

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

Overview

- A. Form 1 – Child Care Enrolment and Subsidy Application Form
- B. Form 2 – Subsidy Update and Special Approval Application (For Existing Enrolments)
- C. Different Types of Income Earners
- D. Computation of Income
- E. Monthly Programme Fee
- F. Notification
- Annex A: Subsidies for childcare
- Annex B: Subsidies for infantcare

A. Form 1 – Child Care Enrolment and Subsidy Application Form

A1. When should Form 1 be used?

Use Form 1 for (i) new enrolments, (ii) when child becomes a Singapore Citizen, or (iii) change of applicant (e.g. from legal guardian to parents, or parents to non-parent caregivers).

A2. How should Form 1 be filled?

If your child is a	Please complete the following parts
Singapore Citizen	<ul style="list-style-type: none"> • <u>Part 1: Child Enrolment Details</u> • <u>Part 2: Applicant and Spouse Details</u> <ul style="list-style-type: none"> - The applicant in Part 2 refers to the mother. - If the mother is unavailable for divorced/separation/widowed cases, the applicant will be the single father. • <u>Part 3: Application for Subsidies</u> <ul style="list-style-type: none"> • <u>Part 3A: Employment¹ and Income Details of Applicant and Spouse</u> <ul style="list-style-type: none"> - To provide the employment and income details of both applicant and spouse. • <u>Part 3B: Special Approval (SA) (if applicable)</u> <ul style="list-style-type: none"> - Part (I): For non-working mothers or single fathers who are looking for a job or have valid reasons for not working (e.g. medical reasons or caregiving commitments)², and wish to apply for higher subsidy support. For job-seeking applicants who would like to be referred to WSG for career matching services, WSG will contact you to arrange for a meet-up to discuss your employment needs. - Part (II): For families who are under HDB’s Public Rental Scheme or MSF’s ComCare Short-to-Medium-Term Assistance (SMTA) or Long-Term Assistance (LTA). These families qualify for the working mother Basic Subsidy (BS) and maximum Additional Subsidy (AS) under SA, regardless of the applicant’s/single father’s working status. The maximum subsidies will be provided until the next fixed point of assessment (i.e. new enrolment, infant care to child care, or end of Nursery 2). Such families

¹ A working applicant refers to a mother/single father who works at least 56 hours per month. This includes full/part-time and freelance work arrangements. Please take note that applicant/spouse on No-Pay Leave should indicate in Form 1 as “Not Working and not applying for SA or CCFA”.

² Refer to Form 1, Part 3B(I) for the complete list of valid reasons for not working.

A. Form 1 – Child Care Enrolment and Subsidy Application Form

	<p>with children enrolled in affordable preschools may also wish to apply for the Start-Up Grant (Part 4).</p> <ul style="list-style-type: none">• Part 3C: Employment and Income Details of Family Member(s) (if applicable)<ul style="list-style-type: none">- To provide the details of family members if you have 5 or more family members³ with at least 3 dependants who are not earning an income, so that the Per Capita Income (PCI) of the household can be computed.• Part 5: Declaration by Applicant and Spouse, and Family Members (if applying for subsidy via PCI approach)
Singapore Citizen and is applying for Start-Up Grant and/or Child Care Financial Assistance	<ul style="list-style-type: none">• Complete the same parts as an application for Singaporean Child, i.e. Parts 1 to 3• Part 4: Start-Up Grant (SUG) and/or Child Care Financial Assistance (CCFA)<ul style="list-style-type: none">- For families with a gross household income (HHI) of \$3,500 and below / PCI of \$875 and below, and require further financial assistance.- CCFA: Fee assistance for lower-income working parents whose (i) child(ren) are enrolled in affordable infant/child care programmes; and (ii) 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 (e.g. looking for work, medically unfit for work, incarcerated) may also apply.- SUG: One-time grant to cover the initial costs of enrolling a child in an infant/child care centre.• Part 5: Declaration by Applicant and Spouse, and Family Members (if applying for subsidy via PCI)
Non-Singapore Citizen	<ul style="list-style-type: none">• Part 1: Child Enrolment Details• Part 2: Applicant and Spouse Details• Part 5: Declaration by Applicant and Spouse

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

B. Form 2 – Subsidy Update and Special Approval Application (For Existing Enrolments)

B1. When should Form 2 be used?

Use Form 2 if the child is currently enrolled and if parents wish to update ECDA on the following:

- a. **Change in child's programme type** (e.g. from half-day to full-day, or infant care to child care) or **programme fee**.

³ All family must be related by blood, marriage and/or legal adoption and living in the same residential address as reflected on the main applicant's NRIC.

B. Form 2 – Subsidy Update and Special Approval Application (For Existing Enrolments)

- b. Change in applicant’s marital status** (e.g. recently separated, divorced, widowed, re-married), for an income re-assessment based on the latest marital status.
- c. Change in applicant’s employment status**, i.e. from **non-working to working**. Working applicants are eligible for the working mother BS of \$300, and means-tested AS for families with a HHI of \$12,000 and below / PCI of \$3,000 and below.
- d. Fall in household income** (e.g. due to a pay cut, loss of employment for spouse of applicant, change of employment terms and reduced salary), for an income reassessment based on applicant/spouse’s latest salaries.
- e. Special Approval (SA) application or renewal of SA support,**
- (i) For Non-Working Applicant**, who have valid reasons for not working⁴, and wish to apply for higher subsidy support.
 - (ii) For Non-Parent Caregiver Applicant**, who wish to renew their SA support.
 - (iii) For Households under Public Rental Scheme or MSF’s ComCare Short-to-Medium-Term Assistance (SMTA) or Long-Term Assistance (LTA)**, who qualify for working mother BS and maximum AS.
- f. Per Capita Income (PCI)**, for households with 5 or more family members⁵ with at least 3 dependants who are not earning an income.
- g. Start-Up Grant (SUG) or Child Care Financial Assistance (CCFA)**, for families with a gross HHI of \$3,500 and below / PCI of \$875 and below, and require further financial assistance.

B2. How should Form 2 be filled?

Fill in **Parts 1 to 3 and the relevant sections of the form**, depending on the type of update/application to be made. The child’s subsidy will be re-assessed following the submission of Form 2.

Purpose of Application	Sections to be filled
Update child’s enrolment details ⁶	<ul style="list-style-type: none"> • <u>Section A</u>
Update applicant’s marital status	<ul style="list-style-type: none"> • <u>Section B</u> Applicant and/or Spouse’s Details; and • <u>Section B(1)</u>
Update in applicant’s employment status from non-working to working	<ul style="list-style-type: none"> • <u>Section B</u> Applicant and/or Spouse’s Details; and • <u>Section B (3)</u>
Update of applicant’s and/or spouse’s reduced income or spouse’s loss of employment	
Apply for SA (incl. renewal of support)	<ul style="list-style-type: none"> • <u>Section C</u>
Update of Household Composition / PCI Application	<ul style="list-style-type: none"> • <u>Section D</u>
Apply for SUG and/or CCFA (incl. renewal of support)	<ul style="list-style-type: none"> • <u>Section E</u>

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

⁴ Refer to Form 2, Section (C)(1), for a complete list of valid reasons for not working.

⁵ All family must be related by blood, marriage and/or legal adoption and living in the same residential address as reflected on the main applicant’s NRIC.

⁶ Parents whose children have obtained their Singapore Citizenship should apply for child care subsidies via Form 1 instead.

C. Different Types of Income Earners

Type	Details															
Salaried employees	<ul style="list-style-type: none"> Average gross monthly income is computed based on income derived from CPF contributions over the last 12 months. For those earning \$6,000 or more, ECDA looks at the individual's gross employment income from the IRAS in addition to CPF data. Includes base salary, bonuses, commissions, overtime pay, allowances, and employee CPF contributions. Supporting documents are <u>not</u> required, as ECDA will verify the income information with CPF and IRAS, with your consent given in the application form. Salaried employees <u>without CPF contributions / have started employment within the last 2 months of this application</u> are required to submit the relevant supporting documents (i.e. employment letter and payslips). 															
Self-employed persons	<ul style="list-style-type: none"> Include freelancers, property or insurance agents, business owners etc. Average gross monthly income is computed based on: <ul style="list-style-type: none"> <u>Annual trade income based on the latest Notice of Assessment (NOA) from IRAS 12 (months)</u> Supporting documents are <u>not</u> required, as ECDA will retrieve the latest Annual Trade Income from the Inland Revenue Authority of Singapore (IRAS). <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 fill in the Declaration Form (i.e. Self Declaration) to declare the average gross monthly income and produce the following documents:</p> <table border="1" data-bbox="427 1088 1477 2110"> <thead> <tr> <th data-bbox="427 1088 762 1122">Occupations</th> <th data-bbox="762 1088 1153 1122">Supporting Documents</th> <th data-bbox="1153 1088 1477 1122">Self Declaration</th> </tr> </thead> <tbody> <tr> <td data-bbox="427 1122 762 1424"> <ul style="list-style-type: none"> Private hire driver (e.g. Grab, Ryde, GoJek etc.) Food delivery rider (e.g. Deliveroo, FoodPanda etc.) </td> <td data-bbox="762 1122 1153 1424">3 months of income statements, payment vouchers or any other income documents from the commencement of contract</td> <td data-bbox="1153 1122 1477 1424">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 data-bbox="427 1424 762 1805"> <ul style="list-style-type: none"> Property / Insurance agent </td> <td data-bbox="762 1424 1153 1805"> <ul style="list-style-type: none"> Service Agreement or contract with the company indicating the commencement date and income; and/or Income statements, payment voucher or any other income documents from the commencement of contract </td> <td data-bbox="1153 1424 1477 1805">Self Declaration will not be accepted as a substitute for supporting documents</td> </tr> <tr> <td data-bbox="427 1805 762 2007"> <ul style="list-style-type: none"> Hawker Food caterer Taxi driver </td> <td data-bbox="762 1805 1153 2007"> <ul style="list-style-type: none"> Licence issued by NEA (for stall owner); and Self Declaration on the details of business, working hours and monthly income </td> <td data-bbox="1153 1805 1477 2007">Self Declaration will be required if NOA is not available due to commencement of business within the last 12 months</td> </tr> <tr> <td data-bbox="427 2007 762 2110"> <ul style="list-style-type: none"> Private tutor Baby sitter </td> <td data-bbox="762 2007 1153 2110"> <ul style="list-style-type: none"> Self Declaration on the details of business and customers, working </td> <td data-bbox="1153 2007 1477 2110"></td> </tr> </tbody> </table> 	Occupations	Supporting Documents	Self Declaration	<ul style="list-style-type: none"> Private hire driver (e.g. Grab, Ryde, GoJek etc.) Food delivery rider (e.g. Deliveroo, FoodPanda etc.) 	3 months of income statements, payment vouchers 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"> Property / Insurance agent 	<ul style="list-style-type: none"> Service Agreement or contract with the company indicating the commencement date and income; and/or Income statements, payment voucher or any other income documents from the commencement of contract 	Self Declaration will not be accepted as a substitute for supporting documents	<ul style="list-style-type: none"> Hawker Food caterer Taxi driver 	<ul style="list-style-type: none"> Licence issued by NEA (for stall owner); and Self Declaration on the details of business, working hours and monthly income 	Self Declaration will be required if NOA is not available due to commencement of business within the last 12 months	<ul style="list-style-type: none"> Private tutor Baby sitter 	<ul style="list-style-type: none"> Self Declaration on the details of business and customers, working 	
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C. Different Types of Income Earners			
Type	Details		
	<ul style="list-style-type: none"> • Online business owner • Commodity broker • Home-based business permissible by HDB • Foot reflexologist • Freelancer e.g. cleaner, interior designer etc. 	hours and monthly income	
	Business Owner or Partner	<ul style="list-style-type: none"> • A copy of Registry of Companies and Businesses (ROCB) profile stating applicant's ownership in the business. 	

D. Computation of Income	
Household Income (HHI) ⁷	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 members⁸ with at least 3 dependants who are not earning an income.</p> <p>All family members in the application must:</p> <ul style="list-style-type: none"> • be related by blood, marriage and/or legal adoption; and • have the same address stated in their NRIC as the applicant (i.e. mother or single parent) <p>The PCI will be computed based on:</p> $\frac{\text{Total gross monthly household income of family members}}{\text{Number of family members living in the same household}}$

E. Monthly Programme Fee
<ul style="list-style-type: none"> • Programme fee should be with GST (if applicable); before subsidy and after discount, if applicable.

F. Notification
<ul style="list-style-type: none"> • Parents will receive a SMS and an email acknowledgement when the centre has submitted the application. Parents may check with the centre on the submission status, if they do not receive this acknowledgement. • Parents will be notified of the application outcome via SMS and email. The subsidy will be disbursed directly to the centre. Parents should only pay the net fee, i.e. fee after deducting subsidies. • Parents are to update the centre of any changes to their contact details.

⁷ Please refer to Annexes A and B for details on the eligible infant/child care subsidies based on HHI/PCI.

⁸ All family must be related by blood, marriage and/or legal adoption and living in the same residential address as reflected on the main applicant's NRIC.

Annex A: Subsidies for childcare

Table A-1: Full-day childcare subsidies

Applicant's working status	Gross monthly household income	Gross monthly per capita income	Basic Subsidy (BS)	Additional Subsidy (AS)	
				Max AS	Min co-pay
Working applicant	\$3,000 and below	\$750 and below	\$300	\$467	\$3
	\$3,001 to \$4,500	\$751 to \$1,125		\$440	\$30
	\$4,501 to \$6,000	\$1,126 to \$1,500		\$340	\$130
	\$6,001 to \$7,500	\$1,501 to \$1,875		\$260	\$210
	\$7,501 to \$9,000	\$1,876 to \$2,250		\$190	\$280
	\$9,001 to \$10,500	\$2,251 to \$2,625		\$130	\$340
	\$10,501 to \$12,000	\$2,626 to \$3,000		\$80	\$390
	Above \$12,000	Above \$3,000			N/A
Non-working applicant			\$150	N/A	

Table A-2: Half-day childcare subsidies

Applicant's working status	Gross monthly household income	Gross monthly per capita income	Basic Subsidy (BS)	Additional Subsidy (AS)	
				Max AS	Min co-pay
Working applicant	\$3,000 and below	\$750 and below	\$150	\$235	\$2
	\$3,001 to \$4,500	\$751 to \$1,125		\$220	\$15
	\$4,501 to \$6,000	\$1,126 to \$1,500		\$170	\$65
	\$6,001 to \$7,500	\$1,501 to \$1,875		\$130	\$105
	\$7,501 to \$9,000	\$1,876 to \$2,250		\$95	\$140
	\$9,001 to \$10,500	\$2,251 to \$2,625		\$65	\$170
	\$10,501 to \$12,000	\$2,626 to \$3,000		\$40	\$195
	Above \$12,000	Above \$3,000			N/A
Non-working applicant			\$150	N/A	

Table A-3: Flexi-care 1 (12-24 hours) childcare subsidies

Applicant's working status	Gross monthly household income	Gross monthly per capita income	Basic Subsidy (BS)	Additional Subsidy (AS)	
				Max AS	Min co-pay
Working applicant	\$3,000 and below	\$750 and below	\$110	\$175	\$1
	\$3,001 to \$4,500	\$751 to \$1,125		\$165	\$12
	\$4,501 to \$6,000	\$1,126 to \$1,500		\$125	\$50
	\$6,001 to \$7,500	\$1,501 to \$1,875		\$95	\$80
	\$7,501 to \$9,000	\$1,876 to \$2,250		\$70	\$105
	\$9,001 to \$10,500	\$2,251 to \$2,625		\$50	\$125
	\$10,501 to \$12,000	\$2,626 to \$3,000		\$30	\$145
	Above \$12,000	Above \$3,000			N/A
Non-working applicant			\$55	N/A	

Table A-4: Flexi-care 3 (36-48 hours) childcare subsidies

Applicant's working status	Gross monthly household income	Gross monthly per capita income	Basic Subsidy (BS)	Additional Subsidy (AS)	
				Max AS	Min co-pay
Working applicant	\$3,000 and below	\$750 and below	\$220	\$340	\$2
	\$3,001 to \$4,500	\$751 to \$1,125		\$320	\$22
	\$4,501 to \$6,000	\$1,126 to \$1,500		\$250	\$95
	\$6,001 to \$7,500	\$1,501 to \$1,875		\$190	\$155
	\$7,501 to \$9,000	\$1,876 to \$2,250		\$140	\$205
	\$9,001 to \$10,500	\$2,251 to \$2,625		\$95	\$250
	\$10,501 to \$12,000	\$2,626 to \$3,000		\$55	\$285
	Above \$12,000	Above \$3,000			N/A
Non-working applicant			\$150	N/A	

Annex B: Subsidies for infant care

Table B-1: Full-day infant care subsidies

Applicant's working status	Gross monthly household income	Gross monthly per capita income	Basic Subsidy (BS)	Additional Subsidy (AS)	
				Max AS	Min co-pay
Working applicant	\$3,000 and below	\$750 and below	\$600	\$710	\$54
	\$3,001 to \$4,500	\$751 to \$1,125		\$640	\$124
	\$4,501 to \$6,000	\$1,126 to \$1,500		\$500	\$264
	\$6,001 to \$7,500	\$1,501 to \$1,875		\$380	\$384
	\$7,501 to \$9,000	\$1,876 to \$2,250		\$240	\$524
	\$9,001 to \$10,500	\$2,251 to \$2,625		\$100	\$664
	\$10,501 to \$12,000	\$2,626 to \$3,000		\$40	\$724
Above \$12,000	Above \$3,000		N/A		
Non-working applicant			\$150	N/A	

Table B-2: Half-day infant care subsidies

Applicant's working status	Gross monthly household income	Gross monthly per capita income	Basic Subsidy (BS)	Additional Subsidy (AS)	
				Max AS	Min co-pay
Working applicant	\$3,000 and below	\$750 and below	\$300	\$355	\$30
	\$3,001 to \$4,500	\$751 to \$1,125		\$320	\$65
	\$4,501 to \$6,000	\$1,126 to \$1,500		\$250	\$135
	\$6,001 to \$7,500	\$1,501 to \$1,875		\$190	\$195
	\$7,501 to \$9,000	\$1,876 to \$2,250		\$120	\$265
	\$9,001 to \$10,500	\$2,251 to \$2,625		\$50	\$335
	\$10,501 to \$12,000	\$2,626 to \$3,000		\$20	\$365
Above \$12,000	Above \$3,000		N/A		
Non-working applicant			\$150	N/A	

Table B-3: Flexi-care 1 (12-24 hours) infant care subsidies

Applicant's working status	Gross monthly household income	Gross monthly per capita income	Basic Subsidy (BS)	Additional Subsidy (AS)	
				Max AS	Min co-pay
Working applicant	\$3,000 and below	\$750 and below	\$220	\$265	\$20
	\$3,001 to \$4,500	\$751 to \$1,125		\$235	\$50
	\$4,501 to \$6,000	\$1,126 to \$1,500		\$185	\$100
	\$6,001 to \$7,500	\$1,501 to \$1,875		\$140	\$145
	\$7,501 to \$9,000	\$1,876 to \$2,250		\$90	\$195
	\$9,001 to \$10,500	\$2,251 to \$2,625		\$35	\$250
	\$10,501 to \$12,000	\$2,626 to \$3,000		\$15	\$270
Above \$12,000	Above \$3,000		N/A		
Non-working applicant			\$55	N/A	

Table B-4: Flexi-care 3 (36-48 hours) infant care subsidies

Applicant's working status	Gross monthly household income	Gross monthly per capita income	Basic Subsidy (BS)	Additional Subsidy (AS)	
				Max AS	Min co-pay
Working applicant	\$3,000 and below	\$750 and below	\$440	\$515	\$40
	\$3,001 to \$4,500	\$751 to \$1,125		\$465	\$90
	\$4,501 to \$6,000	\$1,126 to \$1,500		\$365	\$190
	\$6,001 to \$7,500	\$1,501 to \$1,875		\$275	\$280
	\$7,501 to \$9,000	\$1,876 to \$2,250		\$175	\$380
	\$9,001 to \$10,500	\$2,251 to \$2,625		\$70	\$485
	\$10,501 to \$12,000	\$2,626 to \$3,000		\$25	\$530
Above \$12,000	Above \$3,000		N/A		
Non-working applicant			\$150	N/A	