

Please make sure to read this brochure in order to receive the allowance properly.

(英語版)

Brochure for eligible recipients of unemployment benefit and other benefits under the employment insurance

Date of obtaining recipient qualification	year	month	date	Verification day (Week type / Day of the week)
Payment number			—	Type day
Name				

◎ Your employment insurance explanatory session is scheduled as follows.

Employment insurance explanatory session schedule	month	date (	day)	time
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※ Please bring the circled items below on the designated day.

1	Brochure for eligible recipients of unemployment benefit and other benefits under the employment insurance
2	Writing implement
3	Registration form for designating savings account to receive benefit, Bank passbook (under your name).
4	Photographs (3cm (H) x 2.5cm (W) headshot): () pieces
5	Driver's license or the My Number Card (the Individual Number Card). (Seaman's pocket ledger if you are a seaman.)
6	Certificate of items stated in resident register (Copy of residence certificate or certificate of seal-impression) National health insurance card or other employees' health insurance card
7	Others ()

◎ Your first verification day is scheduled as below.

First verification day	month	day (	)	Time	:	~	:
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※ Please make sure to bring items below on the verification day.

Certificate of eligibility for unemployment benefits • Application for unemployment verification • Other necessary documents designated by the staff

If you are unable to attend the explanatory session, please inform us in advance.

※ Once you have applied for employment insurance benefit and application is processed, insured period before the application day will not be included into the period for judging the eligibility for future benefit whether basic allowance will be paid or not for the current application.

※ If you have any further questions, please feel free to inquire with our staff.

※ Please use public transportation if possible since parking space is limited.

Hello Work (Public Employment Security Office) Labor Bureau Employment Security Department

PL020801保01



Make use of the Hello Work services

Hello Work offers various services such as employment services and others for everyone to find a desired and stable job as soon as possible.

Hello Work is a government institution under jurisdiction of Health, Labour and Welfare Ministry. All service is offered free of charge.

Followings are main services of Hello Work. Please make use of them.

Upon using Hello Work services, please bring the “**Certificate of Eligibility for Unemployment Benefits**”.

Job Consultation

Hello Work job consultation service offers various employment related consultations. Any concerns are welcome such as “I cannot find a desired job.”, “What is the best way to proceed when I find an interesting job post?” and so on. Please feel free to visit Hello Work.

We also offer services such as job market explanation and advice for earliest employment.

Provision of Job Information

Job information comes from various companies on a daily basis is available at Hello Work.

You may browse job information easily using our touch-screen computers.

Furthermore you may find a broad range of job opportunity as well since Hello Work offers job posts information existing at other Hello Work sites.

Introducing You to the Desired Company

When finding a job post you want to apply to, please come to the job consultation service counter.

After providing details, advice and answering questions regarding the post, an interview will be set up with the company and an introduction letter will be given.

If the conditions/requirements differ slightly from your desire, Hello Work staff can also make an adjustment between you and the company.

Job Search Support

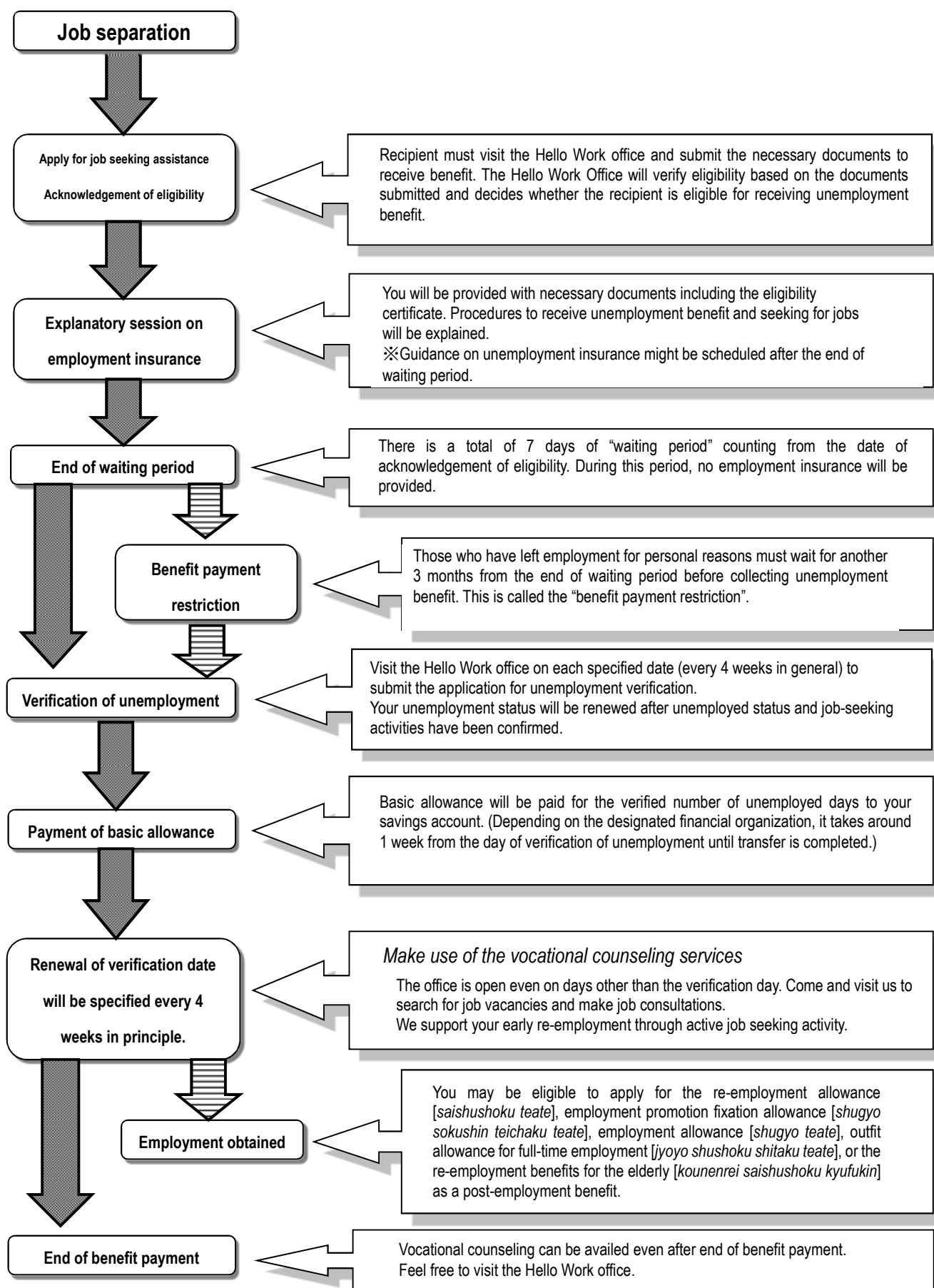
Hello Work, to support individuals in their job search, offer various seminars to provide advice such as how to find a suitable job, interview techniques and so on. Please contact Hello Work for seminar schedules.

Other Services

In addition to the above services, Hello Work provides various other services.

For the details of such services and contents, please inquire with each Hello Work.

Flow of receiving basic allowance



1 Who are eligible to receive benefit under the employment insurance?

The employment insurance is designed to encourage early re-employment of the unemployed while allowing them to engage in job seeking activities without worrying of their daily life. To this end, we provide the “**job applicant benefit**”.

However, the job applicant benefit is **not provided to everyone who has left their job**.

Only **those under an “unemployed” status** are eligible to receive this benefit.

2 What is the status of unemployed?

You must meet all of the following conditions to be recognized as “unemployed”.

- **You must have a strong will to be re-employed.**
- **You must be capable (in good health condition and household environment) of working.**
- **You cannot be employed despite making efforts in looking for a job.**

Those who fall under any of the following criteria are basically not considered as an eligible beneficiary.

1. Those who cannot be immediately employed due to illness or injury. (Includes those eligible to receive benefits [compensation] for absence from work under the Workers' Accident Compensation Insurance and disability allowance of the employees' health insurance.)
 2. Those who cannot be employed because of pregnancy, childbirth, and child rearing, etc.
 3. Those who cannot be employed due to nursing of their relatives or relevant factors.
 4. Those who have left their job due to reaching the mandatory retirement age and will be not working for some time.
 5. Those who are engaged in housework after marriage and have no intention to work.
 6. Those who cannot be employed because of helping their families in household chores, farming, business or other family business.
 7. Those who are self-employed (or preparing) to set up a new business. ※ Whether with income or not.
 8. Board members of a company (Consult the nearest Hello Work Office when there are no activities or income as a board member)
 9. Those who are currently employed (includes trainee, under probation or training period, and whether with income or not)
 10. Those who are engaged in studies (attending school daytime and cannot be employed immediately)
 11. Those who have found a new employment or are scheduled to be employed.
- ※ Those who meet either 1, 2, or 3 of the above conditions and cannot be employed immediately have a possibility to be eligible for **extending the benefit period**. (See page 16 for details)

Are there cases when a person who was paying insurance premiums becomes ineligible to receive job applicant benefit?

Unlike installment savings, employment insurance is not designed to provide benefit to all insured people.

The employment insurance is a governmental mutual aid (helping each other) system operated by insurance premium paid by the insured people including you and other workers, employers, along with government tax.

Therefore, benefit will be provided only to those who meet the requirements under the law.

I am willing to work but currently cannot be employed due to illness. What should I do?

In general, job applicant benefit can be received for a period of one year starting from the following day of the date of separation. This period is called the “benefit period”.

When the benefit period expires while an insured person cannot be re-employed after leaving a job for reasons such as illness or pregnancy, there is a risk of not being able to maximize the insurance system.

To prevent this risk, when the insured person meets certain requirements, the benefit period can be extended for a certain period. The system allows the insured to take procedures to receive the employment insurance after becoming capable of working. (See page 16 for details)

Can I receive benefit if I quit my job and enroll myself to a school to obtain qualifications?

Students enrolled in schools under Article 1, advanced vocational schools under Article 124, or educational institutions designated under Article 134 respectively of the School Education Act (excluding distant learning, nighttime school, part-time school, and hereinafter referred to as “daytime student”) and those who are under equivalent situation as daytime student do not qualify for the status of “unemployed” explained in the previous page, thus cannot receive job applicant benefit as a principle rule.

What is the status of “employed”?

The status of being “employed” under the employment insurance law includes employment on part-time basis and training period as well as full-time job.

Appointment to a board member of the company, preparing to setup a new business, being self employed, engagement in farming, business and other family businesses, providing services through subcontract and other service agreement, side jobs at home, engagement in volunteer activities can also be considered as being “employed”. For details, refer to “12. How to fill out an application for unemployment verification” on page 11.

3 How to read the certificate of eligibility for unemployment benefits of employment insurance

◎ Front side

雇用保険受給資格者証

(第1面)

1. 支給番号	2. 氏名		
3. 被保険者番号	4. 性別	5. 離職時年齢	6. 生年月日
	7. 求職番号		
8. 住所又は居所			
9. 支払方法(記号(口座)番号 - 金融機関名 - 支店名)			
10. 資格取得年月日	11. 離職年月日	12. 離職理由	
13. 60歳到達時賃金日額	14. 離職時賃金日額	15. 給付制限	
16. 求職申込年月日	17. 認定日	18. 受給期間満了年月日	
19. 基本手当日額	20. 所定給付日数	21. 通算被保険者期間	
22. 離職前事業所名			
23. 再就職手当支給歴	24. 特殊表示(災害時、一括、巡相、市町村)		

◎ Back side

【When reason of job separation is 11, 12, 21, 22, 23, 24, 25, 31, 32, 33 or 34】

行数	処理月日	認定(支給)期間	日数	種類	支給金額	残日数	備考
1	0830	19-012345-6		コヨウ タロウ			Next verification date September 27
2		End of waiting period	010808				
3		010809-0829	21	Basic allowance	¥〇〇,〇〇〇	69	
4							

"010808-0829" and "21" mean verification period is from Reiwa01 (2019) August 9 to Reiwa 01 (2019) August 29, and number of verified days are 21 days.

Remaining number of days for payment.

【When reason of job separation is 40 or 50】 (With benefit payment restriction)

行数	処理月日	認定(支給)期間	日数	種類	支給金額	残日数	備考
1	0830	19-012345-6		コヨウ タロウ			Next verification day November 22
2		End of waiting period	010808				
3		Benefit restriction period	010809-011108	Reason of job separation 40			
4							

"010809-011108" is indicated when insurer is subject to benefit payment restrictions. Basic allowance will not be provided between Reiwa 01 (2019) August 9 and Reiwa 01(2019) November 8.

Make sure to check that information contained in the certificate is correct. Inform the Hello Work staff for any corrections.

1	Payment number	Number for receiving payment. This number is required when making inquiry to Hello Work offices (Hello Work, District Transport Bureau, Seamen Administration Division, etc.) and filling out the application for unemployment verification.
2	Name	Is your name written correctly? (Make sure your name is indicated exactly the same way it is registered to your savings account. Otherwise, allowance cannot be transferred.)
3	Insured person number	Under the employment insurance system, the same number will be used even after re-employment.
5	Age upon job separation	Your age at last birthday.
6	Date of birth (YYMMDD)	First digit "3" stands for "Showa", and "4" for "Heisei". "-" on the right side represents the YYMMDD.
9	Payment method	Name of banking institution, branch name, and account number of the designated savings account.
11	Date of job separation	Date you left your latest job.
12	Reason of job separation	Reason of job separation is classified by following codes. 11, 12 : Dismissal (excluding reason no. 50) 21 : <i>Yatoidome</i> (End of employment) (employed for min. 3 years under same employer) 22 : <i>Yatoidome</i> (End of employment) (employed for not more than 3 years under same employer, contract renewability specified) 23 : <i>Kikan-manryo</i> (Expiration of term) (employed for not more than 3 years under same employer, contract renewability specified) 24 : <i>Kikan-manryo</i> (Expiration of term) (reasons other than 21~23) 25 : Retirement (excluding seaman), being transferred to a different company due to job assignment 31, 32 : Resignation for reasonable personal reasons (being encouraged by employer) 33 : Resignation for reasonable personal reasons (other than 31, 32) 34 : Resignation due to certain legitimate personal reasons. 40, 45 : Resignation for unjustifiable personal reasons 50, 55 : Dismissal due to significant cause imputable to the accused themselves
14	Daily wage upon job separation	In general, the total wage paid in the last 6 months before job separation divided by 180 will be the daily benefit paid.
15	Benefit payment restriction	A certain period of benefit payment restriction will be applied if applicable (see page 9).
16	Date of application to seek employment	The day you reported to Hello Work Office to submit the Job Separation Notice and applied for seeking employment.
17	Verification date	Left column indicates week while column on right shows day of week (see page 10).
18	End of benefit period	Last day of your receiving the benefit (see page 7).
19	Daily basic allowance	The daily amount of basic allowance you will receive (see page 6).
20	Number of payable days	The maximum number of days you are entitled to receive benefit (see page 7).
21	Total insured period	The total period of days you were employed as an insured of the employment insurance (see page 6).
23	Record of receiving re-employment allowance	The day that you last received benefit in case you have received re-employment allowance in the past.

- ☆ The certificate of eligibility for unemployment benefits cannot be lend or transferred to a third party. In case of losing the card, report to the Hello Work office immediately.
- ☆ The certificate is processed with the computer system. Fold it only along the folding line and make sure not to damage it.
- ☆ Make sure to keep the card with you even after end of benefit period.

4 Basic allowance and the period of payment

Among the job applicant benefit, the allowance paid based on the number of unemployed days is called the “**basic allowance**”.

- (1) **The daily payment of the basic allowance** is determined under certain standard, basically **between 80% and 45%** of the amount of the latest 6 month wage before job separation divided by **180 (daily wage)**.

※ **The amount of the basic allowance may be revised on August 1 every year based on the results of the “monthly labor statistics”.**

- (2) The maximum daily amount payable for basic allowance differs according to the age group of qualified recipient.
(Following is information of basic allowance applicable for August 1 2020 to July 31 2021)

Daily wage	Benefit rate	Daily payment of basic allowance
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- Recipient is below age 30 or over 65 years old upon job separation

2,574 yen ~ below 5,030yen	80%	2,059yen ~ 4,023 yen
5,030 yen ~ 12,390 yen	80%~50%	4,024 yen ~ 6,195 yen
More than 12,390 yen ~ 13,700yen	50%	6,195 yen ~ 6,850 yen
More than 13,700 yen (maximum amount)	—	6,850 yen (Maximum amount)

- Recipient is between age 30 and below 45 upon job separation

2,574 yen ~ below 5,030yen	80%	2,059yen ~ 4,023 yen
5,030 yen ~ 12,390 yen	80%~50%	4,024 yen ~ 6,195 yen
More than 12,390 yen ~ 15,210yen	50%	6,195 yen ~ 7,605yen
More than 15,210 yen (maximum amount)	—	7,605 yen (Maximum amount)

- Recipient is between age 45 and below 60 upon job separation

2,574 yen ~ below 5,030yen	80%	2,059yen ~ 4,023 yen
5,030 yen ~ 12,390 yen	80%~50%	4,024 yen ~ 6,195 yen
More than 12,390 yen ~ 16,740yen	50%	6,195 yen ~ 8,370yen
More than 16,740 yen (maximum amount)	—	8,370 yen (Maximum amount)

- Recipient is between age 60 and below 65 upon job separation

2,574 yen ~ below 5,030yen	80%	2,059yen ~ 4,023 yen
5,030 yen ~ 11,140 yen	80%~50%	4,024 yen ~ 5,013 yen
More than 11,140 yen ~ 15,970yen	50%	5,013yen ~ 7,186yen
More than 15,970 yen (maximum amount)	—	7,186 yen (Maximum amount)

- (3) The maximum number of days a recipient can receive basic allowance depends on the **age upon job separation, period the recipient was employed as an insured person, and in principle the reason of separation from the latest job**, as indicated in the table on page 7. (This is called the “**prescribed duration of benefits**”).

Employment period as an insured person

When there is a blank period of being an insured person due to job transfer or similar reasons, but such blank is within a year, the period of before and after such blank will be added as a total employment period as an insured person. However, if the recipient has received basic allowance (including re-employment allowance) or special lump sum payment, only the employment period after receipt of such allowance or payment will be added.

Employment period as a special personnel under the Article 21-1 of the Personnel Interchanges between the Government and Private Entities Act and period of receiving Child Care Leave Benefit (after October 1, 2007) will also be excluded upon calculating the number of prescribed duration of benefit.

Prescribed number of payable days

① For qualified recipients who have left their jobs due to fulfillment of contract, retirement at mandatory retirement age, or voluntary resignation (other than reasons ② and ③)

Insured period Age upon job separation	Less than 10 years	10 years ~ less than 20 years	20 years or more
Below 65	90 days	120 days	150 days

② For qualified recipients who have left their jobs due to company bankruptcy, dismissal (excludes ③)

Insured period Age upon job separation	Less than 1 year	1 year ~ less than 5 years	5 year ~ less than 10 years	10 years ~ less than 20 years	20 years or more
Below 30	90 days	90 days	120 days	180 days	—
30 or above ~ below 35		120 days	180 days	210 days	240 days
35 or above ~ below 45		150 days		240 days	270 days
45 or above ~ below 60		180 days	240 days	270 days	330 days
60 or above ~ below 65		150 days	180 days	210 days	240 days

※Table ② is applied temporarily to those who have separated from employment due to *Yatoidome* (termination of employment) under certain conditions (This applies to those who have separated from their jobs on or before March 31, 2022).

③ Those in difficulty of being employed due to disability and other reasons (Self-reporting is required)

Insured period Age upon job separation	Less than 1 year	1 year or more
Below 45	150 days	300 days
45 or above ~ below 65		360 days

5 Period eligible for receiving payments of basic allowance

Basic allowance can be received for a period of **one year counting from the following day of the job separation date** (for those with 330 payable days will receive for 1 year + 30days, and those with 360 payable days will receive for 1 year + 60 days). This period is called the “**benefit period**”.

Basic allowance can be received equivalent to the number of unemployed days during this period for a maximum of the designated payable days.

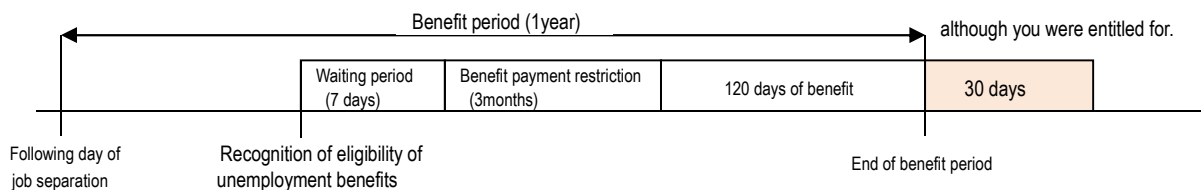
Once the benefit period expires, even if the number of payable days has not been fully consumed, no basic allowance will be paid.

Example

In case procedures at Hello Work office was delayed after resigning from work for personal reasons.

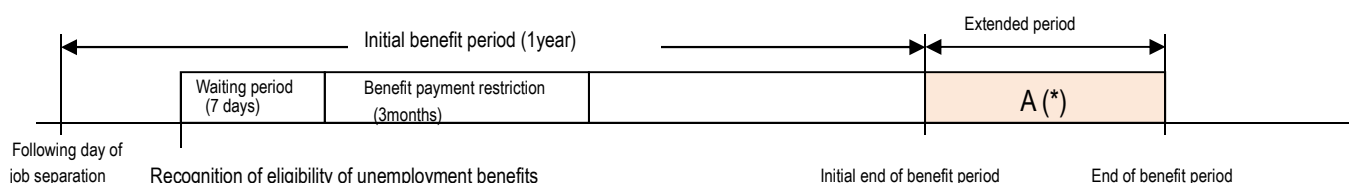
Original payable number of days was 150 days, but...

Number of days you cannot receive benefit, although you were entitled for.



In this case, the benefit period ends on the 120th day, thus the remaining 30day-benefit cannot be received.

Meanwhile, if a recipient who falls under the conditions indicated in table ③ on page 7 with either 300 or 360 day of payable days received a 3 month benefit payment restriction, a special exception as shown below for benefit period will be applied.



In this case, an extended period A will be added to the initial benefit period.

※A = 21 days + 3 months (benefit payment restriction) + 300 days or 360 days (payable days) – 1 year

6 Let's start by applying for job seeking assistance

Start the employment insurance procedures by submitting the job separation notice to the Hello Work or relevant office (district transport bureau for a resigned seaman who desires to be re-employed as a seaman) and by making a job search application.

The day on which the above procedures are taken is called the “**day of acknowledgement of eligibility**”.

Indicate the desired job type, income and other details into the “**registration form**” when making a job application.

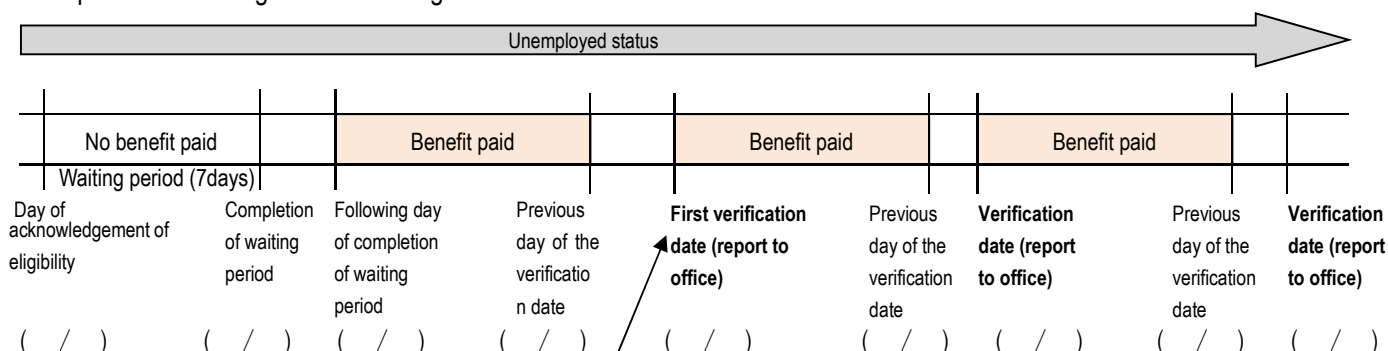
7 “Waiting period” counting from the determined date for qualified receipt

The basic allowance will not be provided until **7 unemployed days have passed counting from the day of acknowledgement of eligibility**. This period is called the “**waiting period**”.

In other words, the following day of the last day of the “**waiting period**” will be the first day of benefit payment. From this day, the basic allowance will be paid for a number of days recognized by Hello Work as unemployed.

8 When will the benefit payment start (in case of no benefit payment restriction)?

When a person is unemployed even after the waiting period has passed (this is called the “**completion of waiting period**”), such person will be eligible for receiving the basic allowance.

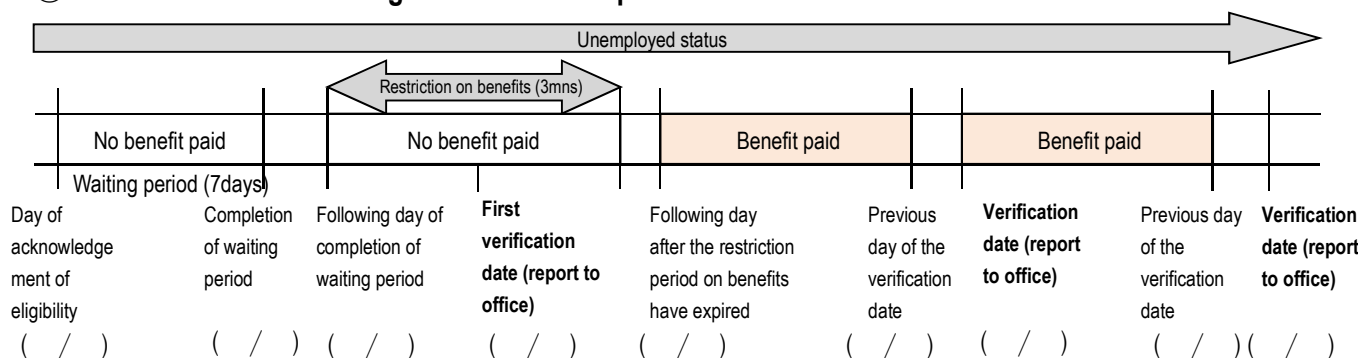


After reporting to the Hello Work office on the day of acknowledgment and being recognized as unemployed, “**7 days** of waiting period” followed by an “unemployed status from the following day of the completion of waiting period up to the previous day of the next verification day” will be recognized, and respective basic allowance will be provided.

9 A three month benefit restriction may be imposed depending on reason of job separation

Those who fall under either of the following conditions will be eligible for receiving basic allowance only when such person is under an unemployed status even after 3 months have passed from the completion of waiting period (this is called the “**completion of waiting period**”).

- ① When resigning for unjustifiable personal reasons.
- ② When dismissed for a significant cause imputable to the accused.



Benefit can be received only after unemployment has been verified after the restriction period on benefits have elapsed. However, **the applicant must make sure to have his/her unemployment status verified on the first verification date. Otherwise the waiting period will not be considered to have been elapsed. (see page 17)**

Those with payment restriction on benefits must make sure to report to the Hello Work office or relevant offices on the specified verification date to have his/her unemployment status verified.

10 When obtaining an employment without receiving any benefit payment

When you are re-employed, report to the Hello Work office on the day before you start working with the new employer. (For details, refer to “20. When obtaining a job or starting a new business” on page 14.)

If a person gets re-employed without receiving any basic allowance or re-employment allowance from the previous unemployment, then the insured period under the employment insurance will be left unconsumed and, in case the person becomes unemployed again in the future, such unconsumed period will be accumulated for calculating the payable days.

There are certain rules for the period, range, and conditions in accumulating the unconsumed insured period. Please inquire the staff at the Hello Work office and other relevant offices for details.

11 What is verification of unemployment?

The recipient him/herself must report to the Hello Work office on the **specified day every 4 weeks (28 days) in general** (this is called the **verification day of unemployment**) to report the unemployment status using the “**application for unemployment verification**”.

It is important that the “**unemployment status**” is being objectively and specifically confirmed upon provision of the allowance. For this, **criteria to judge the unemployment status through a certain range of job seeking activities are being set forth. Specify the job seeking activities that you have made during the unemployment verification period on the application for unemployment verification.** (For the application for unemployment verification, see “12 How to fill out an application for unemployment verification” on page 11 or “13 What is a record of job seeking activity?” on page 14 for record of job seeking activities.)

Hello Work office will judge and verify the unemployment status based on the unemployment declaration of the applicant and take procedures to pay the basic allowance.

What is the “unemployment verification date”?

The **week type and weekday** of the verification date are specified on your certificate of eligibility for unemployment benefits. You can check your verification date using the attached calendar.

曜日型	日	月	火	水	木	金	土
4		1	2	3	4	5	6
1	7	8	9	10	11	12	13
9	2	14	15	16	17	18	19
3	21	22	23	24	25	26	27
4	28	29	30				
4				1	2	3	4
1	5	6	7	8	9	10	11
10	2	12	13	14	15	16	17
3	19	20	21	22	23	24	25
4	26	27	28	29	30	31	
4							1

If it is printed as 「2型一火」 (week type 2/ Tue.):

「2型」 (week type 2) represents the week type of the verification day (there are four types: 1~4).

「火」(Tue) represents the week day. (Mon, Tue, Wed, Thu, Fri).

※The above does NOT mean “every 2nd Tuesday”.

You can see on the calendar on left that the week type 2 (horizontal band) and Tuesday (vertical band) cross upon September 16, which will be the verification day for September.

Likewise, the next verification day will be on October 14.

※The calendar on left is just an example, so for the actual verification day for September and October, check the calendar.

Note

- ★ There are times when 2 verification days fall within the same month.
- ★ When a verification day falls on a public holiday, the Hello Work office and other relevant offices will adjust the verification day and inform it on the bulletin board. Be sure to keep track of the bulletin board notices.
- ★ Your next verification day is printed on the certificate of eligibility for unemployment benefits.

12 How to fill out an application for unemployment verification

How to fill out the “application for unemployment verification”

Application for unemployment verification is an important document for receiving the basic allowance. Make sure to fill in the blank appropriately. Any false statements will be subject to penalties for dishonest receipt.

- 1 Make sure to bring with you, 1) the certificate of eligibility for unemployment benefits, 2) application for unemployment verification, 3) personal name seal (stamp-type seal unacceptable/signature acceptable) on the verification date.
- 2 Fill out the application for unemployment verification using a black color ballpoint pen or fountain pen.

For any modifications, correct it by making a strike-through on the part you would like to modify and attach a seal or signature on top of it.

- 3 In case of the following situation, make sure to fill out accurate information even if you have not received your salary yet.
 - (1) **The date of employment** when being **re-employed (includes part-time job, temporal job, training and probational period)**
 - (2) **The date(s)** when you engaged in **domestic part-time work or helping (family) businesses**
 - (3) **The date(s)** that you were **employed temporary or engaged in day-labor**
(If these temporary jobs are repeated for a certain term, it might be considered as “being employed”.)
 - (4) **The date** you started your **own business (including preparation time), assumed as board member of a company, engaged in agriculture, other family businesses, provided service under subcontract or service agreement, or engaged in volunteer activities**

Note

- ★ You might be asked to show your driver's license or other identification documents for verification purposes when needed.
- ★ You are not entitled to receive basic allowance for the period you were being employed or days that you are engaged in work (including the period considered as being employed). However, you might be eligible to carry the number of days over within the benefit period or for other allowance.
- ★ When a recipient receives income through domestic part-time work, or helping (family) businesses, the basic allowance for those days engaged into work will be reduced or not applicable based on calculation on certain standards.

Contact the Hello Work office for details.

Paging names at the Hello Work office

At the unemployment verification section of the Hello Work office, we page the beneficiary's entire name (first and family name) for smoother administrative work, reducing waiting time, and to prevent wrong procedures such as issuing a document to a wrong person. We seek for your understanding on this matter.

In case you prefer not to be called by your entire name for specific reasons, please inform the staff in advance.

Application for unemployment verification

① Did you work, were you engaging in work, any sideline business, or helping your family business during the unemployment verification period?	☒ Yes I did Place a circle (O) on the date you worked. For days that you had sideline business or helped your family business, place a cross (X) on the date in the calendar. ☐ No I didn't	April Month 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							May Month 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31						
② If you were paid for the sideline business or for helping your family business, fill in the date and amount you received (also indicate the number of days corresponding to the amount received).	Date you received income		5 (MM) 25 (DD)		Amount received		2,000 yen		Amount received corresponds to		2 day-work				
	Date you received income		(MM) (DD)		Amount received		yen		Amount received corresponds to		day-work				
	Date you received income		(MM) (DD)		Amount received		yen		Amount received corresponds to		day-work				
③ Did you carry out any job seeking activities during the verification period?															
(1) How did you carry out the job seeking activities?															
☒ I was engaged in job seeking activities ☐ I was not engaged in any job seeking activities.	Employment-seeking methods	Day of activity	Name of organization availed	Details of the job seeking activity											
	(ア) By attending job consultation, job referral sessions and other relevant activities through Public Employment Security Office or District Transport Bureau.	May 20	Hello Work	Applied for *** Co., Ltd. after job consultation. Had an interview on May 23. Waiting for results. (Results to be released on May 29)											
	(イ) By attending job consultation, job referral sessions and other relevant activities through private job placement agency														
	(ウ) By attending dispatch work consultation through temporary job placement agency														
(2) If you have made an application for any vacant post of a company apart from the job seeking activity you have described in column (1), indicate the details below.															
Company name and division		Date of application	Means of application	Type of job	Reason of application				Application result						
*** Co., Ltd.		May 6	Direct visit	Sales	(ア) Introduction of acquaintances (イ) Newspaper advertisement (ウ) Employment magazines (エ) Internet (オ) Others				May 16 Received rejection letter						
(Contact number 012-345-6789)															
(Contact number)															
(Please fill in the specific reason for not carrying out job seeking activities.)															
④ Can you accept job referrals from Public Employment Security Office or District Transport Bureau?															
☒ Yes I can ☐ No I cannot		If you cannot accept any job referrals, put a circle on イ and specify the reason from column 8 on the back (ア) (イ) (ウ) (エ) (オ)													
⑤ If you are employed, started your own business or scheduled to do so, encircle the appropriate item.															
☒ Employed ☐ Self-employed		(1) Referred by Public Employment Security Office or District Transport Bureau (2) Referred by employment agency (3) Job found on own (Scheduled) date of employment (MM) (DD) (Scheduled) date of business establishment (MM) (DD)													
		(Place of employment) Company name () Company address (〒) Company contact ()													
⑥ I declare the above mentioned information in accordance with the provisions in Article 22 paragraph (1) of the Ordinance for Enforcement of the Employment Insurance.															
Reiwa 3 (YY) 11 (MM) 7 (DD)		To: Chief of Public Employment Security Office or Chief of District Transport Bureau		Name of recipient Family / first name				Seal							
(Date of submission of this application)				Payment number (11-111111-11)											
※公共職業安定所又は地方運輸局記載欄															
1. 支給番号		2. 未支給区分		3. 特期満了年月日		4. 支給期間		5. 内職又は手伝いによる収入		6. 基本手当支給日数		7. 就業手当支給日数			
8. 就業手当に相当する特別給付支給日数		9. 就職年月日一経路		10. 就職年月日一経路		11. 就職年月日一経路		12. 就職年月日一経路		13. 就職年月日一経路		14. 就職年月日一経路			
次回認定日・時間		認定対象期間		月 日 ~ 月 日		※連絡事項		取捨者印		操作者印					

◎ Fill out the real actual on the application for unemployment verification.

Details on how to fill out the form will be explained in the employment insurance explanatory session.

- ① Encircle the column 『ア した』 (ア Yes I did) if you have been employed, worked, engaged in domestic part-time work, or helped in (family) business during the unemployment verification period.

What is unemployment verification period?

It generally refers to the period from the previous verification date to the previous day of the next verification date.

Days employed or worked (○), engaged in domestic part-time work or helped in (family) business (×)

Place a ○ or × mark on the calendar following the explanation on page 14.

※ Fill out the above details whether there was an earning for such activities nor not.

For any doubts or clarifications of the differences between employment and work, or domestic part-time work and helping in family business, inquire the Hello Work office staff before filling up the form.

- ② In case you were earning an income from domestic part-time work or helping in (family) business during the verification period, specify the day you received any income for such activity, the amount of income and for how many days that income is equivalent for.

- ③ Describe your job seeking activities in details. (Refer to page 15 for the definition of “job seeking activity”.)

Guideline for filling out the form is as follows.

- When engaged in job seeking activity during the verification period, fill out the relevant parts of column (1).
If you have made an application for any vacant post of a company apart from the job seeking activity you have described in column (1), indicate the details of such application in column (2).
- For those who have been subject to benefit payment restriction due to the reason of job separation, specify all the job seeking activities that you have carried out during the benefit payment restriction period in the form you submit on the first unemployment verification date after the end of benefit payment restriction period.
- Circle the means of job seeking activity from between (ア) and (エ). Then, indicate the “day of activity”, “name of organization availed” and “details of the job seeking activity” on column (1).
When using any of the private job referral agent, dispatch agent, or public institution that fall under the category of (イ) to (エ), indicate the name and contact number of such agent/organization in the column of “name of organization availed”.
- In column (2) “name of company, division”, indicate the name and contact number of company or division that you have applied for. For “means of application”, specify whether application was made via mail posting of CV, direct interview, or other similar means. For “application results”, indicate the application progress such as “waiting for results (results to be announced on MMDD)”, “employment (rejection letter) received on MMDD”.

- ④ Put a circle on 『ア 応じられる』 (ア Yes I can) when you accept job referrals from the Hello Work office. If you cannot accept any job referrals, put a circle on 『イ 応じられない』 (イ No I cannot) and specify the reason from (ア) ~ (オ) on column 8 of back side.
- ⑤ When you have been employed, accurately indicate the date (or scheduled date) of employment, employer’s information (if there is a training or probational period, specify the first day of such period as the date of employment).
- ⑥ Fill out the verification date and eligible recipient number. Fill in your name and affix a personal seal or place a signature on the column for eligible recipient name.

What is to be employed or to work? (When placing a circle ○ on the calendar of application for unemployment verification)

- ① To become an insured under the employment insurance. (Indicate on column 5 ㊦ as well when being employed).
 - ② To be employed by a certain employer and **engaging in a work for at least 4 hours a day**.
 - ※ To work for a minimum of 20 hours a week, and for 4 days or more in a week under an employment contract of a minimum of 7 days, the entire period including days off from work is also considered as being employed. Including the above ①, this is called as "continuous employment".
 - ③ To assume as board member (regardless of working hours per day) .
 - ④ To prepare for a self-owned business, run a business, engage in family commercial business or agriculture, provide services under subcontract or service agreement, engage in part-time work at home, engage in volunteer activities, all in general for **at least 4 hours a day**.
 - ⑤ To conduct activities described in the above ④ and **despite working for less than 4 hours a day, was not able to accept any referral job offers from Hello Work office in order to dedicate into the activity in the above ④, and did not engage in job seeking activity.**
- ※ The above items ①, ②, ③ will be considered as under employment or working whether income such as wage is being paid or not.

What is to engage in domestic part-time work or to help in (family) business? (When placing a cross ✕ on the calendar of application for unemployment verification)

- ① To be employed by an employer, prepare for a self-owned business, run a business, engage in family commercial business or agriculture, provide services under subcontract or service agreement, engage in part-time work at home, engage in volunteer activities, all in general for **not more than 4 hours a day in principle** (excluding cases when being eligible for insurer of employment insurance).
 - ② To prepare for a self-owned business, run a business, engage in family commercial business or agriculture, provide services under subcontract or service agreement, engage in part-time work at home, engage in volunteer activities, all in general for at least 4 hours a day, but when daily income did not reach the minimum daily wage (*).
 - * 2,500 yen. This figure might be subject to change on August 1 every year.
- ※ **Even when not earning an income from domestic part-time work, declaration to prove record of domestic or related work is required.** When income was earned through such work (**income was raised by your own labor**), **such income must be declared** as well.

13 What is a record of job seeking activity?

There are various ways to find a job; availing plans offered by Hello Work Office, obtaining job vacancy information from newspaper or internet, referral request to friends, and other means. In order to receive the basic allowance, **a record of job seeking activity which can be verified objectively** is required. This record is called the **"record of job seeking activity"**. (Refer to page 15 for activities recognized as job seeking activity.)

Number of job seeking activities

In order to receive the basic allowance, **a minimum of two activities which are recognized as job seeking activity must be conducted** between the previous verification date and the previous day of the current verification date (verification target period).

However, in the following cases, 1 job seeking activity during the verification target period will be the minimum requirement.

- ① Qualified recipient with difficulty to work such as the physically/mentally challenged and others
- ② During the verification target period until the first verification day for the basic allowance
- ③ When the verification target period is 7 days or more but less than 14 days
- ④ Job application (including interview, sending application form/CV, taking written exams)

(A series of process for one job application is considered only as one job seeking activity).

Number of job seeking activities with benefit payment restriction

For those with benefit restrictions, a minimum of **three activities which are recognized as job seeking activity** must be conducted between the period combining the benefit restriction period and the following verification term in principle.

Cases in which standard for the job seeking activity record is not applicable

The job seeking activity record requirements will not be applied during the following period.

- ① While taking public vocational training directed/recommended by the Chief of the Public Employment Security.
- ② While taking lectures under the training and education benefits.
- ③ When verification target period is less than 7 days, during that period.

14 What kind of activity is verified as job seeking activity?

Activities recognized as job seeking activity are as follows. Simply browsing job vacancies at the Hello Work Office, on the newspaper or the internet, or asking friends or acquaintances for job referrals are not considered and acknowledged as job seeking activities.

- ① Applying for job vacancies
 - ② Attending job consultations and referral sessions held by Hello Work office and Seaman's Employment Center
 - ③ Participating in courses and seminars conducted by the Hello Work Office and Seaman's Employment Center
 - ④ Attending job consultations and referral sessions organized by authorized private agents (private job referral agent, dispatch agent)
 - ⑤ Participating in seminars giving guidance on job seeking methods organized by authorized private agents (private job referral agent, dispatch agent)
 - ⑥ Attending job consultations organized by public organizations (Japan Organization for Employment of the Elderly, Persons with Disabilities and Job Seekers, local authorities, job vacancy information providers, newspapers, etc.)
 - ⑦ Participating in courses, seminars, company orientations that allow individual consultations organized by public organizations (Japan Organization for Employment of the Elderly, Persons with Disabilities and Job Seekers, local authorities, job vacancy information providers, newspapers, etc.)
 - ⑧ Taking national exams or tests for certification to meet qualifications for re-employment
- ※ Please inquire the Hello Work Office for activities that are unclear whether they can be recognized as job seeking activities or not. Activities recognized as job seeking activities are very effective for early re-employment. Try to implement these methods and apply them to your daily job seeking activities.

Record of job seeking activities declared can be subject to confirmation of facts to organizations and authorities availed by applicant.

Any declaration different from facts may be considered as unlawful receipt of benefit.

15 Payment of basic allowance

After unemployment verification, basic allowance will be **paid for the number of verified days** to the savings account that you have designated.

Benefit will be transferred to the savings account **more or less after five bank business days counting from the following day of the unemployment verification date.** (Each banking institution has different time span until completion of bank transfer. Transfer will be delayed for the number of days bank are closed including Saturdays, Sundays, and public holidays.) Further, the beneficiary must be the account holder of the designated ordinary savings account (thrift account is not acceptable). Otherwise benefit cannot be transferred.

※Online banks and foreign capital banks cannot be designated.

Payer is indicated as “コウセイロウドウショウショクギョウアンテイキョク~KOUSEIROUDOSHOU SHOKUGYOUANTEIKYOKU~” in Katakana. Since the payer's name is long, only the first half of the name will be printed on the bank passbook. ※ There are some differences on how it will be printed according to bank institutions though.

Note

- ☆ When there is a change in your name, please report the Hello Work staff by presenting your passbook with the new name printed. Payment will not be transferred by simply changing the account holder's name.
- ☆ When benefit is transferred, make sure to check the amount indicated on the certificate of eligibility for unemployment benefits and the amount indicated on the passbook of the designated savings account.
- ☆ Inquire the Hello Work staff of any unclear matters.

16 What is extension of benefit period?

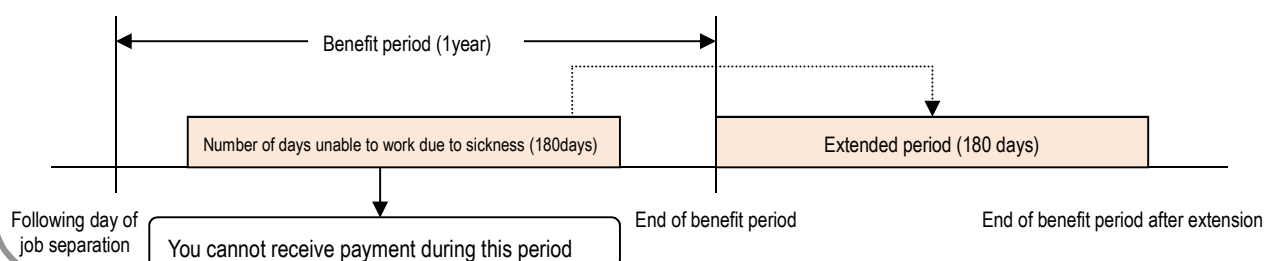
Period that a beneficiary can receive basic allowance is generally 1 year (see page 7) from the following day of job separation day. However, this period can be extended in the following cases. When a beneficiary cannot engage in work for another 30 days or more continuously due to illness, injury, pregnancy, birth, child rearing (below age three), nursing care of children before schooling, nursing care of family and relatives, accompanying spouse to be assigned overseas for work, certain volunteer activities, then the benefit period can be extended for the number of days the beneficiary cannot engage into work for such reasons. **(Extension period that can be added to the benefit period is maximum 3 years.)**

Application procedures to extend benefit period

For the application for extending the benefit period, beneficiary must submit the following forms to Hello Work within 4 years from the following day that she/he has been incapable of working for 30 consecutive days or more. (Maximum benefit period is either 4 years from the following day of job separation, or within 1 year after the reason of extension has ceased to exist, whichever comes first.)

- 1 “Application form for extension of benefit period”
- 2 “Certificate of Eligibility for Unemployment Benefits”
- 3 “Document(s) to prove that the applicant is eligible for extension”

For example



“Notice on extension of benefit period” is given once an extension of benefit period is being verified. Report the Hello Work Office immediately when the fact that is inhibiting the applicant from working ends.

Applicant may be asked to submit an evidence including the doctor's certificate depending on the reason of extension.

When an applicant falls under a situation that inhibits him/her from working for 15 days or more due to illness or injury, he/she can be eligible for receiving the same amount of sickness benefit equivalent to that of the basic allowance. For details see “31 When becoming incapable of working due to illness or injury” on page 31.

17 Benefit payment restriction caused by refusal of introduction

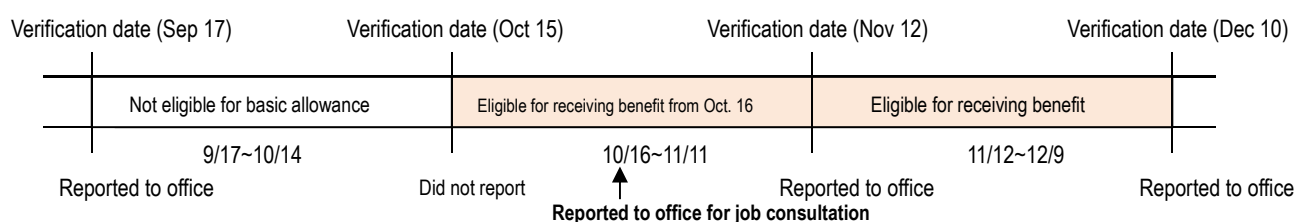
When a qualified recipient refuses to work for a company introduced at Hello Work office, to go under designated public employment service training, to go through job guidance organized by Hello Work for an unjustified reason, or has stopped attending the public vocational training, payment of basic allowance for one month counting from the day of such incident will be suspended.

18 What happens when you are unable to report to the public employment security office on the verification date?

When a qualified recipient does not report to Hello Work office on the verification date, the period counting from the previous verification date to the date that the recipient did not report **will not be eligible for unemployment verification (payment of basic allowance).**

Further, when a qualified recipient does not visit the Hello Work office or relevant offices by the day before the verification date to carry out job seeking activities such as job consultation, **then such recipient will not be eligible for unemployment verification until the previous day of the next verification date.** Please refer to the following examples.

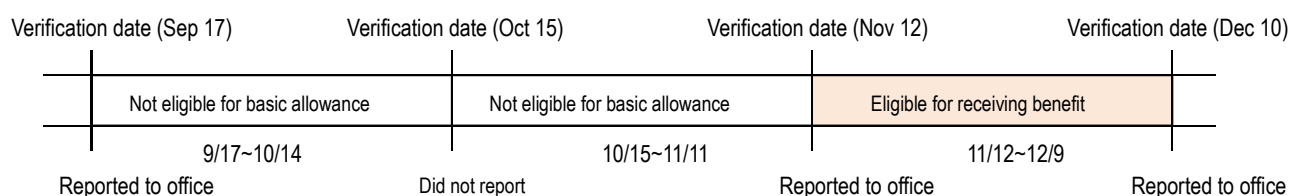
- ① **When not reporting on the verification date on October 15, but went through job consultation by visiting the office between October 16 and November 11, and also reported on the next verification date on November 12.**



29 days between Sep. 17 and Oct. 15 will be out of coverage of benefit.

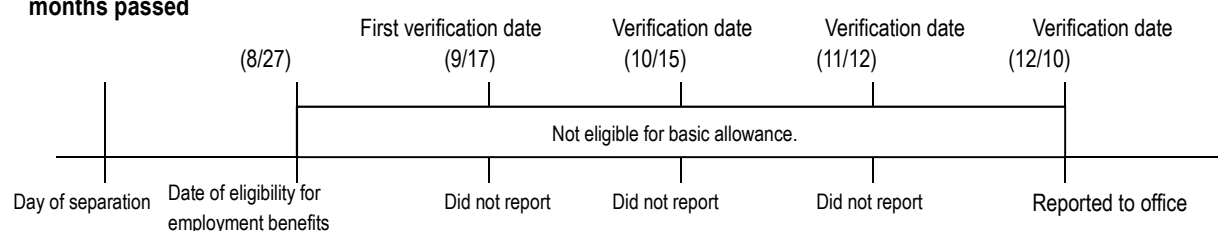
A minimum of two job seeking activities in principle will be required between Oct. 16 and Nov. 11.

- ② **When not reporting on the verification date (October 15), but reported on the next verification date (November 12)**



When not reporting at all to office between the absent verification date (October 15) and the previous date (November 11) of the next verification date (November 12), 56 days between Sep. 17 and Nov. 11 will be out of coverage of benefit.

- ③ **When a qualified recipient with benefit payment restriction did not report on the verification date and reported only after 3 months passed**



Both the waiting period and benefit payment restriction period will not be fulfilled, thus will be out of coverage of benefit (see page 9).

19 Changing the verification date

Only when the beneficiary cannot report on the designated verification date for inevitable reasons, the **verification date can be changed as special measures**.

In such case, **make sure to inform the Hello Work office or relevant offices in advance and seek for instructions**.

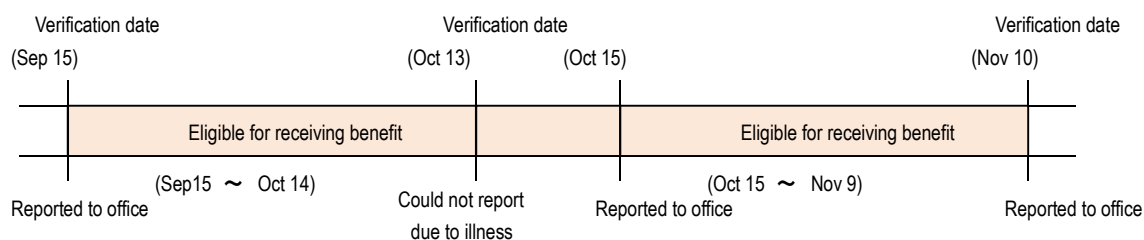
When changing the verification date, the director of the Hello Work office will designate a new date coming after the original verification date. In that case, evidence to prove the inevitable reason for the change will be asked to be submitted. (Ask the Hello Work office or relevant offices for details on the evidence/documents required.)

What are inevitable reasons?

- ☆ Employment
 - ☆ Interview, screening, recruitment test with employer
 - ☆ Taking national exams or proficiency tests
 - ☆ Taking lectures under instructions of Hello Work office or relevant offices
 - ☆ Illness or injury which inhibits the beneficiary to work for a number of days not more than 14 days
 - ☆ Marriage of the beneficiary
 - ☆ Nursing of family members, upon critical condition, death, or marriage of family members (not all family members, the degree of relationship is designated)
 - ☆ Attending entrance ceremony or graduation of children of junior high school or younger
- and other relevant factors.

For example

When not being able to report on October 13 due to illness, and reported with evidence documents on October 15, as instructed by Hello Work office.



The beneficiary can receive verification for Sep. 15 to Oct. 14 on Oct. 15, good for 30 days, and on Nov. 10, he/she can receive verification for Oct. 15 to Nov. 9, good for 26 days.

If the beneficiary could not report on a certain verification date for either of the following reasons ① to ③, he/she can have the unemployment status verified together on the following verification date by submitting the evidence documents to prove the reason of absence of the previous verification date.

In such case, make sure to inform the Hello Work office or relevant offices in advance to seek for instructions.

- ① The beneficiary becomes ill or sick for not more than 14 days which inhibits the beneficiary from working. (Accident and sickness certificate)
- ② The beneficiary has an interview scheduled with an employer which was referred to by Hello Work office or relevant offices. (Interview certificate)
- ③ Natural calamity and other unavoidable incidents (flood, earthquake, traffic accidents, etc.) that inhibits the beneficiary to report to office. (Proof issued by the public agencies)

20 When obtaining a job or starting a new business

When being employed (including probational period, training period, arbeit, part-time work.) or starting a new business, the beneficiary must, in general, report the Hello Work office on the day before (when it falls on a Saturday, Sunday, or public holiday, immediately after start of employment) the first day of employment or start of business (when preparation is necessary for starting the business, the first day of preparation) to report for start of employment on the unemployment verification form. When the day before the first day of employment falls on a Saturday, Sunday, or public holiday but the beneficiary cannot report to the Hello Work office after start of employment, he/she must consult the Hello Work staff and submit the form one day prior to such Saturday, Sunday, or public holiday.

Documents required for report of employment

- ☐ Certificate of eligibility for unemployment benefits
- ☐ Application for unemployment verification
- ☐ Employment certificate etc.

When the applicant is considered to be eligible for the re-employment benefit, an application form will be given after verification of unemployment.

- ※ If you are re-employed before attending the explanatory session for employment insurance (day of employment is earlier than the scheduled date of explanatory session), bring with you this booklet and other documents you were asked to bring to the explanatory session on the day before the day of employment to report your re-employment.
- ※ If the verification date comes earlier than the day of your re-employment, you must report to the Hello Work office and have the unemployment status verified.
- ※ Please be aware that if you do not report to Hello Work office and take adequate procedures, you might not be able to apply for the re-employment benefit.

21 Re-employment allowance

When you have more than one third of unpaid days of the prescribed duration of benefits, and become re-employed while fulfilling all the criteria for benefit payment, you will be eligible for receiving the re-employment benefit.

Amount of re-employment benefit will be 60% of the daily basic allowance for the period of unpaid days of benefit when being re-employed with more than one third of unpaid days left, and 70% of the same when leaving more than two thirds of the unpaid days.

Prescribed duration of benefits	Remaining days of benefit payment		Amount paid as re-employment benefit
	When payment ratio is 60%	When payment ratio is 70%	
90 days	30 days or more	60 days or more	$\begin{array}{l} \text{Daily amount of} \\ \text{basic allowance} \end{array} \times \begin{array}{l} \text{Remaining days of} \\ \text{prescribed duration of} \\ \text{benefit} \end{array} \times \begin{array}{l} \text{60 \%} \\ \text{or} \\ \text{70 \%} \end{array}$ (※ There is upper limit) (fraction of less than one yen will be rounded down)
120 days	40 days or more	80 days or more	
150 days	50 days or more	100 days or more	
180 days	60 days or more	120 days or more	
210 days	70 days or more	140 days or more	
240 days	80 days or more	160 days or more	
270 days	90 days or more	180 days or more	
300 days	100 days or more	200 days or more	
330 days	110 days or more	220 days or more	
360 days	120 days or more	240 days or more	

※ There is an upper limit of daily basic allowance when calculating the re-employment benefit.

- When beneficiary was younger than 60 years-old upon job separation: 6,195 yen
- When beneficiary was 60 years-old or older and below 65 years-old: 5,013 yen

(Upper limit of basic allowance may be modified on August 1 every year)

When receiving re-employment benefit, the beneficiary will be considered to have received the basic allowance for a number of days equivalent to dividing the re-employment benefit amount by the daily basic allowance.

What is “remaining days of benefit payment”?

It is the number of days remaining after deducting the number of days that you have received payment of the basic allowance or accident and sickness benefits, employment benefits, re-employment benefits from the prescribed duration of benefits.

※ When remaining days of benefit payment exceeds the number of days between day of employment and end of benefit period, the number of days between day of employment and the end of benefit period will be considered as remaining days of benefit payment.

When beneficiary becomes re-employed during the benefit payment restriction period, and the remaining days of benefit payment exceeds the number of days counting from the following day of the end of benefit payment restriction period to end of benefit period, then the number of days counting from the following day of the end of benefit payment restriction period to end of benefit period will be considered as remaining days of benefit payment.

Requirements for re-employment benefit payment

Applicant must satisfy all the requirements from ① to ⑤ below to qualify for receiving the re-employment benefit.

Further, re-employment benefit might be paid when the applicant has started his/her own business under certain conditions that prove the applicant to be independent. (Please inquire the Hello Work or relevant offices' staff for payment requirements for such case.)

You must fully meet all the requirements below

① There is more than one third of the unpaid benefit left from the basic allowance after verification of unemployment as of the previous day of the day of employment.

(When remaining days of benefit payment exceeds the number of days between day of employment and end of benefit period, the number of days between day of employment and the end of benefit period will be considered as remaining days of benefit payment.) *Refer to “What is ‘remaining days of benefit payment’?” above for the number of benefit days left.

② The applicant has been confirmed to work for a period of 1 year or more.

※If the employment period is fixed at 1 year or shorter with a possibility of renewal of contract upon meeting certain conditions, this will not be applicable to “be confirmed to work for a period of 1 year or more”.

※If the worker is employed by a registration-type-worker dispatching firm, and the worker is not confirmed to be scheduled for dispatch, the worker shall not qualify as “being confirmed to work for a period of 1 year or more”.

※If scheduled to be transferred within one year for reasons set forth by a business owner, you may not be considered to “be confirmed to work for a period of 1 year or more”.

③ The applicant has been employed after the waiting period.

④ When receiving benefit payment restrictions due to reason of job separation, the new employment for the first month after completion of waiting period must be an employer which has been referred to by a Hello Work office or an authorized job referral agent.

※A referral of a job from a dispatch employment agency will not be applicable as an “employment through referral from a Hello Work Office or a certified employment agency”.

⑤ It is not a re-employment by the previous business owner or a related business owner.

※For example, a related business owner is a business that is in a parent-subsidiary relationship i.e. The related business owner has roughly over 50% of the total number of its parent's or subsidiary's issued shares or amount of investment – these include businesses that have become bankrupt or have already closed its business. A related business owner also includes businesses that have roughly over 50% of business transaction in its parent's or subsidiary's production/sales;

roughly over 30% of manpower exchange; public agencies that have been authorized by the same appointment authority or is part of the same ministry; business owners deemed to be in a close relationship in terms of capital, funds, human resources, or business transactions; and in cases where the name listed as your employer is different but the business has practically the same management organization as your previous business owner.

- ⑥ The applicant has not received re-employment benefit or outfit allowance for regular employment within the last 3 years counting back from the day of employment.
- ⑦ It is not an employment that had been informally offered before the verification of the eligibility for unemployment benefits (application for job seeking).
- ⑧ It is generally an employment that enables the applicant to meet the requirements for being a qualified insured of the employment insurance.

What is "employment through referral of Hello Work office"?

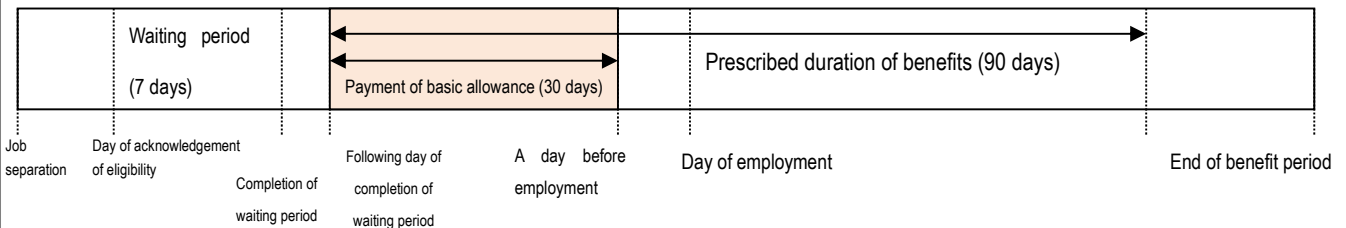
It is an employment achieved through referral of Hello Work office and interview at the employer's office. Therefore, if a job applicant looked up for job vacancy information through Hello Work office, other related offices, or job magazines and applied for such vacancy personally, this will not be applicable to "employment through referral of Hello Work office" (The same applies to the case of job referral agent. Each employment agency has its own referral system. Please check with the employment agency if your job application is considered to be a "referral" by an employment agency such as Hello Work.).

※A referral of a job from a dispatch employment agency will not be applicable as an "employment through referral from a Hello Work Office or a certified employment agency".

22 Utilizing re-employment allowance

The benefit rate of re-employment period will increase from 60% to 70% if re-employment is achieved early.

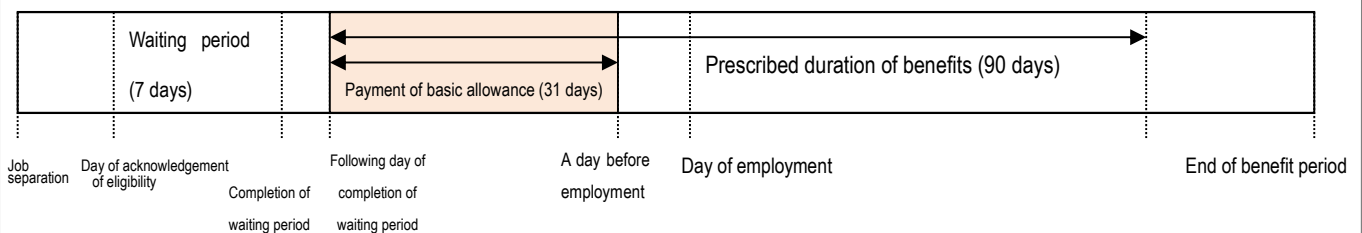
- ☐ If a person eligible for a 90 day benefit with a daily basic allowance of 4,000 yen became employed with 60 unpaid days of benefit remaining



- ☐ Since there are 60 unpaid days (more than two thirds) of benefit remaining out of a prescribed period of benefits of 90 days, re-employment benefit rate is **70%**.

- ☐ Amount of re-employment benefit is 4,000yen x 60days x **70%** = 168,000yen.

- ☐ If a person eligible for a 90 day benefit with a daily basic allowance of 4,000 yen became employed with 59 unpaid days of benefit remaining



- ☐ Since there are 59 unpaid days (more than one third) of benefit remaining out of a prescribed period of benefits of 90 days, re-employment benefit rate is **60%**.

- ☐ Amount of re-employment benefit is 4,000yen x 59 days x **60%** = 141,600yen.

23 Procedure for re-employment allowance

Procedures for re-employment allowance

Application must be made within 1 month from the following day of re-employment.

Submit the following documents to apply for re-employment allowance.

- 1 Application form for re-employment allowance (Certificate of employment from the new employer will be required)
 - 2 Certificate of Eligibility for Unemployment Benefits
 - 3 Other documents requested by Hello Work office
- ※ Documents can be submitted through a proxy (proxy letter is required) or sent by post.

Note

Application for re-employment benefit can only be made after taking procedures for employment report at Hello Work office or relevant offices. When receiving re-employment benefit, eligibility for receiving the re-employment benefit for the elderly will not be applicable. See page 36 “36 Continuous employment benefit for the elderly” for details.

24 Other benefits available after receiving the re-employment allowance

Employment Promotion Fixation Allowance [*Shugyo Sokushin Teichaku Teate*] is provided when a qualified recipient who has received the Re-employment Allowance by obtaining a new employment keeps on working under the same employer for 6 months or more but has been receiving lower wage than the previous employment.

Requirements to receive the Employment Promotion Fixation Allowance

[*Shugyo Sokushin Teichaku Teate*]

All of the following payment requirements must be met

- ① Must be a recipient of the re-employment allowance
- ② A person who has been employed for 6 months or more continuously by the same employer from the day of re-employment with which the re-employment benefit was provided.

※You may not be eligible for this allowance if you have not been continuously employed for 6 months or more by the same employer - even if it is because of a transfer instructed by the employer.

※You may not be eligible for this allowance if you are employed by a company located overseas.

※You are not eligible for this allowance if you have received re-employment benefit for starting your own business.
- ③ Daily wage received during the first 6 months from the new employer (A) is lower than the daily wage at the time of job separation (B). (For the calculation method of A and B, please refer to section 14 in page 5)

※If your daily wage before job separation was at the minimum wage, you are not eligible for this allowance since your daily wage in the first 6 months from the new employer will never be lower than the wage at the time of job separation.

Benefit amount

Benefit amount = $(B \times 1 - A \times 1) \times \text{Number of days that wage was paid within the last 6 months from the day of re-employment}$

However, there is a maximum limit for the benefit.※2

Maximum amount: Daily basic allowance (※3) x Remaining effective unpaid days (※4) x 30% (※5)

※1 When it exceeds the upper limit of the daily wage the maximum amount will apply. When it is lower than the lower limit, the minimum amount will apply.

(Refer to page 6)

※2 If paid on a monthly salary system, in principle, the calendar days are counted (e.g. 30 days or 31 days). If paid on a daily monthly salary system, the number of days that qualify as a month in that system is counted. For a daily-rate / hourly rate system, the work days are counted

※3 There is also a maximum amount for the daily basic allowance (refer to page 20).

※4 Remaining effective unpaid days of the daily basic allowance before receiving the re-employment allowance.

※5 It is 40% if you were paid 60% of your re-employment allowance.

Any applicant who receives the Employment Promotion Fixation Allowance is considered to have received the basic allowance for the number of days equivalent to the amount dividing the total amount of Employment Promotion Fixation Allowance by the daily basic allowance.

Example

- A person who left a job before turning 60 years old was receiving a monthly salary of 300,000 yen upon job separation. This means the basic allowance was 5,687 yen. This person was re-employed and received the Re-employment Allowance, leaving 90 unpaid days of the basic allowance. The first 6 months' monthly salary after re-employment was 285,000yen.
- Daily wage before job separation was 10,000 yen (B), whereas daily wage during the first 6 months after re-employment was 9,500 yen (A).
- Since salary is paid on a monthly basis, basic number of days to receive salary is considered as the days following the calendar (183 days annually).
- Amount of employment promotion fixation allowance is $(10,000\text{yen} - 9,500\text{ yen}) \times 183\text{days} = \underline{91,500\text{ yen}}$ when calculating based on the formula.
- 91,500yen will be paid in this case as this does not exceed the maximum limit designated as follows:
 $5,687\text{ yen} \times 90\text{days} \times 30\% = \underline{153,549\text{ yen}}$

How to apply

You must apply within 2 months from the following day after 6 months have passed from the day of re-employment.

Submit the following documents to the Hello Work office to apply for the Employment Promotion Fixation Allowance.

1 Application form for Employment Promotion Fixation Allowance (Certificate of employment from the new employer will be required).

2 Certificate of Eligibility for Unemployment Benefits

3 Copy of attendance record, copy of payroll book, and other documents requested by the Hello Work office.

※ Documents can be submitted through a proxy (proxy letter is required) or sent by post.

25 Employment allowance

When a qualified recipient obtains employment which is not scheduled to exceed a period of one year (not eligible for receiving re-employment allowance), he/she can receive an **employment allowance** by meeting all the requirements as of the day of employment.

A recipient once eligible for this employment allowance can be a recipient of re-employment allowance if the employment obtained is later on verified as a stable employment meeting the requirements.

In such case, the remaining days of benefit payment will be judged as of the previous day of "being employed under a stable job".

Amount of employment allowance

A qualified recipient can receive 30% of the daily basic allowance (fraction of less than one yen will be rounded down) for every working day.

※ There is an upper limit for the daily basic allowance for calculating the employment allowance.

○ Age upon job separation is below 60 6,195 yen

○ Age upon job separation is 60 or above but below 65 5,013 yen

(Upper limit of basic allowance may be modified on August 1 every year.)

Days that the employment benefit is paid are considered as days that basic allowance is paid.

All of the following payment requirements must be met

- ① There are at least one third as well as 45 days or more remaining days of unpaid basic allowance as of the previous day of working.
- ② The new employment is not applicable to re-employment benefit.
- ③ It is an employment obtained after the completion of waiting period.
- ④ When receiving benefit restriction due to job separation, any re-employment within 1 month from the completion of the waiting period is achieved through referral of Hello Work office or an authorized job referral agent.

※A referral of a job from a dispatch employment agency will not be applicable as an "employment through referral from a Hello Work Office or a certified employment agency". Please refer to page 21 for what "employment through referral of Hello Work" indicates.
- ⑤ The employer of the new employment is not the same as the previous one before job separation.
(An employer with close relationship with the previous employer before job separation from the perspective of capital, funds, human resources, business transactions will also be applicable to this criterion.)
- ⑥ It is not an employment that had been informally offered before the verification of the eligibility for unemployment benefits (application for job seeking).

Procedures for employment allowance

On the verification date which is designated every 4 weeks, submit the "application form for employment allowance" along with the "certificate of eligibility for unemployment benefits", "application for unemployment verification" and "documents to prove new employment" for the applicable period between the previous verification date to the previous day of the current verification date.

※ Those who do not need verification of unemployment after the new employment can submit the above documents through a proxy (proxy letter is required) or by post. In such case, an employment certificate issued by the employer will be required.

26 Outfit allowance for full-time employment

It is an allowance paid to a beneficiary who finds a stable employment through job referral or authorized job referral agent with less than one third of the prescribed period of benefit allowance left unpaid, but meeting all the payment requirements.

- Those of age 45 or above as of date of employment and applicable to re-employment assistance plan or relevant system under the Employment Measures Act or relevant acts
- Those in difficulty of being employed due to disability or relevant reasons

Amount of outfit allowance for full-time employment

Amount will be four tenth (fraction of less than one yen will be rounded down) of the daily basic allowance multiplied by 90 (actual number of days when the remaining unpaid days out of the prescribed period of benefit allowance is below 90 days, and 45 when that number is below 45).

For those qualified recipient with 270 days or more prescribed period of benefit allowance, the outfit allowance will be paid for 36 days.

※ There is an upper limit for the daily basic allowance for calculating the amount of outfit allowance for full-time employment.

- Age upon job separation is below 60 6,195 yen
- Age upon job separation is 60 or above but below 65 . . . 5,013 yen

(Upper limit of basic allowance may be modified on August 1 every year)

All of the following payment requirements must be met

- ① There are not more than one third of unpaid days of basic allowance.
- ② The new employment was referred to by a Hello Work office or an authorized job referral agent.
※A referral of a job from a dispatch employment agency will not be applicable as an "employment through referral from a Hello Work Office or a certified employment agency". Please refer to page 42 for what "employment through referral of Hello Work" indicates.
- ③ The applicant has been confirmed to work for a period of 1 year or more.
- ④ The employer of the new employment is not the same or in close with the previous employer.
- ⑤ It is a re-employment after the completion of waiting period
- ⑥ The new employment was achieved after the benefit restriction period had ended.
- ⑦ In general, there are unpaid days of benefit payment left as of the date of employment.
- ⑧ It is generally an employment that enables the applicant to meet the requirements for being a qualified insured of the employment insurance.
- ⑨ The applicant has not received re-employment benefit or outfit allowance for regular employment within the last 3 years counting back from the day of employment.
- ⑩ The applicant is not eligible for receiving the re-employment benefit.

※ The applicant must be working for the same employer when an investigation on payment of benefit is conducted.

However, even if the applicant is not working in the same workplace upon investigation, if the reason of job separation is an inevitable, there is a possibility of the outfit allowance to be applicable.

Procedures for outfit allowance for full-time employment

Application must be made within 1 month from the following day of re-employment.

Submit the following documents to Hello Work to apply for the outfit allowance for full-time employment.

- 1 Application form for outfit allowance for full-time employment (Certificate of employment from the new employer will be required)
 - 2 Certificate of Eligibility for Unemployment Benefits
 - 3 Other documents requested by Hello Work office or relevant offices
- ※ Documents can be submitted through a proxy (proxy letter is required) or sent by post. It takes a certain period of time for investigation (around 1 month) for the authorities to decide whether the applicant will be eligible or not for the payment.

27 Other employment promotion benefits

Moving expenses and Benefit for job-seeking activity support are available as benefits to promote employment.

Moving Expense Benefits

Moving expenses are paid to a qualified recipient of the employment insurance when the person will have to change his/her place of residence in order to take up an employment which has been referred to by either the Hello Work office, a specific local public organization or job placement agency, or for the purpose of taking a public vocational training designated by the Director of the Hello Work office, on the basis that the Director of the Hello Work office acknowledges the necessity of change of place of residence. A person who can receive the expenses are as follows.

A beneficiary of the basic allowance of the employment insurance who changes his/her place of residence to take up an employment referred to by either the Hello Work office, a specific local public organization or job placement agency, or to attend a public vocational training designated by the Director of the Hello work office, and who falls under both of the situations (A) and (B) below.

(A) Start of employment or training falls after the waiting period, and the director of the Hello Work of the jurisdiction has acknowledged the necessity of changing the residential address. In addition, in case of the following cases, it is considered that the place of residence has to be changed.

i) It takes 4 hours or more to make a round-trip to commute to workplace or training institution by using general public transportation or ordinary means of transportation.

ii) First and/or last train and/or bus of public transportation are inconvenient which causes serious obstacles for the beneficiary to commute.

iii) When residential relocation is necessary due to the specificity of the employment, training facility, or at the request of the employer.

(B) Upon taking an employment or taking a course of public vocational training, preparation allowance of employment or necessary moving expenses are not provided by the employer, the director of the public vocational training facilities and others, or when the provided amount is less than the actual moving expenses.

Even when the candidate meets both the above conditions (A) and (B), moving expenses are not provided if the employment period is less than a year, or when a beneficiary who has been repeatedly reemployed following a customary practice was reemployed under conditions similar to his/her previous employment, or either when the beneficiary who was subject to a benefit restriction due to rejecting a job offer found a new employment or received the public vocational training before the end of such benefit restriction period.

Benefit for job-seeking activity support

From January 2017, the wide area job-seeking activity expenses benefit, the short term training benefit, and the “benefit for cost incurred for services in relation to job seeking activities” are jointly called as “benefit for job-seeking activity support”.

Wide Area Job-Seeking Activity Expenses Benefits

Wide-area job seeking activity expenses benefits shall be paid when the qualified recipient of the employment insurance engages in a wide-area job seeking activities through referral by Hello Work and when the director of Hello Work finds it is necessary.

A qualified recipient who engages in wide-area job seeking activities through referral by Hello Work and who falls under both of the following items (A) and (B) is entitled to receive the benefit.

(A) The referred job position must be a “Jyoyokyujin” (contract of employment without term or a contract period of 1 year or more) and the job offerer’s location is outside the appropriate jurisdiction for the qualified recipient.

(B) The base distance of calculation of rail, boat, air or car transportation must be a minimum of 200 rail kilometers round-trip. (For water or other methods of land transportation, 1/4 kilometer corresponds to 1 rail kilometer). However, even when conditions (A) or (B) have been satisfied, the qualified recipient who does not satisfy the following requirements will not receive the benefit.

i) The wide-area job seeking activity must be carried out after the waiting period.

ii) Necessary expenses are not provided by the employers when the job seeker visits them or the provided amount is less than the amount of wide-area job seeking activity expenses.

Other than the above i) and ii), a beneficiary who has been subject to a benefit restriction due to rejecting a job offer will not also be able to receive the wide area job-seeking activity expenses benefits when starting to carry out job-seeking activities in a wide range of area before the end of the benefit restriction period.

Short Term Training Benefit

The Short Term Training Benefit will be paid starting from January 2017 to qualified recipients of the employment insurance who have taken and completed a training course shorter than a period of one month. An amount of 20% (with an upper limit of 100,000 yen, and with no lower limit) of the actual training cost that the qualified recipient paid will be reimbursed. Both of the following conditions (A)~(D) must be met in order to receive this benefit.

- (A) Before receiving the education and training course, you must receive a job instruction from the Hello Work office.
- (B) You must be a qualified recipient as of the date of receiving a job instruction from the Hello Work office.
- (C) When taking a training course designated by the Education and Training Benefit Program (General Education and Training Benefits), you must not be qualified to receive the General Education and Training Benefits.
- (D) You must start taking the education and training course required for your reemployment only after the waiting period has ended.

Cost incurred for services in relation to job-seeking activities

Cost incurred for services in relation to job-seeking activities will be paid starting from January 2017 to qualified recipients of the employment insurance who have used child daycare services while attending job interviews with an employer, or taking an education and training course. Partial amount of the actual cost of the child daycare services incurred by the qualified recipient will be reimbursed. All of the following conditions (A)~(D) must be met in order to receive this benefit.

- (A) You must be a qualified recipient as of the date of using the child daycare services.
- (B) The term “job interviews with an employer” refers not only to a job interview with an employer seeking to hire a staff, but also includes taking a written exam for a job vacancy, having job consultations at a Hello Work office or other authorized and registered employment agencies, receiving job guidance from a public institution (Japan Organization for Employment of the Elderly, Persons with Disabilities and Job Seekers, local government, job posting information supplier, newspaper company, etc.), and attending a company seminar where individual consultation can be made.
- (C) The term “take an education and training course” refers to cases when undergoing public vocational trainings following the instruction or recommendation of the Hello Work office, when taking a job seeker support training based on the employment support program, when enrolling to a training institution following the instruction of the Hello Work office, when taking a training covered by the Education and Training Benefit or the Short Term Training Benefit scheme, and when undergoing a cosigned training or lecture which is carried out as part of the assignment and transfer support.
- (D) Child daycare services must have been used only after the waiting period has ended.

(Please inquire the Hello Work staff for details of application procedures.)

28 When leaving a job again after obtaining employment

When eligibility was not obtained

When there are unpaid days of benefit remaining within the first benefit period (see page 7 for details), the recipient is eligible for receiving basic allowance within the remaining period. However, the days applicable for this payment will be from the day the recipient reports to the Hello Work office after job separation and makes a re-employment application (or after the benefit restriction period has elapsed when restrictions apply). Therefore, it is advisable to report to the Hello Work office as soon as possible after job separation.

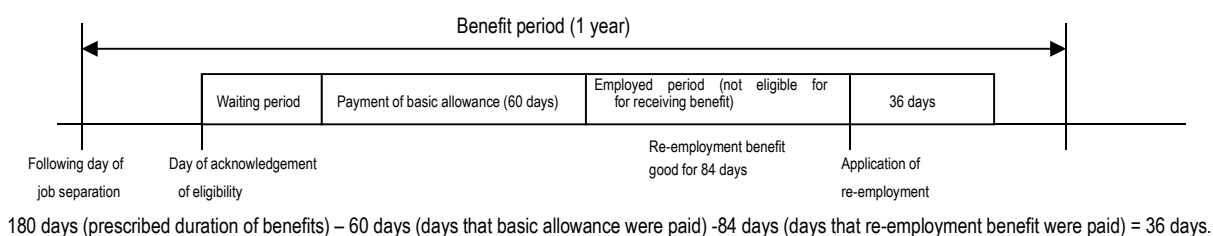
When re-employment benefit has been paid, the days the re-employment benefit was paid will be subtracted from the remaining unpaid days of basic allowance (fraction will be rounded down).

Documents required for application

- ☐ Certificate of Eligibility for Unemployment Benefits
- ☐ Job separation notice or notice of loss of qualification
- ☐ Certificate to prove status of job separation (When job separation notice cannot be submitted immediately or when applicant is not covered by employment insurance)

For example

A person with 180 days of prescribed duration of benefits received basic allowance good for 60 days, became re-employed, received re-employment benefit for 84 days and then left the job again



The person will be eligible for receiving unemployment basic allowance within a period of 36 days.

There are exceptions in which the benefit period is extended when leaving a job after receiving re-employment benefit

For those who have left their job which had been obtained just after receiving employment benefit within the benefit period (cases in which a new eligibility for receiving unemployment benefit arises are not under this category), the benefit period will be extended for a certain amount of period if the reason of job separation was company bankruptcy, dismissal, or relevant matters.

When obtaining a new eligibility for unemployment benefits

When being an insured person under employment insurance and working for 12 months or more (6 months or more in case of dismissal, company bankruptcy or relevant reasons), a new employment insurance eligibility will be generally given when the insured person leaves the job the next time. This means that in case of job separation, procedures for receiving the unemployment benefits must be taken again from the first step (refer to page 2).

Once receiving a new eligibility for unemployment benefits, the previous benefit eligibility will not be applicable any more.

29 When changing your name or address

Report the Hello Work office as soon as possible when there are any changes made in your name or address.

When you have changed your address, the jurisdictional Hello Work office or relevant offices for taking procedures for employment insurance might change as well accordingly.

Documents required for application

- ☐ Certificate of Eligibility for Unemployment Benefits
- ☐ Form for change of name/address (Please attach the Certificate of Items Stated in Resident Register (*Jyuminhyo Kisaijiko Shomeisho*), etc. and other supporting documents)
- ☐ Form for change of designated bank for transfer (When your name has changed)
- ☐ Bankbook or cash card under your new name (When your name has changed)

30 When receiving vocational training under the instruction of the director of public employment security office or District of Transport Bureau

Hello Work office might instruct you to take the public vocation training when it is believed to be useful for your obtaining a new job.

In this case, even if the prescribed days of benefit payment has ended, the payment of basic allowance will be extended until the last day of training.

Other benefits such as allowance to take the training or commuting allowance will be provided.

31 When becoming incapable of working due to illness or injury

When a qualified recipient becomes incapable of working for 15 days or more due to illness or injury after obtaining eligibility of unemployment benefits, he/she will be eligible for receiving sickness benefit of the equivalent amount on behalf of the basic allowance. (However, sickness benefit will not apply when other sickness allowance or benefits for absence from work is paid to the qualified recipient from the employees' health insurance, worker's compensation benefit, or other applicable laws. Further, the sickness benefit will not be paid during the waiting period or benefit restriction period.)

When the qualified recipient cannot work for a period exceeding 30 days, he/she can choose not to receive the sickness benefit, and instead extend the benefit period and later on receive the basic allowance after recovering from illness or injury. (See page 16 for extension of benefit period.)

Procedures for sickness benefit

When applying for the sickness benefit, submit the following documents to the Hello Work office. Application period is until the first verification day after recovery from illness or injury.

- 1 Application form for sickness benefit
 - 2 Certificate of Eligibility for Unemployment Benefits
 - 3 Other documents requested by Hello Work office
- ※ Documents can be submitted by a proxy. In case of proxy, a letter of proxy is required.

When the period of illness or injury is assumed to last for more than 1 month, please consult the Hello Work office or relevant offices in advance.

32 When the recipient dies during the benefit period

In case a qualified recipient dies during benefit period, the family member of the same household of the deceased is entitled to receive the payment applicable up to the previous day (or in some cases, until the same day) of death. This is called the **“unpaid unemployment benefits”**.

Application for claiming the unpaid unemployment benefits must be made within 6 months from the following day that the family became aware of the death of the qualified recipient by submitting the “claim form of unpaid unemployment benefits” to the Hello Work office.

33 Receiving unemployment benefits properly

◎ Dishonest Receipt

Dishonest receipt means receiving benefits or attempting to receive benefits through deception or other wrongful means (It does not matter whether you have actually received unemployment benefits or not).

◎ Any false statement is considered dishonest receipt.

Following are some examples.

- ☐ Failing to report, reporting false information, and/or hiding information about being employed, working, engaging in domestic part-time work, helping with business, (please refer to P.28 for more details) its evidence, its income, and any future date of hire.
- ☐ Applying for re-employment allowance or other allowances even though the applicant has not been employed and/or **falsely reports the date of hire and/or receiving an unofficial job offer.**
- ☐ When an applicant makes false statements about job seeking activity on the application form in spite of not seeking a job.
- ☐ Failing to report on the fact of running a self-business and its income earned from the business by either hiding or being dishonest.
- ☐ Failing to report on having become (or on becoming) a board member of a company.
- ☐ Submitting Job Separation Notice (*Rishokuhyo*) with false information (including the reason for said resignation). Stating a false job separation reason.
- ☐ Failing to make a report on receiving temporary disability (compensation) benefit from industrial injury insurance or accident and/or sickness benefits from health insurance (includes tracing back and receiving temporary disability (compensation) benefits of industrial injury insurance of the employment benefit period after the completion of receiving unemployment insurance benefit).

◎ Observe the rules and receive the unemployment benefit honestly.

If you receive a benefit incorrectly,

- ☐ **Benefit Termination** (You will lose the eligibility of receiving unemployment benefits from that day forward)
- ☐ **Refund Order** (Must return full amount received from the day the discrepancy took place)
- ☐ **Payment Order** (In addition to returning the full amount received unfairly, twice the amount of unfairly received benefit will be charged.)
- ☐ **Delinquent charge** (5% will be imposed from the following day of the fraudulent receipt of the benefit).
- ☐ **Attachment of property** may take place when penalties are not paid.
- ☐ In the case of a serious offence, the person may be punished for having committed fraud.

34 When dissatisfied with the measures taken

If you are dissatisfied with the decision and acts of the Hello Work in relation to the payment of unemployment benefit and etc., you may request for an administrative review by the Employment Insurance Referee within a period of 3 months from the following day of which you became aware of such decision and acts. This is called the **“Request for Administrative Review”**.

When making a request for administrative review, please apply through the jurisdictional Hello Work office or apply directly to the Employment Insurance Referee.

35 Education and Training Benefits

1. General Education and Training Benefits

The objective of this Employment Insurance Benefit Program is to support the proactive skill development of workers and promote stable employment and re-employment.

When an insured person (regardless of employment status) with employment insurance who satisfies certain conditions completes a general training and education course designated by the Minister of Health, Labour and Welfare, the Hello Work Office (the Public Employment Security Office) will reimburse a certain amount (with upper limit) of the training expenses which the trainee had paid to the training institution.

Who is eligible?

Recipients of the General Education and Training Benefits must meet the requirements of either ① or ② below, have enrolled in training programs designated by the Minister of Health, Labour and Welfare, and have completed the course.

① Insured person under the employment insurance

Those who are insured under the employment insurance system as of the initial date of the general training and education course (hereinafter referred to as the "initial day of course") and who meet the required period for benefit payment (※1) of 3 years or more (※2).

② Those who used to be an insured person under the employment insurance

Even if you are not an active insured person on the initial day of course, if you have an accumulated required period for benefit payment of 3 years or more (※2), and have lost eligibility for employment insurance (the day after job separation) only within a year (max. within 20 years when extension of benefit period (※3) has been made) counting back from the initial day of course, you are considered to have met the requirements.

- ※1 The required payment period (*Shikyu youken kikan*) is the period in which an individual was insured by an applicable employer before the first training day. For further information, please contact the Hello Work staff.
- ※2 To receive the Training and Educational Benefit for the first time, the person must have completed 1 year or more of the required period for the payment (tentative measure).
- ※3 On the initial day of course, if a person who is not insured is unable to start the training for 30 consecutive days or more due to pregnancy, childbirth, child-rearing, illness or injury, etc., and if this occurs within a year from losing eligibility as an insured person, the person may add the number of days (up to a maximum of 19 years) to the eligible period (applicable period) upon application to Hello Work, starting from the day of losing the eligibility until the initial day of course.

Benefit

When the person enrolls in and completes a General Education and Training course, he/she may be reimbursed 20% of the training expenses paid to the implementing institute.

However when 20% of such expenses exceed 100,000 yen, the benefit is provided only up to 100,000 yen, whereas when it is less than 4,000 yen, no reimbursement will be made.

On the initial day of course, if a person who is not insured is unable to start the training for 30 consecutive days or more due to pregnancy, childbirth, child-rearing, illness or injury, etc., and if this occurs within a year from losing eligibility as an insured person, the person may add the number of days (up to a maximum of 3 years) to the eligible period (applicable period) upon application to Hello Work, starting from the day of losing the eligibility until the initial day of course.

2. Specifically Designated Education and Training Benefits

This employment insurance benefit system aims to provide employment stability and to encourage reemployment, promoting both speedy reemployment and early stage career development..

When an insured person (regardless of employment status) with employment insurance who satisfies certain conditions completes a general training and education course designated by the Minister of Health, Labour and Welfare, the Hello Work Office (the Public Employment Security Office) will reimburse a certain amount (with upper limit) of the training expenses which the trainee had paid to the training institution.

Who is eligible?

In cases of specifically designated education and training, persons eligible for the Education and Training Benefit must fulfil either ① or ②, and have undertaken and completed the education and training assigned by the Minister of Health, Labor and Welfare.

① Insured person under the employment insurance

Those who are insured under the employment insurance system as of the initial date of the general training and education course (hereinafter referred to as the “initial day of course”) and who meet the required period for benefit payment (※1) of 3 years or more (※2).

② Those who used to be an insured person under the employment insurance

Even if you are not an active insured person on the initial day of course, if you have an accumulated required period for benefit payment of 3 years or more (※2), and have lost eligibility for employment insurance (the day after job separation) only within a year (max. within 20 years when extension of benefit period (※3) has been made) counting back from the initial day of course, you are considered to have met the requirements.

※1 The required payment period (*Shikyu youken kikan*) is the period in which an individual was insured by an applicable employer before the first training day. For further information, please contact the Hello Work staff.

※2 To receive the Training and Educational Benefit for the first time, the person must have completed 1 year or more of the required period for the payment (tentative measure).

※3 On the initial day of course, if a person who is not insured is unable to start the training for 30 consecutive days or more due to pregnancy, childbirth, child-rearing, illness or injury, etc., and if this occurs within a year from losing eligibility as an insured person, the person may add the number of days (up to a maximum of 19 years) to the eligible period (applicable period) upon application to Hello Work, starting from the day of losing the eligibility until the initial day of course.

3. Vocational Education and Training Benefits

The objective of this Employment Insurance Benefit Program is to support the proactive and medium to long term career formation of workers and promote stable employment and re-employment.

When a current (employed) or previous (unemployed) general policy holder of the employment insurance completes a general training course designated by the Minister of Health, Labour and Welfare, they are reimbursed a certain percentage of the training fees individually submitted to the implementing institutes (with an upper limit).

A recipient of this benefit may also be able to receive 80% (※) of the basic daily allowance as an Education and Training benefit for the days that he/she is unemployed while taking the training course.

※ However, the Education and Training benefit for any vocational education and training which started on or before December 31, 2017 will be the amount equivalent to 50% of the basic daily allowance.

Who is eligible?

Recipients of the Vocational Education and Training Benefits must meet the requirements of either ① or ② below, have enrolled in training programs designated by the Minister of Health, Labour and Welfare, and have completed the course.

① Insured person under the employment insurance

The applicant must satisfy the required payment period (※1) of 3 years or more (※2) as of the first day of the training designated by the Minister of Health, Labour and Welfare (hereinafter called the “first training day”).

② Those who used to be an insured person under the employment insurance

The day the applicant withdrew from the employment insurance scheme must not be more than a year before the first training day (and not be more than 20 years before, when the applicable period has been extended) (※3). In addition, the applicant must satisfy the required payment period of 3 years or more as of the first training day. (※2)

※1 The required payment period (*Shikyu youken kikan*) is the period in which an individual was insured by an applicable employer before the first training day. For further information, please contact the Hello Work staff.

※2 To receive the Training and Educational Benefit for the first time, the person must have completed 2 years or more of the required period for the payment (tentative measure)

※3 On the initial day of course, if a person who is not insured is unable to start the training for 30 consecutive days or more due to pregnancy, childbirth, child-rearing, illness or injury, etc., and if this occurs within a year from losing eligibility as an insured person, the person may add the number of days (up to a maximum of 19 years) to the eligible period (applicable period) upon application to Hello Work, starting from the day of losing the eligibility until the initial day of course.

Benefit amount

	While taking the Vocational Education and Training Course	After completing the Vocational Education and Training Course
Actual amount which will be paid (The training fee incurred by the training participant x percentage rate indicated on the right)	50% Benefit will be paid only when 40% of the training fee incurred by the participant exceeds 4,000 yen. A maximum of 1,20 million yen will be paid for any amount (equivalent to 40% of the training fee incurred by the participant) which exceeds 1,20 million yen.	When the applicant finds a job and becomes a policy holder of the Employment Insurance within a year counting from the following day of the training completion date. 70% Benefit will be paid only when 60% of the training fee incurred by the participant exceeds 4,000 yen. A maximum of 1,68 million yen will be paid for any amount (equivalent to 60% of the training fee incurred by the participant) which exceeds 1,68 million yen. *NOTE* Only the difference between 70% of the training fee incurred and the amount which has already been paid to the applicant (50% of the training fee, in accordance with the formula on left side) will be paid.

※ The maximum amount of 1,20 million yen provided as a benefit during the Vocational Education and Training Course applies only when such amount is equivalent to a 3 year course training. Maximum amount will be 400,000 yen in the case that the training period is 1 year, and 800,000 yen when the training period is 2 years.

Further, the maximum amount of 1,68 million yen provided after completion of the Vocational Education and Training Course applies only when such amount is equivalent to a 3 year course training. Maximum amount will be 560,000 yen in the case that the training period is 1 year, and 1,12 million yen when the training period is 2 years.

※ Any benefit for the Vocational Education and Training which started on or before December 31, 2017 will be the amount equivalent to 40% of the actual expenses incurred. (However, the amount equivalent to 60% of the actual expenses will be paid as a benefit when being reemployed with an employment insurance scheme within a year from the following day of training accomplishment.)

The maximum annual amount paid will be 320,000 yen. (However, the maximum annual amount will be 480,000 yen when being reemployed with an employment insurance scheme within a year from the following day of completing the training and obtaining relevant qualification.)

※ In the event of taking several vocational education and trainings within a period of 10 years, the maximum total amount that one can receive during 10 years counting from the initial date of training (including trainings which started on or before December 31, 2017) will be 1,68 million yen.

Furthermore, for persons taking specialized practical education and training with a minimum legal requirement of four years training within a ten-year period: at the end of the third year a maximum of 560,000 yen will be added as payment for the fourth year to the maximum payment of 1.68 million yen of specialized practical education and training benefits (resulting in a maximum of 2.24 million yen for those 4 years).

4.How to find out training courses designated by the Ministry of Health, Labour and Welfare and to check your eligibility

Training offered through the Ministry of Health, Labour and Welfare

Please refer to the “List of Education and Training Courses designated by the Ministry of Health, Labour and Welfare” at Hello Work.

The information is also available on the internet site “Education and Training Course designated by the Ministry of Health, Labour and Welfare Search System”.

Upon application for the Education and Training Benefit, you may confirm the following eligibility based on the “Reference note of the requirement for the payment of Education and Training Benefit” at the Hello Work of your jurisdiction.

- ① Your eligibility of the Education and Training Benefit as of the first (scheduled) day of training.
- ② Whether the desired training is designated by the Ministry of Health, Labour and Welfare or not.

For further information, please contact the staff at Hello Work.

36 Continuous employment benefits for the elderly

A Continuous Employment Basic Benefit for the Elderly is provided to those insured by employment insurance (currently employed), to assist continuous employment till the age of 65, for those between the ages of 60 and 65 who meet certain requirements (For seaman, there may be cases for those aged between 55 and 60 depending on the individual's date of birth. For detailed information, please inquire with the staff.).

The re-employment benefit for the elderly consists of two types, **Continuous employment basic benefit for the elderly** - *Kounenreikoyo Keizoku Kihon Kyufukin*- and **Re-employment benefit for the elderly** -*Kounenrei Saishushoku Kyufukin*-.

1 Continuous employment basic benefit for the elderly

This benefit is for those who have not received other benefits such as the basic allowance of employment insurance (including the benefit equivalent to basic allowance such as re-employment allowance.).

Requirements

- An insured person between the ages of 60 and 65.
- Must have been insured for a period of at least 5 years in total.
 - ※ Upon “Insured period” calculation, if there is less than one year of blank period during the insured period, the insured period before and after the blank period is added.
However if the person has ever received basic allowance or special lump sum payment, only the benefit period following the blank period is calculated.
- Payment for each month after the age of 60 must be less than 75% of the monthly payment of the amount the individual received upon turning 60.
- The salary paid each month after the individual turns 60 must be less than the maximum allotted amount (Currently 365,114yen. The amount is subject to change on August 1st every year).
- He/she must be employed as an insured person continuously from the first to last day of each calendar month.
- The person is not eligible for Childcare Leave Benefit or Family Care Leave Benefit during each calendar month.

Allowance Amount

The amount is pursuant to the following calculation based on the “decreasing rate” (%) of each monthly payment (Amount paid each month ÷ monthly payment at the time of becoming age 60 × 100). (However, there may be cases that the amount is reduced or not provided due to maximum payment of allowance or other reasons.) .

- Decreasing rate is 61% or below
Amount of the allowance = payment of each month x 15%
- Decreasing rate is more than 61%, less than 75%
Amount of the allowance = payment of each month x 15%~0%
(It may decrease gradually based on the decreasing rate.)
- Decreasing rate is 75% or more.
Allowance is not provided.
 - ※ Allowance eligible period is till the month of reaching age 65.

2 Re-Employment Benefit for the Elderly

Benefit provided to those following receipt of the basic allowance and who are confirmed to be an insured person through employment continuously for more than one year after reaching the age 60. Eligibility is provided to those re-employed during enrollment in the basic allowance benefit and with more than 100 days of the basic benefit remaining on the day before being employed.

Requirements

- Insured person between the ages of 60 and 65.
- Continuously insured for a period of five years or more.
- ※ Upon calculation of “the insured period”, if a blank period is less than one year, before and after the insured periods before and after the blank are included. However if the person has ever received basic allowance or special lump sum payment, only the insured period following the blank period is counted.
- 100 days or more must be remaining on the individual’s basic benefit enrollment on the day before they are employed.
- The monthly payment following re-employment must have been reduced to less than 75% of 30 days daily wages as per the basic calculation related to this benefit.
- After re-employment, each monthly payment must be less than the maximum amount. (365,114 yen; The amount is subject to change on August 1st every year.)
- The person must be continuously employed as an insured person from the 1st day till the last day of each calendar month.
- The person should not be eligible for the Childcare Leave Benefit or Family Care Leave during each calendar month.

Allowance Amount

The principle concept for this benefit is same as the Continuous Employment Basic Benefit for the Elderly. However, the “decreasing rate” is not based on the wage when the person reaches 60 years old. Rather it is calculated based on whether the wage after reemployment is lower than the wage of previous work which was used to calculate the basic allowance. The benefit period is calculated based on the number of days left with unpaid basic allowance as follows.

- Number of basic benefit days remaining is 200 or more on the day prior to employment : Within two years after re-employment
 - Number of basic benefit remained days is 100 or more on the previous day of employment day : Within one year after re-employment
- ※ When the person reaches the age of 65, allowance will be provided till the month he/she turns 65.

※ **An individual cannot receive Re-employment Benefit for the Elderly and Re-employment Benefit together.**

※ Actual benefit amount of continuous employment benefit may be reduced or not provided due to the “Allotted amount” or “Maximum payment”. For details, please contact Hello Work staff.

37 Adjustment made when receiving employment insurance and old-age employee pension together

Adjustments are made when a person receives the Job Applicant Benefit (basic allowance) and Old-Age Employee Pension or Severance Allowance at the same time. For the person eligible for the Old-Age Employee Pension, the Old-age employees pension and Severance Allowance will be suspended while receiving the Job applicant benefit (basic allowance).

This does not mean the benefit content change, it simply means that the pension payment stops. In addition to the Employment Benefit, the Continuous Employment Benefit for the Elderly is also subject to the dual benefit adjustment.

For further details of dual benefit adjustment, please contact the pension office where the procedure was processed or is planned to be processed.

38 Mitigation of the national health insurance premium (tax)

The National Health Insurance Premium (tax) can be reduced for those who left their job due to bankruptcy, dismissal (Specific Eligible Claimant) or *yatoidome* -end of employment- (unemployed for a specific reason).

Qualified Recipients

During the period from the following day of job separation to the end of the following year, those who are eligible for job applicant benefit (basic benefit etc.) as described below are qualified people for reduction of insurance premium.

- 1 Specific Eligible Claimant of Employment Insurance
(Example: Job separation due to bankruptcy or dismissal)
- 2 Unemployed for a Specific Reason
(Example: Job separation due to *yatoidome* -end of employment-)
 - ※ Job separation reason on the Certificate of Eligibility for Unemployment Benefits falls under 11, 12, 21, 22, 23, 31, 32,33 or 34.
 - ※ Elderly Qualified Recipients or Specially Qualified Recipients are not qualified.

Tax reduction

National Health insurance (tax) is calculated based on the income of the previous year.

Tax reduction is made with 30/100 of income of previous year.

* For specific cases, please inquire with the local municipalities.

Reduction period

Reduction period is considered from the following day of job separation until the end of the following year.

- ※ This period is different from the employment insurance job applicant benefit period (Basic benefit etc.).
- ※ If the application was made late, applicant may trace back the period and retrieve these reduction benefits.
- ※ Even when a person is newly employed, such person is still eligible for reduction while continuously being insured under the National Health Insurance. However, when the person transfers his/her insurance to the company's health insurance etc., he/she will no longer be eligible for this reduction.

To be qualified to receive tax reduction benefit, you must make an application. For details, please inquire to the national health insurance department at your local municipality.

List of main procedures

Cases in which application procedure is necessary	Procedure Deadlines	Required Documents	Required Attachment or Certifier	Corresponding Pages
Application for extension of benefit period due to illness, injury, pregnancy, childbirth, child-rearing, family care and other relevant factors	Within 4 years from the following day that she/he has been incapable of working for 30 consecutive days or more (Maximum benefit period is either 4 years from the following day of job separation, or within 1 year after the reason of extension has ceased to exist, whichever comes first.)	Benefit Period Extension Application, Certificate of Eligibility for Unemployment Benefits	Maternal and Child Health Handbook, Medical Certificate	Page 17
When being re-employed or deciding to start a business	One day prior to the first day of work, in principle	Employment Certificate, Certificate of Eligibility for Unemployment Benefits	Employer	Page 20
When re-employed early	Within one month from the day following the first day of employment	Re-employment Allowance Application, Certificate of Eligibility for Unemployment Benefits	Employer	Page 20
When disabled are employed through the introduction of Hello Work	Within one month from the day following the first day of employment	Application form of Outfit Allowance for Full-time Employment, Certificate of Eligibility for Unemployment Benefits	Employer	Page 25
Name change, address change	Before the following verification day (upon moving to another jurisdiction, apply for this in advance)	Form for change of name/address, Certificate of Eligibility for Unemployment Benefits, Form for change of designated bank for transfer (When your name has changed)	Residence Certificate -Jyuminhyo- etc. Bankbook or cash card under your new name (When your name has changed)	Page 30
Unable to work for a continuous 15 days or longer due to illness or injuries	Immediate following verification day after recovery (Please consult with Hello Work in the case of long term injury and disease)	Accident and Sickness Allowance Application Form, Certificate of Eligibility for Unemployment Benefits	Examined medical doctor	Page 30
Receiving unemployment or relevant benefit as family of the deceased	Within 6 months from the following day of death	Unpaid Unemployment Benefit Notification, Certificate of Eligibility for Unemployment Benefits	Death Certificate, Residence Certificate -Jyuminhyo- of the entire household, Family Register -Kosekitohon- etc.	Page 31

採用証明書

別紙 1

本人記入欄

支給番号		
フリガナ 氏 名	生年月日	年 月 日
(〒)		
住所		(電話 ())

この採用証明書は、正しい雇用年月日を把握し、適正な給付を行うため、事業主の皆様
様に証明していただくものです。必ず出勤簿、タイムカード、労働者名簿等の関係書類
を確認の上、証明してください。

万一、雇用年月日を事実と相違して記載し、それが不正受給につながる場合は、雇用
保険法第 10 条の 4 第 2 項により失業等給付を受けた者と連帯して返還及び納付してい
ただく場合があります。

事業主記入欄

雇用（予定）年月日 （試用期間を含む。）	年 月 日	雇用の内定日	年 月 日
雇用（予定）年月日以前に臨時、アルバイト、日雇い等で働いた期間の有無（該当する箇所を○で囲んでください。） ※裏面「雇用年月日」についての注意事項」を必ずご参照ください。	ア 無し イ 有り（具体的な就労期間を記入してください。） 年 月 日 ～ 年 月 日 (日間)		
職 種			
今回採用された方の採用経路について、以下の項目の該当する箇所を○で囲んでください。 ア 安定所の紹介（関連機関含む） ウ 求人広告、新聞折り込み等 イ 職業紹介事業者の紹介 エ 知人、取引先等の紹介			
上記のとおり相違ないことを証明します。 公共職業安定所長 殿 年 月 日 事業所 所在地 名 称 代表者名 電 話 適用事業所番号			
印			

ハローワークでは、各種技能を持たれた方々が多数仕事を探されています。

- 1 今後の採用予定
☐ ある ☐ ない
- 2 現在、ハローワークに求人を
出していただいていますか？
☐ 出している ☐ 出していない

職種	採用予定人数	採用の時期
		月頃
		月頃

面接証明書

住 所

氏 名

上記の者について、以下のとおり、当社の採用試験（面接）を行いました。

採用試験（面接） 実施日時	年	月	日	時	分	から
	年	月	日	時	分	まで

上記のとおり相違ないことを証明します。

年 月 日

公共職業安定所長 殿

所在地

名 称

事業所

代表者名

印

電話番号

- -

氏 名

生年月日 年 月 日生

傷病等の状態 及びその程度	
傷病等のため職 業に就くことがで きなかったと認め られる期間	年 月 日 から 年 月 日 まで 日間

上記のとおり証明します。

年 月 日

公共職業安定所長 殿

所在地

医師又は
診療担当者名

印

離 職 状 況 証 明 書

(雇用保険未加入者用)

申請者が記入	フリガナ		生年月日	昭和			
	氏 名			年	月	日	
	住 所	〒 ー Tel () ー					

事業主が記入してください。	雇用年月日	令和 年 月 日	離職年月日	令和 年 月 日	
	離職理由 …… 該当するものを○で囲み、具体的な事情を記載してください。				
	イ	解雇	ロ	倒産による退職	具体的な事情
	ハ	契約期間満了			
	ニ	事業主の勧奨による退職	ホ	定年(歳)	
ヘ	定年(歳)後の勤務延長又は再雇用の終了(歳)				
ト	その他				
上記のとおり相違ないことを証明します。 令和 年 月 日 公共職業安定所長 殿 事業所の所在地及び名称 事業主氏名 _____ (印)					

※ 事業主の方へお願い

- 1 この証明は、貴事業所で雇入れた方のうち、雇用保険被保険者として資格取得をされなかった方についてご記入ください。
- 2 雇入年月日・離職年月日については、試用期間・研修期間等があった場合には、その期間を含めてご記入ください。
- 3 雇用保険に加入いただいている場合は、離職票Ⅰ・Ⅱをご使用ください。

【安定所記載欄】

令和2年（2020年）

曜日型 週型		日 月 火 水 木 金 土							曜日型 週型		日 月 火 水 木 金 土							曜日型 週型		日 月 火 水 木 金 土								
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※ 春分の日、秋分の日は未定

令和3年（2021年）

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※ 春分の日、秋分の日は未定

Contact List

You can search for the Hello Work offices near you here:

<https://www.mhlw.go.jp/content/000637894.pdf>



The Hello Work offices with interpreters are here:

<https://www.mhlw.go.jp/content/000592865.pdf>



For questions regarding working conditions:

https://www.check-roudou.mhlw.go.jp/soudan/foreigner_eng.html

