

## Explanatory Notes on Government Subsidies for Infant and Child Care for Parents and Centres

### a) How to fill in the Child Care Enrolment and Subsidy Application Form (i.e. Form 1)

<u>If your child is a</u>	<u>Please complete the following parts</u>
<b>Singapore Citizen</b>	<ul style="list-style-type: none"> <li>• <u>Part 1</u>: Child Enrolment Details</li> <li>• <u>Part 2</u>: Applicant and Spouse Details               <ul style="list-style-type: none"> <li>- The <b>applicant</b> in Part 2 refers to the <b>mother</b>.</li> <li>- If the mother is unavailable for divorced/separation/widowed cases, the applicant will be the single father.</li> </ul> </li> <li>• <u>Part 3</u>: Application for <b>Basic and Additional Subsidies</b> <ul style="list-style-type: none"> <li>• <u>Part 3A</u>: Employment and Income Details of Applicant and Spouse                   <ul style="list-style-type: none"> <li>- To provide the employment and income details of both applicant and spouse; and/or</li> </ul> </li> <li>• <u>Part 3B</u>: Employment and Income Details of Family Member(s)                   <ul style="list-style-type: none"> <li>- To provide the details of family members if you have 5 or more family members with at least 3 dependants who are not earning an income</li> </ul> </li> </ul> </li> <li>• <u>Part 6</u>: Declaration by Applicant and Spouse, and Family Members (if applying for subsidy via Per Capita Income)</li> </ul>
<b>Singapore Citizen and is applying for <b>Special Approval</b> and <b>Start-Up Grant</b> and/or <b>Child Care Financial Assistance</b></b>	<ul style="list-style-type: none"> <li>• Complete the same parts as an application for Singaporean Child, i.e. <b>Parts 1 to 3</b></li> <li>• <u>Part 4</u>: <b>Special Approval</b> <ul style="list-style-type: none"> <li>- For non-working mothers who would like to apply for higher subsidy support, as they are in the midst of seeking employment or are unable to work due to medical reasons or caregiving commitments (e.g. caring for sick/special needs family members or a younger child aged 24 months and below)</li> <li>- For job-seeking mothers who would like to be referred to WSG for career matching services, WSG will contact you to arrange for a meet up to further discuss your employment needs.</li> </ul> </li> <li>• <u>Part 5</u>: <b>Start-Up Grant</b> and/or <b>Child Care Financial Assistance</b> <ul style="list-style-type: none"> <li>- To apply for Start-Up Grant and/or Child Care Financial Assistance if your gross household income is \$3,500 or below, or gross per capita income is \$875 or below.</li> </ul> </li> <li>• <u>Part 6</u>: Declaration by Applicant and Spouse, and Family Members (if applying for subsidy via Per Capita Income)</li> </ul>
<b>Non-Singapore Citizen</b>	<ul style="list-style-type: none"> <li>• <u>Part 1</u>: Child Enrolment Details</li> <li>• <u>Part 2</u>: Applicant and Spouse Details</li> <li>• <u>Part 6</u>: Declaration by Applicant and Spouse</li> </ul>

Please refer to the [checklist](#) to provide the relevant supporting documents that are required for a complete submission.

## b) Different Types of Income Earners

Type	Details							
Salaried employees	<ul style="list-style-type: none"> <li>Average gross monthly income is computed based on income derived from CPF contributions over the last 12 months</li> <li>Include base salary, bonuses, commissions, overtime pay, allowances, and employee CPF contributions</li> <li>Supporting document <u>not</u> required, as ECDA will verify the income information with CPF, with your consent given in the application form</li> </ul>							
Self-employed persons	<ul style="list-style-type: none"> <li>Include freelancer, property or insurance agent or business owner etc.</li> <li>Average gross monthly income is computed based on: <u>Annual trade income based on the latest Notice of Assessment (NOA) from IRAS 12 (months)</u></li> <li>Applicant, spouse, and/or family members (if applying via Per Capita Income) who are self-employed would need to submit the latest NOA from IRAS as supporting document</li> </ul> <table border="1"> <thead> <tr> <th>S/N</th> <th>Scenarios</th> <th>Supporting documents required</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> <p>Declaration of working status and income by <u>self-employed persons</u>, including:</p> <p><u>Group A</u></p> <ul style="list-style-type: none"> <li>Property / Insurance agent</li> <li>Private hire driver (e.g. Grab, Ryde, GoJek etc.)</li> <li>Food delivery rider (e.g. Deliveroo, FoodPanda etc.)</li> </ul> <p><u>Group B</u></p> <ul style="list-style-type: none"> <li>Hawker</li> <li>Food Caterer</li> <li>Taxi driver</li> </ul> <p><u>Group C</u></p> <ul style="list-style-type: none"> <li>Private tutor</li> <li>Baby sitter</li> </ul> <p><u>Group D</u></p> <ul style="list-style-type: none"> <li>Online business owner</li> <li>Commodity broker</li> <li>Home based business permissible by HDB</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Latest Notice of Assessment (NOA) issued by the Inland Revenue Authority of Singapore.</li> <li>Licence issued by NEA (for hawker and food caterer under Group B)</li> </ul> <p>If the NOA is not available due to (i) commencement of trade/ business within the last 12 months or (ii) income not meeting the threshold to file tax return, applicant shall produce the following documents:</p> <p><u>For self-employed under Group A</u></p> <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 income documents from the commencement of contract</li> <li><b>Declaration is NOT APPLICABLE</b></li> </ul> <p><u>For self-employed under Group B</u></p> <ul style="list-style-type: none"> <li>Licence issued by NEA (for hawker and food caterer); and</li> <li><b>Declaration on the details of business and monthly income</b></li> </ul> <p><u>For self-employed under Group C and D</u></p> <ul style="list-style-type: none"> <li><b>Declaration on the details of business and customers and monthly income</b></li> </ul> </td> </tr> </tbody> </table>		S/N	Scenarios	Supporting documents required	1	<p>Declaration of working status and income by <u>self-employed persons</u>, including:</p> <p><u>Group A</u></p> <ul style="list-style-type: none"> <li>Property / Insurance agent</li> <li>Private hire driver (e.g. Grab, Ryde, GoJek etc.)</li> <li>Food delivery rider (e.g. Deliveroo, FoodPanda etc.)</li> </ul> <p><u>Group B</u></p> <ul style="list-style-type: none"> <li>Hawker</li> <li>Food Caterer</li> <li>Taxi driver</li> </ul> <p><u>Group C</u></p> <ul style="list-style-type: none"> <li>Private tutor</li> <li>Baby sitter</li> </ul> <p><u>Group D</u></p> <ul style="list-style-type: none"> <li>Online business owner</li> <li>Commodity broker</li> <li>Home based business permissible by HDB</li> </ul>	<ul style="list-style-type: none"> <li>Latest Notice of Assessment (NOA) issued by the Inland Revenue Authority of Singapore.</li> <li>Licence issued by NEA (for hawker and food caterer under Group B)</li> </ul> <p>If the NOA is not available due to (i) commencement of trade/ business within the last 12 months or (ii) income not meeting the threshold to file tax return, applicant shall produce the following documents:</p> <p><u>For self-employed under Group A</u></p> <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 income documents from the commencement of contract</li> <li><b>Declaration is NOT APPLICABLE</b></li> </ul> <p><u>For self-employed under Group B</u></p> <ul style="list-style-type: none"> <li>Licence issued by NEA (for hawker and food caterer); and</li> <li><b>Declaration on the details of business and monthly income</b></li> </ul> <p><u>For self-employed under Group C and D</u></p> <ul style="list-style-type: none"> <li><b>Declaration on the details of business and customers and monthly income</b></li> </ul>
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		<ul style="list-style-type: none"> <li>• Foot reflexologist</li> <li>• Freelancer e.g. cleaner, interior designer etc.</li> </ul>	
	2	Declaration of working status and income by a <u>self-employed person</u> who is the owner or partner of a business.	<ul style="list-style-type: none"> <li>• Latest Notice of Assessment (NOA) issued by the Inland Revenue Authority of Singapore; and</li> <li>• A copy of Registry of Companies and Businesses (ROCB) profile stating applicant's ownership in the business.</li> <li>• <b>Declaration will be required for business owner or partner if the latest NOA is not available due to (i) commencement of business within the last 12 months or (ii) income not meeting the threshold to file tax return</b></li> </ul>

### c) Computation of Income

Household Income (HHI) <sup>1</sup>	Combined income of parents (or one parent for single-parent application) of the child
Per Capita Income (PCI)	<p>Applicable for larger families with 5 or more family members with at least 3 dependants who are not earning an income</p> <p>All family members in your application must:</p> <ul style="list-style-type: none"> <li>• be related by blood, marriage and/or legal adoption; and</li> <li>• have the same address stated in their NRIC as the applicant (i.e. mother or single parent)</li> </ul> <p>The Per Capita Income will be computed based on:</p> <p style="text-align: center;"><u>Total gross monthly household income of family members</u> Number of family members living in the same household</p>

### d) Monthly Programme Fee

- Programme fee should be with GST (if applicable); before subsidy and after discount, if applicable.

### e) Notification

- You will receive a **SMS and an email acknowledgement** from ECDA when the application is submitted by your child's centre. If you do not receive this acknowledgement, you may wish to check with the centre on the submission status, as ECDA has not received your application via your child's centre.
- You will receive a **notification on the outcome of your application via SMS and email**. If your application is successful, the subsidy will be disbursed directly to your child's centre. You should only **pay the net fee, i.e. fee after deducting subsidies**.
- If you are granted **Special Approval**, you will receive a **notification from ECDA 2 months before the subsidy support ends**.
- Please update the centre should there be any changes to your contact details.

<sup>1</sup> Please refer to Annex A for details

## Annex A: Subsidy Amount Based on Eligibility

Table 1: Infant Care Basic Subsidy for Singapore Citizen Infants aged 2 to 18 months

Infant Care Subsidy Rates		
Programme	Working Mother	Non-Working Mother
Full-day Care	\$600	\$150
Half-day Care	\$300	\$150
Flexible Care Programme by Number of Hours Per Week	Working Mother	Non-Working Mother
Flexi Care 1 (12 hours to 24 hours)	\$220	\$55
Flexi Care 3 (Above 36 hours to 48 hours)	\$440	\$150

Table 2: Child Care Basic Subsidy for Singapore Citizen Children aged above 18 months to below 7 years

Child Care Subsidy Rates		
Programme	Working Mother	Non-Working Mother
Full-day Care	\$300	\$150
Half-day Care	\$150	\$150
Flexible Care Programme by Number of Hours Per Week	Working Mother	Non-Working Mother
Flexi Care 1 (12 hours to 24 hours)	\$110	\$55
Flexi Care 3 (Above 36 hours to 48 hours)	\$220	\$150

Table 3: Infant Care Additional Subsidy (2 to 18 months), Full-Day

HHI	PCI	Additional Subsidy		
		Min Co-payment required from parents	Max Additional Subsidy up to	Max Subsidy Receivable as a % of fees after basic subsidy
\$2500 & below	\$625 & below	\$60	\$540	99%
\$2501 - \$3000	\$626 - \$750	\$100	\$500	98%
\$3001 - \$3500	\$751 - \$875	\$130	\$470	90%
\$3501 - \$4000	\$876 - \$1000	\$190	\$410	80%
\$4001 - \$4500	\$1001 - \$1125	\$280	\$320	70%
\$4501 - \$7500	\$1126 - \$1875	\$400	\$200	50%
Above \$7500	Above \$1875	-	-	-

Table 4: Child Care Additional Subsidy (above 18 months to below 7 years), Full-Day

HHI	PCI	Additional Subsidy		
		Min Co-payment required from Parents	Max Additional Subsidy up to	Max Subsidy Receivable as a % of fees after basic subsidy
\$2500 & below	\$625 & below	\$3	\$440	99%
\$2501 - \$3000	\$626 - \$750	\$6	\$400	98%
\$3001 - \$3500	\$751 - \$875	\$32	\$370	90%
\$3501 - \$4000	\$876 - \$1000	\$63	\$310	80%
\$4001 - \$4500	\$1001 - \$1125	\$95	\$220	70%
\$4501 - \$7500	\$1126 - \$1875	\$215	\$100	50%
Above \$7500	Above \$1875	-	-	-

The above subsidy amounts are for Full-Day programmes. Children on Half-Day / Flexi-Care programmes will receive subsidies according to the programme types enrolled.