

保護者 各位

豊橋市保育課長 大岩 博

Submitting your *Genkyou-todoke* for the 2024 Fiscal Year 令和6年度 現況届の提出について

In accordance with Article 22 of the Child and Child Raising Support Act and Article 9 of the Act's enforcement regulations, individuals who receive educational/childcare authorization and whose children attend preschools or certified child education centers are required to submit a Current Situation Notification (*Genkyou-todoke*) once per year. You will provide necessary information related to your current household situation and reasons for needing childcare services in order to continue using those services and determine your childcare fees from September 2024 onward.

The city is preparing to send *Genkyou-todoke* forms to all families around the end of July, and we expect the submission deadline to be sometime around the end of August. We cannot provide specific delivery and deadline dates at this moment, but please note that you will also have to submit documents such as a Certificate of Employment (*Shuurou Shoumei-sho*), a Medical Certificate (*Shindan-sho*), etc., that prove your need for childcare services. In order to have all documents prepared to submit together by the deadline, please contact your employer, doctor, etc., and make preparations in advance.

《Please Note》

- ① If both parents/guardians pick employment as their reason for needing childcare, they will both have to submit their own Certificates of Employment.
- ② To receive childcare authorization due to work, the guardian must work at least 64 hours (short stay) or at least 120 hours (standard stay) per month (excludes break time). You will need to change your reason for authorization if you cannot maintain the minimum number of working hours required per month.
- ③ You must submit your *Genkyou-todoke* and other necessary documents in order for your child to continue attending their preschool/childcare center.

Furthermore, if your household situation related to your need for childcare has changed, you will have to complete a *Henkou Shinsei* (Changes Application). Please submit this application to the childcare facility your child is attending by the 20th of the month prior to when changes will go into effect. If the 20th is a weekend or holiday, the deadline will be the final weekday prior to the 20th. If you miss the deadline, your changes will take place from the following month.

Toyohashi City *Kodomo Mirai-bu Hoiku-ka*
(Nursery Division)
Supervision: *Nyuusho* Group
TEL: (0532) 51-2374

About documents to be submitted with your *Genkyou-todoke*

Legal guardians (e.g., mother And father) must provide documents to prove they “need childcare services.”

(only one set of documents per guardian is needed if siblings are enrolled at the same time)

Please submit the documents that are applicable for your specific need for childcare services.

① — ⑤ are official documents from the city (you can download them from the official Toyohashi website)

If you are unable to download these documents, please contact City Hall’s Nursery Division or the childcare facility your child is enrolled at.

Reason	Documents to be submitted
Employed 就 労	<p>< Salaried individuals (employed by a company, etc.) > Submit a Certificate of Employment (① <i>Shuurou Shoumei-sho</i> 就労証明書) to your place of employment, and once it has been completed there, submit it with your <i>Genkyou-todoke</i>.</p> <p>< Self-employed individuals > Submit a Certificate of Employment (① <i>Shuurou Shoumei-sho</i> 就労証明書) and a document to confirm the status of your business, e.g., a business permit (<i>Jigyou Kyoka-shou</i>), work contract, account book (<i>Choubou</i>), rental contract for office space, etc., pamphlet, website, or a copy of a final tax return (<i>Kakutei Shinkoku</i>), etc.</p>
Pregnancy/Childbirth 妊娠・出産	<p>Please submit copies of your Mother and Child Health Handbook (<i>Boshi Kenkou Techou</i>) (Copies of (注) on the cover/first page plus the page that shows delivery/expected delivery date) (注) = 「Date Issued 交付日」, 「No」, and 「Guardian Name 保護者氏名」 * In the case of twins, etc., copies from all relevant <i>Boshi Kenkou Techou</i> are required</p>
Illness/Disability 疾病・障がい	<p>Please submit a Medical Certificate (② <i>Shindan-sho</i> 診断書), as well as a copy of your <i>Shougai-sha Techou/Ryouiku Techou</i> (障害者手帳・療育手帳) (only if you have one)</p>
Nursing/Caregiving 介護・看護	<p>Please submit a Medical Certificate (② <i>Shindan-sho</i> 診断書), as well as a copy of your <i>Shougai-sha Techou</i> (障害者手帳) (only if you have one)</p>
Job Hunting 求職活動	<p>Please submit a Job Hunting Declaration (③ <i>Kyuushoku Katsudou Moushitate-sho</i> 求職活動申立書)</p>
Attending School 就 学	<p>Please submit a document/copy of a document that confirms your period of enrollment (e.g., student ID or Certificate of Enrollment), as well as a document that confirms how many hours of class you have per month (e.g., school timetable)</p>
Other その他	<p>< Individuals on childcare leave in accordance with the Act on Childcare Leave, Nursing Leave, etc. … > Please submit a Childcare Leave Situation Notification (④ <i>Ikuji Kyuugyou Joukyou-todoke</i> 育児休業状況届) as well as a document confirming the childcare leave period authorized by your company. < Situations not listed above (childcare leave based on the Local Public Service Act is included in the above) > Please submit a Written Declaration (⑤ <i>Moushitate-sho</i> 申立書) ※individuals who are taking care of their youngest child but plan to work/return to work within the same fiscal year as the month they enroll their child are eligible and can submit official document ⑤</p>

※Please contact the preschool/childcare center at which your child is enrolled if you are having difficulty downloading documents. You may also receive these documents in person at the City Hall’s Nursery Division (East Building, 2F).

QR Code for
Toyohashi City
Website

