcare benefits and have received a deemed certification notice.

However, those whose certification period has expired or whose reasons for needing childcare has changed must re-apply. In addition, they need to apply before the certification period expires, as they will no longer be eligible for the benefit once the certification period has expired.

4 Documents required for application

Please make sure that there are no blank space or mistake in the form before submitting it, as they may affect the certification result. (Forms will not be returned, so please make a copy in advance if necessary.)

(1) Documents required by all applicants

Required documents	Important points
Childcare Facility Use Benefits Certification・ Change Request Form/Current Status Notification	One application form per child is required.

(Genkyo Todoke)	
Documents providing the need for childcare	Documents applicable from the table in (2)

(2) Documents providing the need for childcare (City-designated forms are available on the website.)

※In the case of a two-parents household, a certificate of each parent is required.

※If applying for more than one child at the same time, only one certification document per parent is required.

※Documents issued within the last 3 months are valid.

Status of Parents and Guardians	Required documents	
Employee (Including a job offer)	Employment Certificate [City-designated forms]. •Okinawa City may contact the employer [business owner].	
Self-employed, agriculture·livestock, fishery	① Personal statement for self-employed/agriculture·livestock/fishery. ② A copy of the notification of the opening of an individual business or a business license. ③ A copy of most recent tax return. ※③ is required only if filed outside the city.	① must be the city-designated form. If it is difficult to submit ②, a certificate from chambers of commerce, association is acceptable.
Pregnancy/Delivery	① A copy of the Maternal and Child Health Handbook.	※Page with name and expected due date.
Studying collage· Vocational school	① Enrollment Certificate. ② A copy of the school timetable.	① must be the city-designated form.
A parent is unable to care for the child due to illness or injury.	① Medical certificate (for parent).	① must be the city-designated form.
A parent is unable to care for the child due to disability.	① A copy of disability certificate. ② Medical certificate (for parent). ※②If you have not received the disability certificate.	①Page with certificate number and personal details. ② must be the city-designated form.
A parent is caring for	① Medical certificate (for	①&② must be the city-

someone who is ill, disabled, or in need of care.	nursing/caregiving) . ② Personal statement for nursing caregiver.	designated form.
Job seeking.	① Personal statement for the process of job seeking.	① must be the city-designated form.
Childcare leave. ※ Only if the child is enrolled in and using a childcare facility prior to the start date of the childcare leave period.	① Employment certificate ※Please make sure not to omit any information in the 「Acquisition of childcare leave」 column. ・Childcare leave period (in principle, until the end of the month that includes the day before the child's first birthday.) ・Newborns are not eligible for this certification. ・If you wish to have your childcare leave certified as a “reason for needing childcare” , only childcare fees at unlicensed childcare facilities will be free. Temporary childcare, etc. will not be free.	① must be the city-designated form.
Restoring homes and other places after a disaster.	①Disaster Victim Certification (Risai Shomeisho).	① can be issued by submitting an application to the Shimin Seikatsu Ka.

(3) Documents required depending on household situation

※The ages of the children in the table below are as of April 1 of the year in which you wish to be certified for the benefit.

Status	Required documents
① Applicants for certification who are 0-2 years old and not registered as residents of Okinawa City as of January 1, 2023. ・Those who moved into Okinawa City after January 2, 2023. ・Parent/guardian is living away from their family and does not have a Certificate of Residence in Okinawa City.	Taxation certificate for the fiscal year 2023. ※1 ※The one that can confirm 『a per capita portion & an income-based portion』 of municipal residence tax. (Issued by the municipality in which you resided as of January 1, 2023.) ※Within 3 months after issuance. Copy is acceptable.
②Household receiving public assistance who apply for certification for children aged 0-2	Certificate of public assistance. ※Within 3 months after issuance.

years old.	Copy is acceptable.
③Military personnel and service member who apply for certification for children aged 0-2 years old.	A copy of “2022 W-2” ※2
④A single parent family ※Must be submitted regardless of the age of the children.	Submit one of the following: •Certificate of the Family Register. (The one that can confirm of the date of divorce) ※Within 3 months after issuance. Copy is acceptable. •A copy of Child Support Allowance Recipient Certificate. •A copy of Medical Expense Recipient Certificate for a single parent family. •A copy of the Survivor’ s Pension Recipient Certificate.

※Please submit the required documents for each if any of these apply to you.

※Please note that the above certification documents may have different names depending on the municipality.

※1 Whether the childcare fees from September to March are free depends on whether you were tax-exempt in FY2024. If you had an address outside of the city as of January 1, 2024 and wish to continue to be certified after September, please submit a “Certificate of municipal inhabitant taxation for the fiscal year 2024 (the one that can confirm a per capita portion & an income-based portion of municipal residence tax)” . The due date is July 2024.

※2 Okinawa city will check on 2023W-2 to see if the childcare fee will be free from September to March onward. If you wish to continue to be certified after September, please submit a 2023 W-2 by July 2024.

5 After certification, the application is always required in the following situations.

Please contact to Hoiku Yochien Ka(Childcare / Kindergarten Division) if you change jobs, resign, take childcare leave, or change your “reasons for needing childcare” .

《Main changes》

- Change in working situation
- Prenatal/postnatal leave
- Childcare leave
- Changes in the home situation (Divorce・Marriage・Increase/decrease in family

members living together・Live away from family, etc.)

- The period of Facility Use Benefits Certification is about to expire
- There was a change in the family' s situation regarding “reasons for needing childcare”
- Moving out of Okinawa City
- No longer a citizen tax-exempt household. ※0-2 years old only

6 Things to check after certification (Genkyo Todoke - Current Status Notification)

After certification, the following documents must be submitted to Okinawa City in September of each year (*timing may vary) to confirm the “reasons for needing childcare” .

- Childcare Facility Use Benefits Certification・Change Request Form/Current Status Notification (Genkyo Todoke).
- Documents providing the need for childcare.

If not submitted or “reasons for needing childcare” cannot be confirmed, you may not be able to receive the benefit for using the facility.

7 About the bill

The “applicant” who fills out 「Childcare Facility Use Benefits Certification・Change Request Form/Current Status Notification(Genkyo Todoke)」 is the authorized parent/guardian.

If you request a reimbursement later, the process is easier if the account holder is the same as the authorized parents/guardian. (A power of attorney is required if the account name is different from that of the authorized guardian.)

The methods of billing and reimbursement for usage fees vary depending on the facility.

(1) Reimbursement = Application and payment by parent/guardian.

- ① Parent/guardian pay Childcare fees to the childcare facility.
- ② Please request the following documents issued by the facility at Hoiku Yochien Ka or by mail.
 - Receipt and Certificate of Provision for Specific Child and Childcare Support
 - Invoice for Facility Usage Fees (for reimbursement)
- ③ Claims can be made from the first day of the month following the month in which childcare is provided.
- ④ The benefit is paid in the month following the month in which the claim is filed.

(2) Benefit in kind = Application and acceptance by the facility.

The subsidy amount is charged by the facility to the city hall, and the parent/guardian pays the difference.

8 Contact



2F, Okinawa City Hall, Hoiku Yochien Ka
(Childcare / Kindergarten Division)
TEL:098-939-1212 (Ext. 3172 / 3173)

