

## Supporting Documents Checklist

Scenario	Supporting Documents Required										
<b>FOR ENROLMENT / SUBSIDY UPDATE</b>											
<b>1</b>	<b>Applicant's / Spouse's / Family Member(s)' Working Status</b>										
	Employees who are receiving CPF contributions	N.A.									
	Employees who are not receiving CPF contributions	<ul style="list-style-type: none"> <li>• Employment letter provided by employer; <b>AND</b></li> <li>• Payslips <b>OR</b></li> <li>• Self Declaration form (only for hawker assistants)</li> </ul>									
	Employees who started working in the last 2 months before subsidy application	<ul style="list-style-type: none"> <li>• Employment letter provided by employer; <b>AND</b></li> <li>• Payslips</li> </ul>									
	Applicant and/or spouse is a self-employed person	<ul style="list-style-type: none"> <li>• For <u>self-employed individuals</u>, ECDA will retrieve the latest Notice of Assessment (NOA) from the Inland Revenue Authority of Singapore (IRAS).</li> </ul> <p>If the NOA is not available due to (i) commencement of trade/ business within the last 12 months or (ii) not meeting the income threshold to file tax, applicant shall produce the following documents</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Occupations</th> <th style="text-align: left;">Supporting Documents</th> <th style="text-align: left;">Self Declaration</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>• Private hire driver (e.g. Grab, Ryde, GoJek etc.)</li> <li>• Food delivery rider (e.g. Deliveroo, FoodPanda etc.)</li> </ul> </td> <td>3 months of income statements, payment voucher or any other income documents from the commencement of contract</td> <td>Self Declaration on the details of business, working hours and monthly income will be accepted for those who have less than 3 months of income documents</td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>• Property / insurance agent</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>• Service Agreement or contract with the company indicating the commencement date and income; and/or</li> <li>• Income statements, payment voucher or any other</li> </ul> </td> <td>Self Declaration will not be accepted as substitute for supporting documents</td> </tr> </tbody> </table>	Occupations	Supporting Documents	Self Declaration	<ul style="list-style-type: none"> <li>• Private hire driver (e.g. Grab, Ryde, GoJek etc.)</li> <li>• Food delivery rider (e.g. Deliveroo, FoodPanda etc.)</li> </ul>	3 months of income statements, payment voucher or any other income documents from the commencement of contract	Self Declaration on the details of business, working hours and monthly income will be accepted for those who have less than 3 months of income documents	<ul style="list-style-type: none"> <li>• Property / insurance agent</li> </ul>	<ul style="list-style-type: none"> <li>• Service Agreement or contract with the company indicating the commencement date and income; and/or</li> <li>• Income statements, payment voucher or any other</li> </ul>	Self Declaration will not be accepted as substitute for supporting documents
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			<ul style="list-style-type: none"> <li>income documents from the commencement of contract</li> </ul>
		<ul style="list-style-type: none"> <li>Hawker</li> <li>Food caterer</li> <li>Taxi driver</li> </ul>	<ul style="list-style-type: none"> <li>Licence issued by NEA (for stall owner); and</li> <li>Self Declaration on the details of business, working hours and monthly income</li> </ul>
		<ul style="list-style-type: none"> <li>Private tutor</li> <li>Baby sitter</li> <li>Online business owner</li> <li>Commodity broker</li> <li>Home-based business permissible by HDB</li> <li>Foot reflexologist</li> <li>Freelancer (e.g. cleaner, interior designer etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Self Declaration on the details of business and customers, working hours and monthly income</li> </ul>
		Business Owner or Partner	<ul style="list-style-type: none"> <li>A copy of Registry of Companies and Businesses (ROCB) profile stating applicant's ownership in the business</li> </ul>
	Applicant and/or spouse is foreigner	<ul style="list-style-type: none"> <li>Employment letter provided by employer; <b>AND</b></li> <li>Letter of Consent issued by the Ministry of Manpower; <b>AND</b></li> <li>Payslips</li> </ul>	
<b>2</b>	<b>Applicant's Marital Status</b>		
	Married	N.A.	
	Single mother (not married)	<ul style="list-style-type: none"> <li>Marriage search record from Registry of Marriages / Muslim Marriages</li> </ul>	
	Single father	<p>Documents required depend on types of sub-categories:</p> <p><b>(i) Name in child BC</b></p> <ul style="list-style-type: none"> <li>Child BC</li> <li>Marriage search record from Registry of Marriages / Muslim Marriages</li> </ul> <p><b>(ii) Name not in child's BC</b></p> <ul style="list-style-type: none"> <li>Court Order</li> <li>Police Report on the whereabouts of the mother</li> </ul>	

Scenario		Supporting Documents Required
		<ul style="list-style-type: none"> <li>○ Marriage search record from Registry of Marriages / Muslim Marriages</li> </ul>
	Divorced	<ul style="list-style-type: none"> <li>● Court Order (Final Judgment, Interim Judgment, Certificate of Divorce) stating the parent with the care and control of child</li> </ul>
	Separated	<p>Documents required depend on the sub-category:</p> <p><b>(i) Missing spouse</b>  <u>1<sup>st</sup> application</u></p> <ul style="list-style-type: none"> <li>○ Police report stating that spouse is missing</li> </ul> <p><u>Renewal</u></p> <ul style="list-style-type: none"> <li>○ Self Declaration form</li> </ul> <p><b>(ii) Applicant is not in contact with spouse</b></p> <ul style="list-style-type: none"> <li>○ Document stating that divorce had been initiated; or if unavailable,</li> <li>○ Self Declaration form</li> </ul> <p><b>(iii) Applicant is in the process of divorce</b></p> <ul style="list-style-type: none"> <li>○ Deed of Separation / Court order (Interim Judgement) / Lawyer's letter stating divorce process is underway; or if none are available,</li> <li>○ Self Declaration form</li> </ul>
<b>FOR SPECIAL APPROVAL, CHILD CARE FINANCIAL ASSISTANCE (CCFA) AND/OR START UP GRANT (SUG) APPLICATION<sup>1</sup></b>		
<b>3</b>	<b>Applicant is not working but wish to apply for higher childcare subsidies under Special Approval and/or financial assistance under CCFA/ Childcare SUG (not applicable for KiFAS and/or KiFAS SUG application)</b>	
	Applicant is looking for employment at the point of child's enrolment	<ul style="list-style-type: none"> <li>● No supporting documents required<sup>2</sup></li> <li>● Parent(s) is/are to indicate preference to be referred to Workforce Singapore (WSG) for career matching services</li> </ul>
	Applicant is on course/studying/training (for 56 hours or more)	<p>Document/s from training agency or school stating:</p> <ul style="list-style-type: none"> <li>● Acceptance to course</li> <li>● Duration of course</li> <li>● Course schedule</li> <li>● Date of commencement</li> </ul>
	Applicant is pregnant and had stopped working	<ul style="list-style-type: none"> <li>● Memo/ document stating the Estimated Delivery Date (EDD)</li> </ul>
	Applicant is medically unfit to work due to long-term illness, hospitalisation or permanent disability	<ul style="list-style-type: none"> <li>● Medical certification, letter or reports from doctors, stating that applicant is unfit to work and the corresponding period</li> </ul>

<sup>1</sup>CCFA provides fee assistance to lower-income, working parents who enrol their child(ren) in affordable infant/child care programmes, but due to difficult family circumstances, need help with paying the monthly fees, even after receiving child care subsidies. Both parents should be working. Parents who are unable to work due to valid reasons may also apply. Valid reasons include looking for work, medically unfit for work, incarcerated, etc.

<sup>2</sup>For CCFA, MSF reserves the right to request for supporting documents as part of the assessment, where required.

Scenario		Supporting Documents Required
	Applicant is taking care of sick or special needs family member	(i) <u>Sick family members</u> <ul style="list-style-type: none"> <li>Medical certification, letter or reports from doctors, stating that the sick family member requires a full-time caregiver and the applicant is the caregiver.</li> </ul> (ii) <u>Special Needs child</u> <ul style="list-style-type: none"> <li>Medical report or letter of acceptance to special needs school.</li> </ul>
	Applicant is caring full time for a younger child aged 24 months and below	<ul style="list-style-type: none"> <li>Birth certificate of younger child</li> <li>Not applicable for CCFA/SUG</li> </ul>
	Applicant is incarcerated or in penal institutions	<ul style="list-style-type: none"> <li>No supporting documents required<sup>3</sup> (ECDA will obtain information from Singapore Prisons Service and applicants need to provide consent in application form)</li> </ul>
<b>4</b>	<b>Non-parent caregivers</b>	
	Guardian	<ul style="list-style-type: none"> <li>Letter of Recommendation / Social Report; <b>OR</b></li> <li>Document explaining the absence of child's parents (e.g. Police report/ Letter from Singapore Prison Service); <b>OR</b></li> <li>Legal document showing that the adoption is in process and child's Birth Certificate (for adoptive parents); <b>OR</b></li> <li>Self Declaration form stating the reason of the parent's absence and the guardian is taking care of the child</li> </ul>
	Legal Guardian	<ul style="list-style-type: none"> <li>Court Order stating that the applicant is the Legal Guardian; <b>OR</b></li> <li>Parents' Will</li> </ul>
	MSF Foster Mother	<ul style="list-style-type: none"> <li>Letter of Recommendation / Social Report; <b>OR</b></li> <li>Letter of undertaking for fostering arrangement</li> </ul>
	Children's Home	<ul style="list-style-type: none"> <li>Letter of Recommendation / Social Report; <b>OR</b></li> <li>Letter from Children's Home stating that the child is a resident of the Home</li> </ul>
<b>5</b>	<b>Families referred by Agencies for CCFA/SUG application</b>	
	Family Service Centre, MSF, or other MSF-approved agencies	<ul style="list-style-type: none"> <li>Letter of Recommendation</li> </ul>
<b>6</b>	<b>Other Applications for CCFA/SUG</b>	
	Family bears high cost of caring for sick / disabled dependant	<ul style="list-style-type: none"> <li>Medical bills; <b>OR</b></li> <li>Letter from/contact details of Medical Social Worker (MSW), <b>OR</b></li> <li>Letter or report from the doctor on the medical condition(s) of the sick / disabled dependant</li> </ul>

<sup>3</sup> MSF reserves the right to request for supporting documents as part of the assessment, where required.

Scenario		Supporting Documents Required
	Parent(s) applied for financial assistance at a Social Service Office (SSO) in the last 3 months	<ul style="list-style-type: none"> <li>No supporting documents required<sup>4</sup>.</li> <li>Centre should upload Form 1 Part 4, in CMS.</li> </ul>
	Others	<ul style="list-style-type: none"> <li>To indicate the reason(s) for the application and provide the relevant supporting documents (where applicable).</li> </ul>
<b>Medical Condition of Child</b> (for children who do not meet the minimum 1-day attendance requirement to receive subsidies in the month)		
	Non-attendance of child in centre for entire month	<ul style="list-style-type: none"> <li>Medical Report / Doctor's memo, stating the period of absence from the centre for the month.</li> <li>Please note that MC for 1 or 2 days will not be substantial to justify for whole month's absence.</li> </ul>

<sup>4</sup> For CCFA, MSF reserves the right to request for supporting documents as part of the assessment, where required.