

FY 2024 School Lunch Cost Notice

1 In Regards to the School Lunch Fee Payment Notification Letter

• The yearly school lunch fee amount will be announced via the “School Lunch Fee Payment Notification Letter” in mid-June.

• For those who have not previously finished the procedure for setting up bank account transfers, a payment form will be included with the letter.

※In cases where school lunch fees are nullified due to the approval of public assistance subsidy (or school expense subsidy), and there are no school lunch fees to be paid, no “School Lunch Fee Payment Notification Letter” will be sent.

2 Method for Calculating School Lunch Fee

The school lunch fee is calculated at the beginning of the fiscal year by multiplying the cost of a single meal (plus the cost of milk) by the amount of times school lunch is planned to be served in a year period. The unit costs are shown in the table below.

Classification		School lunch cost not including milk	Milk cost	School lunch cost per meal
Elementary School	Lower grades	200 yen	65.38 yen [※] (2024 FY) ※Cost changes each year	265.38 yen
	Middle grades	220 yen		285.38 yen
	Upper grades	240 yen		305.38 yen
Middle School	310 yen	375.38 yen		

◆Examples of the method for calculating monthly school lunch fee (for lower grades) ※Amounts less than 1 yen are rounded down

Calculations for the planned amount of school lunches for April (12 lunches) and May (18 lunches):

• April cost = (200 yen + 65.38 yen) × 12 lunches = 3,184 yen

• May cost = (200 yen + 65.38 yen) × 18 lunches = 4,776 yen

※If one has suspended school at the beginning of the fiscal year due to food allergies, etc., an amount corresponding to the details of the suspension will be deducted from the school lunch cost.

3

Payment Deadline Schedule (As a general rule, by the end of the month, if the last day of the month is a Saturday, Sunday or a holiday, then the deadline becomes the next business day)

The deadline schedule for both payment slip and bank transfer payments is listed below.

Payment Due Date Schedule

The school lunch fee (including the cost of milk) is calculated by multiplying the number of lunches planned by the school by the cost of 1 meal.

※Reimbursements due to changes to the number of school lunches received made partway through the fiscal year will be carried out in the 9th term.

Payment deadline	Last day of June	Last day of July	Last day of August	Last day of August	Last day of November
School lunch cost	1 st term (Apr. and May costs)	2 nd term (June cost)	3 rd term (July cost)	4 th term (Sept. cost)	5 th term (Oct. cost)
Payment deadline	Last day of December	Last day of January	Last day of February	Last day of March	
School lunch cost	6 th term (Nov. cost)	7 th term (Dec. cost)	8 th term (Jan. cost)	9 th term (Feb. cost)	

4

Changes to School Lunch Cost

If the actual amount of school lunches served differs from the planned amount determined at the start of the fiscal year, the difference will be settled in the 9th term (end of March).

【Reimbursement will be settled immediately for any of the following reasons (Change in School Lunch Fee Notification Letter will be sent)】

- No longer receiving Matsudo City school lunch due to moving outside of the city
- The amount of school lunches received differs considerably from the planned amount due to allergy
- Being approved for nullification of school lunch costs partway through the fiscal year with a public assistance subsidy (or school expense subsidy).

5

Suspension of School Lunch or Missing School Lunch for 5+ Days

If you have used a designated form to notify in advance, the school lunch fee may be reduced or refunded in accordance with the length of time the student does not eat school lunch.

In the case of wishing to stop receiving school lunch (case 1), or wishing to start receiving school lunch again (case 2), or missing school lunch for at least 5 consecutive days (case 3), please submit to the school the following form at least 4 days before (not including holidays/weekend) the day you wish to stop receiving school lunch (or start receiving school lunch). The forms are available at the schools.

Case	Reason	Form to submit
① Wishing to stop receiving school lunch	<ul style="list-style-type: none"> • Bringing one's own lunch due to food allergy, etc. • Due to lactose intolerance, not receiving milk with school lunch 	Suspending (or Restarting) School Lunch Form
② Wishing to start receiving school lunch	<ul style="list-style-type: none"> • Student to return to school after long-term absence • Food allergy was cured 	Suspending (or Restarting) School Lunch Form
③ Missing school lunch for at least 5+ days	<ul style="list-style-type: none"> • Absence due to illness or injury 	School Lunch Absence Form

※Please note that only those who cannot eat school lunch for physical reasons are eligible, partial suspension of school lunch is not allowed based on food preference.

※Sudden absences, or absences less than 4 days after submitting the form are not eligible for lunch cost reimbursement (submission of form unnecessary).

※Starting from the day after the school receives the submitted form, the 4th day and on from that point (not including weekend/holidays) are days eligible for lunch cost reimbursement.

【Reference examples: Eligible for lunch cost reimbursement on days highlighted in gray.】

Example 1	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.
	Submission date				No lunch①			No lunch②	No lunch③	No lunch④	No lunch⑤
	1 st day	2 nd day	3 rd day	4 th day							

Example 2	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.
	Submission date		No lunch①	No lunch②				No lunch③	No lunch④	No lunch⑤
	1 st day	2 nd day	3 rd day					4 th day		

Example 3	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Mon.	Tues.	Wed.
	Submission date						No lunch①	No lunch②	Student attends school
	1 st day	2 nd day	3 rd day				4 th day		

Student does not miss lunch for 5+ consecutive days, so they are not eligible

6 Those Receiving (or applying for) Public Assistance Subsidy or School Expense Subsidy

Those approved for public assistance subsidy or school expense subsidy do not need to make a school lunch payment.

However, for those in the process of submission, a payment for school lunch will be necessary. In the case of being retroactively approved, fees for school lunch costs after the date of approval do not need to be paid, and any school lunch fees that have already been deducted from the account after approval will be refunded.

※In regards to the school expense subsidy, **submission is required every fiscal year.**

7 In the Event of Missing the Payment Deadline

In the following month, a “letter of reminder” will be sent. For those who have already completed the bank transfer procedures, the fee for school lunch cost including the amount for previously missed payments (if part of the same fiscal year) will be deducted at the end of the following month (See 3. Payment Deadline Schedule).

In the event of prolonged missing of payment(s), legal action may be taken.

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