-Guidelines for those receiving Housing Security Benefit-

Revised ver. June 2021 (Chuo City)

1. Duties under Housing Security Benefit

During the subsidy receiving period, the subject recipient is required to act for job hunting. From April 2020, registration and job application to Hello-Work were not required mandatory basis for the time being as an exceptional measure against COVID19. However, based on the assumption of continued economic stagnation for a certain period, in order to reconstruct the recipient’s life, below described job-search activities are conditions for this subsidy, as the same as the extension of receiving period, by revision of system dated 1st Jan. 2021. Therefore, during the period for this benefit, you are required to search a permanent job※1 by 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.

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

※2 Temporal leaving a job: Decrease in income due to temporal leaving a job not due to such employee’s own fault.

Almost same situation of lost job.

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

<table>
<thead>
<tr>
<th>Conditions on job search</th>
<th>Recipient who temporarily left work※2 and one’s total receiving period is for one month to nine months</th>
<th>Recipient who left work/closed a business and one’s total receiving period is for one month to nine months</th>
<th>All the recipients whose receiving period is 10 to 12 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Report on the situation of temporal leaving job and job-search activity one or more times per month.</td>
<td>- Job-search application at the time of filing the subsidy.</td>
<td>- Consultation with the staff of Hello-work two or more times per month</td>
<td></td>
</tr>
<tr>
<td>- Report to the Self-Reliance Support Center about job-search activities based on “Support Plan”※3 for reconstruction of life. (The interview is made at the time of re-extension)</td>
<td>- Report of job-search activities one or more times per month</td>
<td>- Application to or having interviews of an entity one or more times per week</td>
<td></td>
</tr>
</tbody>
</table>

Please see the reverse side
**Documents to be submitted on an applicant’s situation**  
(To be submitted on and after 20th to the end of every month)

<table>
<thead>
<tr>
<th>The number of receiving months</th>
<th>Your situation</th>
<th>Required job hunting activities (corresponding to the above①, ②, ③,④,⑤)</th>
</tr>
</thead>
</table>
| 1 to 9 months                 | Leaving a job/ Closing a business | Interview with supporting staff of Self-Reliance Support Center (one or more times per MONTH)  
①Applying to a Company (one or more times per WEEK)  
②Consultation with Hello Work Staff (two or more times per MONTH)  
③Other activities (a second job, preparation of work, reconstruction of household etc.), |
| 10 months and more             | Temporal Leaving a job | mandate  
voluntary subject to “Supporting Plan”Note3 |
|                               | Those applicable to all the situations defined for this subsidy | mandate  
voluntary subject to “Supporting Plan”Note3 |

| Required form for reporting | Ref. Form No. 9 Report on Job Seeking Activities (If necessary, interview is made) | Ref. Form No. 7 Report of Search for a Permanent Job | Ref. Form No. 6 Confirmation Slip of Job Consultation | Appropriate forms (Ref. 6/7) |

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

a) **Reporting about the working situation to the Self-Reliance Support Center (Municipality) for ONE TIME PER MONTH is required.** In order to avoid an interview in person as possible, please fill out the form “Ref. Form No. 9 –Report on Job Seeking Activities (Current Working Situation)” and submit it to the municipality office by –email, facsimile, or post mail till the end of each month. Based on it, an interview is set if needed.

b) You are required to **apply for a post and/or receive a recruiting interview ONCE PER 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 OR MORE PER MONTH.** 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.  
※: Please see the guiding brochure of Hello Work if you need further information on the consultation and application of work.

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 life back in order being supported by the betterment of household (Visualization of Payment Balance, Debut-workout) advised by Municipality (the Self-Reliance Support Centere).

- **After January 2021**, when reporting on Job Seeking Activities, BE SURE to USE the REVISED FORM-Ref. Form No. 9
- If you need the reporting form, please contact to our municipality office or down lord it form our HP.
2. Notification about obtaining a stable job※ must be made

After the approval is made, if you could obtain a stable job※（在劳动合同期限六个月/或更长，或无限工作期限的合同已切实执行），该受益人的福利将自该受惠人收入超过标准金额的当月起停止。请提交“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 three times (one time = 3 months) under given certain conditions.

**Due to EXCEPTIONAL MEASURE, if your subsidy started in FY2020, the receiving period may be extended for three times. (original period + extension+ two times re-extension)**

Besides, as to the case of Special Re-providing Subsidy (revised on 1st Feb. 2021 refer to P 5), the extension is not permitted.

Conditions:

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

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

● If you need to extend the period for subsidy or re-extend it, 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

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)
※Unemployment insurance periodically given and public pension must be included into income amount
※Borrowed money, retirement compensation and/or any other temporal public benefits shall be excluded.
※Payroll income means the gross income excluding transportation expenses.
Business income means the gross income excluding the expenses

<table>
<thead>
<tr>
<th>Number of Household members</th>
<th>A Standard Amount</th>
<th>B Rent Amount (Upper limit)</th>
<th>C Standard Income Amount (A Standard Amount + B Rent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>one</td>
<td>¥84,000</td>
<td>¥69,800</td>
<td>¥153,800</td>
</tr>
<tr>
<td>two</td>
<td>¥130,000</td>
<td>¥75,000</td>
<td>¥205,000</td>
</tr>
<tr>
<td>three</td>
<td>¥172,000</td>
<td>¥81,000</td>
<td>¥253,000</td>
</tr>
<tr>
<td>four</td>
<td>¥214,000</td>
<td>¥86,000</td>
<td>¥300,000</td>
</tr>
<tr>
<td>five</td>
<td>¥255,000</td>
<td>¥91,000</td>
<td>¥346,000</td>
</tr>
<tr>
<td>six</td>
<td>¥297,000</td>
<td>¥97,000</td>
<td>¥388,000</td>
</tr>
<tr>
<td>seven or more</td>
<td>¥334,000 ~</td>
<td>¥97,000</td>
<td>¥431,000 ~</td>
</tr>
</tbody>
</table>

※If the actual rent exceeds the upper limit (left column), standard income amount shall be as below

Table 2.

Asset Condition (Deposits & Cash):
At as of this application, the deposit amount of the whole household must be equal to the standard amount or lower than that.
※Bond Certificates, Stocks and Personal Pension Insurance shall be excluded. If you have any debt, financial assets shall not balance out such debt.
※Standard Asset Amount is changed when making a repeated extension (10 – 12 months)

<table>
<thead>
<tr>
<th>Number of Household Members</th>
<th>Standard Asset Amount</th>
<th>Standard Asset Amount (third time extension under the exceptional treatment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>one</td>
<td>¥504,000</td>
<td>¥252,000</td>
</tr>
<tr>
<td>two</td>
<td>¥780,000</td>
<td>¥390,000</td>
</tr>
<tr>
<td>three or more</td>
<td>¥1,000,000</td>
<td>¥500,000</td>
</tr>
</tbody>
</table>

● When the final receiving month has come, please submit an extension proposal together with the report of Job Seeking Activities after confirming the fulfillment of the conditions.
● As to the extension request, we generally guide you the post mail procedure in order to avoid your visiting (face-to-face interview) as possible. The extension application must be ORIGINAL texts, so that please send them by post mail. We do not accept such application through facsimile or e-mail.
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.

You are required to make a file application 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 shall be 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 overshot “Income Standard Amount” (cf. P3 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 the subsidy in the case where you are moving to other house inside Chuo City, of which rent is lower than the current one.
  - 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-providing of Housing Security Benefit

Principally, this benefit is given for one time per person. However, in the case only when one has to leave the job again due to company reason or bankruptcy, even though once obtaining a job under the benefit, the applicant may apply for this benefit again. In the case when the applicant agrees with the limited working period without extension, such leaving is not regarded as the leave of work for company reason.

※In the case where one comes to applicable to the benefit conditions again due to unemployment or no performances not attributable to the subject except for firing, though one’s benefit was once cancelled since one had got the income over the standard, re-application for the benefit shall be possible. (Dead line of special re-providing benefit: 30th Sept., 2021)

- This re-providing benefit based on the special treatment shall not be extended.
- Those, whose receiving period (12 months) expires soon, shall be eligible for this “Special Re-Providing Benefit”

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 already given shall be collected by the government, and further payment shall be cancelled.

- Please also check the procedures on our HP

Top Page → 暮らし・手続き→residence（住まい）→Support to resident continuation→Guidelines for the person receiving Dwelling retention benefit（Housing Security Benefit）

Contact:
Chuo City Self-Reliance Support Center
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Tel: 03-3546-5303
Address: 1-1-1 Tsukiji Chuo City Tokyo Japan 〒104-8404
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