

Make sure to read the back side too

Submission of the notification of current situation

Each year, the City of Yokohama must confirm that people who have been certified for benefits and are using childcare services at childcare centers etc. or sending their children to kindergartens continue to need such services. For this purpose, we request the submission of a notification of current situation and other certification documents, in accordance with the Child and Childcare Support Act. (This confirmation is termed “confirmation of current situation.”)

Make sure to submit the notification of current situation and requisite documents. If you do not, your benefit certification may be canceled.

If there is a change in your benefit certification due to the confirmation of your current situation, If you must change your benefit certification or use fees during the period up to August 31 (due to changes in employment status, taking of childcare leave, changes in the household status, etc.), submit a separate request for certification change to the child and family support section at the ward office. (You will not be sent a notification of the confirmation results if the confirmation finds that there is no change in the benefit certification.)

1. Documents to be submitted by all applicants

- (1) Notification of current situation
- (2) Request for entry of address
- (3) Documents proving the need for childcare *Required for each guardian

Reasons for needing childcare	Requisite document submission
Employment *Persons employed at least 64 hours per month	Employment certificate If you have more than one employer, submit a certificate from each In the case of admission in April, if you submit an application during childcare leave premised on reinstatement, submit an employment certificate containing the date of reinstatement.
Continued use during childcare leave	Employment certificate If you have more than one employer, submit a certificate from each.
Disease or injury	Medical certificate etc. If childcare is difficult for the medical institution to certify, submit a document noting the name of the disease.
Disability	None *If it is not possible to confirm the issuance of a disability handbook at Yokohama, the applicant may be contacted at a later date and asked to submit a copy of the disability handbook.
Long-term care ※Submit either (1) or (2).	(1) Medical certificate or copy of the long-term care insurance certificate and the time schedule (2) Certificate of attendance at a childcare facility or school by sibling children and the time schedule
School attendance	Certificate of enrollment and documents showing the period of enrollment and class schedule
Pregnancy	Copy of the maternal and child health handbook - Submit a copy of the cover and the part (page 4) enabling confirmation of the expected date of delivery (childbirth). - If you are now taking or intend to take maternity leave, also submit the certificate of employment.
Seeking employment	None *The certification period is three months.

2. Documents to be submitted only by the person in question

*Only by the person now using childcare facilities etc.

Persons who worked or lived outside Japan in 2023	Foreign income statement and document indicating amounts of income, deduction, etc., whether inside or outside Japan, in 2023. Example: certificate of wage payment from the company
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3. Where to submit & deadlines

- The person who received the document at the facility

Where to submit: the kindergarten or other childcare facility you are using

Submission deadline: the day designated by the facility (varies depending on the facility)

*If you cannot submit the documents by the day designated by the facility, submit them to the child and family support section of the ward office in the ward containing the facility you are using.

[Deadline in the case of submission to the ward office: May 24 (Fri.), 2024]

- The person who received the document by mail

Post in the enclosed return envelope.

[Submission deadline: delivery by May 20 (Mon.), 2024]

*If you lose the return envelope, post your submission to the following address.

〒231-8350 横浜市こども青少年局 認定・利用調整事務センター 行

(To: Certification & Use Adjustment Work Center

Children and Youth Bureau, City of Yokohama zip code: 231-8350)

4. Other matters

- If you have moved out of Yokohama, have completed benefit certification by the submission deadline, or intend to cancel your benefit certification by the submission deadline, contact the child and family support section at the ward office in the ward.
- Because the documents will not be returned after submission, we recommend making copies of them for safekeeping before submission.
- In the event of a change in the certification reasons around the time of submission of the notification of current situation, or submission of a new application for a sibling child or change of childcare facility etc., we request a separate submission of an employment certificate and other documents showing the need for childcare. If you have such plans, be sure to make copies of the relevant documents.
- If entries have not been made for the requisite items on the documents submitted, you may be requested to resubmit the documents. Because this will entail extra time and work for you, please check to see that there are no omissions before submitting documents the first time.
- Since fiscal 2022, there has been no need for submission of the notification of current situation for child allowances as a general rule. However, these submissions are required for confirmation of the current situation in order to confirm the circumstances requiring childcare. Therefore, do not forget to make your submission.
- If you want to check foreign-language editions of this document and the guide for filling out the notification of current situation, you can do so by scanning the 2D code noted below.

