

Explanatory Notes on Kindergarten Fee Assistance Scheme for Parents and Kindergartens

a) How to fill in the KiFAS Application Form (i.e. KF1)

<u>If your child is a</u>	<u>Please complete the following part</u>
Singapore Citizen	<ul style="list-style-type: none"> • <u>Part 1</u>: Child Enrolment Details • <u>Part 2</u>: Applicant and Spouse Details • <u>Part 3</u>: Application for Kindergarten Fee Assistance Scheme (KiFAS) <ul style="list-style-type: none"> • <u>Part 3A</u>: Employment and Income Details of Applicant and Spouse <ul style="list-style-type: none"> - To provide the employment and income details of both applicant and spouse; and/or • <u>Part 3B</u>: Employment and Income Details of Family Member(s) <ul style="list-style-type: none"> - 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 • <u>Part 5</u>: Declaration by Applicant and Spouse, and Family Members (if applying for KiFAS via Per Capita Income)
Singapore Citizen and is applying for Special Approval and KiFAS Start-Up Grant	<ul style="list-style-type: none"> • Complete the same parts as an application for Singaporean Child, i.e. Parts 1 to 3 • <u>Part 4</u>: KiFAS Start-Up Grant <ul style="list-style-type: none"> - If your gross monthly household income is \$1,900 and below, or gross per capita income is \$650 and below • <u>Part 5</u>: Declaration by Applicant and Spouse, and Family Members (if applying for KiFAS via Per Capita Income)
Non-Singapore Citizen	<ul style="list-style-type: none"> • <u>Part 1</u>: Child Enrolment Details • <u>Part 2</u>: Applicant and Spouse Details • <u>Part 5</u>: Declaration by Applicant and Spouse

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

b) Different Types of Income Earners

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 • Include base salary, bonuses, commissions, overtime pay, allowances, and employee CPF contributions • Supporting document <u>not</u> required, as ECDA will verify the income information with CPF, with your consent given in the application form 															
Self-employed persons	<ul style="list-style-type: none"> • Include freelancer, property or insurance agent or business owner 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> • 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; OR <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" data-bbox="427 965 1430 2016"> <thead> <tr> <th data-bbox="427 965 762 1003">Occupations</th> <th data-bbox="770 965 1150 1003">Supporting documents</th> <th data-bbox="1158 965 1430 1003">Self Declaration</th> </tr> </thead> <tbody> <tr> <td data-bbox="427 1005 762 1357"> <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="770 1005 1150 1357">3 months income statements, payment voucher or any other income documents from the commencement of contract</td> <td data-bbox="1158 1005 1430 1357">Self Declaration on the details of business, working hours and monthly income will be accepted for those who have less than 3 months income documents</td> </tr> <tr> <td data-bbox="427 1359 762 1720"> <ul style="list-style-type: none"> • Property / Insurance agent </td> <td data-bbox="770 1359 1150 1720"> <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="1158 1359 1430 1720">Self Declaration will not be accepted as substitute for supporting documents.</td> </tr> <tr> <td data-bbox="427 1722 762 1939"> <ul style="list-style-type: none"> • Hawker • Food Caterer • Taxi driver </td> <td data-bbox="770 1722 1150 1939"> <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="1158 1722 1430 1939">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 1942 762 2016"> <ul style="list-style-type: none"> • Private tutor • Baby sitter </td> <td data-bbox="770 1942 1150 2016"> <ul style="list-style-type: none"> • Self Declaration on the details of business and </td> <td data-bbox="1158 1942 1430 2016"></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 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 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 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 	
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	<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. 	customers, working 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. 	

c) Computation of Income

Household Income (HHI)	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"> • 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 Per Capita Income will be computed based on:</p> $\frac{\text{Total gross monthly household income of family members}}{\text{Number of family members living in the same household}}$

d) Notification

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

e) KiFAS Amount Based on Eligibility

Gross Monthly Household Income (HHI)	Per Capita Income (PCI)	Maximum % of KiFAS you may receive	Maximum KiFAS amount (for fees excluding GST)	Maximum KiFAS amount (for fees including GST)
\$2,500 and below	\$625 and below	99%	\$160	\$170
\$2,501 - \$3,000	\$626 - \$750	98%	\$155	\$165
\$3,001 - \$3,500	\$751 - \$875	90%	\$140	\$150
\$3,501 - \$4,000	\$876 - \$1,000	75%	\$120	\$130
\$4,001 - \$4,500	\$1,001 - \$1,125	50%	\$80	\$85
\$4,501 - \$5,000	\$1,126 - \$1,250	35%	\$55	\$60
\$5,001 - \$6,000	\$1,251 - \$1,500	20%	\$30	\$35