

-Guiding Notification for those receiving

Housing Security Benefit-

Revised in April 2023 (Chuo City)

1. Duties under Housing Security Benefit

During the subsidy receiving period, the subject recipient is required to do the activities for job hunting.

① (Those who have intended to be employed)

Using the Public Employment Security Office (Hello-Work), having a consultation with the supporting staff of Self-Reliance Support Center, and/or any other various methods, please act job-hunting for permanent job※1 positions.

② (Those who have re-build business)

Please act for rebuilding the business preparing the plans for it under the advices from management consultants.

● Requirements on job-search activities tailored to the recipient situation

object	● Those who have intended to be employed Leaving a job/ Closing the business/Suspension of work and business	● Those who have intended to rebuild the business (1 – 6 months)
Requirements on Job Search	① (When making the application)Application to Hello-Work ② Report on situation of job-hunting (4times or more in every month) ③ Consultation on job-hunting at Hello-Wok (2times or more in every month) ④ Apply/Interview to any company(once or more per week) ⑤ Report to the self-reliance support center about the situation line with the support plans for betterment of one's life	①'Preliminary Application for consultation to management consultant ②'Report on situation of job-hunting (4times or more in every month) ③'Consultation on management to the consultant once per month ④'Efforts for increasing business income except for salary once or more per month. ⑤'Report to the self-reliance support center about the situation line with the support plans(※4) for betterment of one's life

※1 **Permanent job:** employment contract without term, or 6 month or over term

※2**Temporal leaving a job/Temporal close business:** Decrease in income due to temporal leaving a job not due to such employee's own fault or own Almost as same situation of lost job./Temporarily closed the business and intend to be employed.

※3 **Job application/consultation on it:** Activities at Hello-Work or the counters of Public Employment Security Office at free of charge.

※4 **“Supporting Plan”:** Planning practically together with the applicant and the stuff through the interview, considering what kind of support must be required for reconstructing the life as sorting the issues out.

Please see the reverse side

● Requirements on job hunting activities

Situations of Recipient	Requirements on job hunting activities during the period of receipt		
	1 – 3 months	4 – 6 months	7 – 9 months
Those who intend to be employed	① ② ③ ④ ⑤	① ② ③ ④ ⑤	① ② ③ ④ ⑤
Those who intend to rebuild the business.	① , ② , ③ , ④ , ⑤ ,	① , ② , ③ , ④ , ⑤ ,	

Even if the applicant is the one who intends to rebuild the own business, when the one, receiving the subsidy at 7 – 9 month, is required to apply the job at the Public Employment Security Office (Hello-Work) as same as those who have intended to be employed.

Documents to be submitted.

The Documents must be submitted from 20 to end of the each month.

【Those who intend to be employed】 Leaving a job. Closing the business, Temporarily leaving or closing the business.

Recipient working Situation	Required job-hunting activities			
	(a) Interviews with Self-Reliance Support Center (4times or more in every month)	(b) Apply to any company (Principally once per week)	(c) Consultations at Hallo Work (2times or more in every month)	(d) Other activities (side work, preparation work, improvement of domestic finance)
Leaving a job. Closing the business, Temporarily leaving or closing the business.	mandate	Mandate	mandate	voluntary line with the supporting plan ※3
Form of Reports	Ref. form No. 9	Ref. form No. 7	Ref. form No. 6	Use any form at necessity

【Those who intend to rebuild the business】

Recipient working Situation	Required job-hunting activities			
	(a) Interviews with Self-Reliance Support Center (4times or more in every month)	(b) Consultation on business management (Principally once per month)	(c) Efforts for increasing chance of getting income (once per month)	(d) Other activities (side work, preparation work, improvement of domestic finance)
Those who intend to rebuild the business	mandate	mandate	mandate	voluntary line with the supporting plan ※3
Form of Reports	Ref. form No. 9	Ref. form No. 10	Ref. form No. 11	Use any form at necessity

When committing required job-search activities (a) to (f)

- a) Reporting about the working situation to the Self-Reliance Support Center (Municipality) for four-time per month or more is required. From the first to the third time, please submit **the photo copy of situation report** regarding your job search activities and income on the "Report on the Status of Job Search Activities" (reference form 9) by e-,mail, Fax and Post Mail. Besides, at 4th time, submit **an original copy of the report** to the counter of the office.
- b) You are required to apply for a post and/or receive a recruiting interview once in a week principally. Please utilize job magazines, a leaflet in a paper rather than Hello Work consul. Please attach such job-magazine pages, a photo copy of job-web site, and/or a job-posting (finding in Hello Work) to your report of Search for a Permanent Job regarding to Housing Security Benefit- Ref. Form No. 7 and report them.
- c) You are required to have a consultation about your job-hunting with Hello Work twice a month or more. You have to stamp the confirming seal of Hello Work on the Confirmation Slip of Job Consultation filled with the date of consultation, a person in charge and details of support by staff of Hello Work.
- Except for Hello Work, Job-search at Public Job Search Office at free of charge is acceptable.
 - Please consider the supporting system managed by Hello Work
 - You could receive Job Training Program Benefits under the receipt of the Housing Benefits.
- d) Please perform job-hunting activities according to "Support Plan" (Job Training, Utilizing the Support from Hello Work, Applying to a Position, Change of Business Style, Side Job and so on) for your lives back in order being supported by the betterment of household (Visualization of Payment Balance, Debut-workout) advised by Municipality (the Self-Reliance Support Center).
- e) You are required to consult with Management Consultant once and more in every month principally, (fund raising and operation to increase business funds) and to submit the active plan preparing it. (Ref. 10)
- f) At least once a month, initiatives to increase opportunities to earn income from work other than salaries must be undertaken. Please fill in and submit the 'Report on Activities Towards Self-Support' (reference form 11) on the activities for which you received advice from the management consultants.

※*The method of submitting reports for (b), (c), (d) and (e) is the same as for (a).

➤Please use the forms required for reporting, such as the 'Report on the Status of Job Seeking Activities, etc.' (Reference Form 9), which are enclosed with the notification of the decision to grant. If you do not have them at hand, please contact the ward or download them from the ward's website.

2. Notification about obtaining a stable job must be made

After the approval is made, if you could obtain a stable job 常用就職 (in the labour contract, a working period for 6 months/or longer, or an unlimited working period is duly committed), the benefits shall be stopped as of the month when such beneficiary obtains the income over the standard amount. Please submit "the Notification of obtaining a stable job 常用就職届" to Chuo City Public Assistance Section (Self-Reliance Support Center)

- If your income situation is recovered due to cancellation of work suspension, and you could obtain the income over the standard, the submission of the **Notification** is also required.
- If you need the form of notification, please let us know or download it from our HP.

3. Extension and Re-Extension of the time is possible if certain conditions are satisfied

When the final payment of this benefit comes, the period of payment may be extended for two times (one time = 3 months) under given certain conditions.

Condition:

①While receiving the benefits, “Job Seeking Activities” have been diligently done with sincerity.

②The amount of income and savings does not exceed a certain amount.

- If you need to extend the period for first time, or extend it again, please confirm whether the situation of the income and assets of your household in the final month of the benefits satisfies the conditions or not. (Please refer to Table 1 &2)

(Table 1)

<p>Income condition: The total amount of income of your whole household as of the month when you make a file application must not exceed the amount in the table below (C income standard)</p> <p>※Unemployment insurance periodically given and public pension must be included into income amount</p> <p>※Borrowed money, retirement compensation and/or any other temporal public benefits shall be excluded.</p> <p>※Payroll income means the gross income excluding transportation expenses.</p> <p>Business income means the gross income excluding the expenses</p>			
Number of Household members	A Standard Amount	B Rent Amount (Upper limit)	C Standard Income Amount (Standard Amount + Rent) ※If the actual rent exceeds the upper limit(left column), standard income amount shall be as below
one	¥84,000	¥69,800	¥153,800
two	¥130,000	¥75,000	¥205,000
three	¥172,000	¥81,000	¥253,000
four	¥214,000	¥86,000	¥300,000
five	¥255,000	¥91,000	¥346,000
six	¥297,000		¥388,000
seven or more	¥334,000 ~	¥97,000	¥431,000~

(Table 2.)

<p>Asset Condition (Deposits & Cash):</p> <p>At as of this application, the deposit amount and Bond Certificates, Stocks of the whole household must be equal to the standard amount or lower than that.</p> <p>※Personal Pension Insurance shall be excluded. If you have any debt, financial assets shall not balance out such debt.</p>	
Number of Household Members	Standard Asset Amount
one	¥504,000
two	¥780,000
three or more	¥1,000,000

- When the final receiving month has come, please submit a re-extension proposal together with the

report of Job Seeking Activities after confirming the fulfillment of the conditions at counter.

- If you have income such as business income, salary, unemployment insurance, etc., please provide documentation showing the amount of income.
- If you have assets such as savings, credits, shares, mutual funds, etc., please provide documentation showing the balance.

4. There may be the case where the benefit amount is changed

As long as the below mentioned cases, benefit amount may be revised.

- The object rent is changed
- When the income amount of the subject applicant decreases to below standard during the receiving period while one receives only a partial support based on one's income report submitted at the time of application.
- It is regarded reasonable to move out to other place per advise of the municipality (the self-reliance center), or the subject recipient has to move without one's fault or due to unavoidable reasons.
- If a change is made to the method of payment of rent to the lessor or other party and the payment is to be made by way of proxy receipt

You are required to make a contact on change to the Municipality Office- Public Assistance Section (the Self-Reliance Center). Therefore, please contact Public Assistance Section preparing the documents certifying the reasons about the change in rent and/or income.

5. There may be the case where the benefit is stopped

- If a beneficiary neglects the duties under Housing Security Benefit on this guide, the benefit is stopped.

※Please mind that this benefit is cancelled if the job-hunting activity is not actually made and/or the report of it is not made.

- When a beneficiary has got a permanent job or the chance of income gaining has increased, then, the income from the job has overshoot "Income Standard Amount" (cf. P4 Table 1 C) due to increase in salary, basically the benefit shall be stopped from the month when the beneficiary obtains the salary which overshoots the standard amount.

Please refer to the P3. "2.Notification about obtaining a stable job※ must be made"

- In addition, the benefits shall be stopped in case of the followings;
 - ◆ Negligence of reporting on obtainment of a permanent job and income salary relating to such job.
 - ◆ In case of moving out from the dwelling place (Except for such moving out is due to the request from the rent owner or per suggestion from Self-Reliance Support Center)

※If you are considering about moving, please consult us in advance since you may keep on receiving such subsidy when you move to the place inside Chuo City, of which rent is lower than the rent of the current place.

- ◆ After the approval, such benefits is judged as inappropriate due to a false claim and so on.
- ◆ When the beneficiary and/or the member of the household is a gangster.
- ◆ When the beneficiary and/or the member of the household gets imprisonment or over.
- ◆ When the beneficiary and/or the member of the household comes to receive 《welfare》 .
- ◆ Any circumstances when such beneficiary cannot receive the benefits such as death and so on.

6. Re-issuance of Housing Security Benefit

Principally, this benefit is issued for one time per person.

If the recipient's opportunity to obtain permanent employment or salary and business income increases as a result of income, etc. in excess of the criteria for housing security benefits, and the recipient subsequently leaves or closes his/her job or income decreases due to the following reasons (1) to (4), the recipient will be eligible for reimbursement.

(1) New dismissal (dismissal for company reasons, excluding dismissal for serious reasons for which the recipient is responsible).

*If the period of employment was fixed in advance and it was agreed that the employment would not be renewed, this does not constitute a dismissal for company reasons.

(2) Separation from employment or closure of business due to the employer's reasons.

(3) A decrease in the salary of an employed individual not due to the individual's own responsibility

(4) The opportunity to earn income on the job is reduced without the individual's responsibility.

Please contact the City (self-reliance and support center) with documentation that proves that your income has increased, decreased or you have left your job.

7. In case of collection of the benefits

If it is found that the benefit application is inappropriate while the benefits are being given, the benefits the municipal government has already given shall be collected by the government, and further payment shall be cancelled.

●Chuo City Top Page → 閲覧支援サポート(Browsing Support SUPPORT) → Multilingual → Web Page Translation English(英語) → Notification OK → By Category Classification → Life & Procedure → Housing → Support for residence → Information on Housing Security Benefit

Contact:

Chuo City Self-Reliance Support Center

Chuo City Public Assistance Section Social Welfare and Public Health Department

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