

Supporting Documents Checklist

Scenario	Supporting Documents Required							
A. FOR ENROLMENT / SUBSIDY UPDATE								
A1	Applicant's / Spouse's / Family Member(s)' Working Status							
	Employees who are receiving CPF contributions	N.A.						
	Employees who are not receiving CPF contributions	<ul style="list-style-type: none"> • Employment letter provided by employer; AND • 3-months' payslips OR • Self Declaration form (only for hawker assistants) 						
	Employees who started working in the last 2 months before subsidy application	<ul style="list-style-type: none"> • Employment letter provided by employer; AND • 2-months' payslips 						
	Employees whose incomes have been reduced	<ul style="list-style-type: none"> • Last 12-months' CPF contribution statement <i>[To retrieve your CPF Contribution Statement, login to my cpf Online Services and select "My Statement" from the list of "Online Services Menu". Under Section B, select Contribution History and indicate the required date range]; AND</i> • 3-months' payslips; AND • Letter from employer, specifying the <ul style="list-style-type: none"> ○ New employment / change of employment terms; and ○ Monthly income and its effective date 						
	Applicant and/or spouse is a self-employed person	<ul style="list-style-type: none"> • For <u>self-employed individuals</u>, ECDA will retrieve the latest Notice of Assessment (NOA) from the Inland Revenue Authority of Singapore (IRAS). 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 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Occupations</th> <th style="text-align: center;">Supporting Documents</th> <th style="text-align: center;">Self Declaration</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <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 style="vertical-align: top;">3 months of income statements, payment voucher or any other income documents from the commencement of contract</td> <td style="vertical-align: top;">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> </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 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
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 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						

Scenario		Supporting Documents Required		
		<ul style="list-style-type: none"> Property Insurance agent Financial consultant 	<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 Online business owner Commodity broker Home-based business permissible by HDB Foot reflexologist Freelancer (e.g. cleaner, interior designer etc.) 	<ul style="list-style-type: none"> Self Declaration on the details of business and 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 	
	Applicant and/or spouse is foreigner	<ul style="list-style-type: none"> Employment letter provided by employer; AND Letter of Consent issued by the Ministry of Manpower; AND 3-months' payslips 		
	Spouse has lost employment	<ul style="list-style-type: none"> Last 12-months' CPF contribution statement <p><i>[To retrieve your CPF Contribution Statement, login to my cpf Online Services and select "My Statement" from the list of "Online Services</i></p>		

Scenario		Supporting Documents Required
		<p><i>Menu". Under Section B, select Contribution History and indicate the required date range]; AND</i></p> <ul style="list-style-type: none"> Termination letter or acknowledgement letter from employer, specifying the last date of employment
A2	Applicant's Marital Status	
	Married	N.A.
	Single mother (not married)	<ul style="list-style-type: none"> Marriage search record from Registry of Marriages / Muslim Marriages
	Single father	<p>Documents required depend on types of sub-categories:</p> <p>(i) Name in child BC</p> <ul style="list-style-type: none"> Child BC Marriage search record from Registry of Marriages / Muslim Marriages <p>(ii) Name not in child's BC</p> <ul style="list-style-type: none"> Court Order Police Report on the whereabouts of the mother Marriage search record from Registry of Marriages / Muslim Marriages
	Divorced	<ul style="list-style-type: none"> Court Order (Final Judgment, Interim Judgment, Certificate of Divorce) stating the parent with the care and control of child
	Separated	<p>Documents required depend on the sub-category:</p> <p>(i) Missing spouse <u>1st application</u></p> <ul style="list-style-type: none"> Police report stating that spouse is missing <p><u>Renewal</u></p> <ul style="list-style-type: none"> Self Declaration form <p>(ii) Applicant is not in contact with spouse</p> <ul style="list-style-type: none"> Document stating that divorce had been initiated; or if unavailable, Self Declaration form <p>(iii) Applicant is in the process of divorce</p> <ul style="list-style-type: none"> Deed of Separation / Court order (Interim Judgement) / Lawyer's letter stating divorce process is underway; or if none are available, Self Declaration form
B. FOR SPECIAL APPROVAL (SA), CHILD CARE FINANCIAL ASSISTANCE (CCFA) AND/OR START UP GRANT (SUG) APPLICATION¹		
B1	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)	
	Applicant is looking for employment at the	<ul style="list-style-type: none"> No supporting documents required²

¹CCFA 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.

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

Scenario		Supporting Documents Required
	point of child's enrolment	<ul style="list-style-type: none"> Parent(s) is/are to indicate preference to be referred to Workforce Singapore (WSG) for career matching services
	Applicant is on course/studying/training (for 56 hours or more)	Document/s from training agency or school stating: <ul style="list-style-type: none"> Acceptance to course Duration of course Course schedule Date of commencement
	Applicant is pregnant and had stopped working	<ul style="list-style-type: none"> Memo/ document stating the Estimated Delivery Date (EDD)
	Applicant is medically unfit to work due to long-term illness, hospitalisation or permanent disability	<ul style="list-style-type: none"> Medical certification, letter or reports from doctors, stating that applicant is unfit to work and the corresponding period
	Applicant is taking care of sick or special needs family member	<ul style="list-style-type: none"> <u>Sick family members</u> Medical certification, letter or reports from doctors, stating that the sick family member requires a full-time caregiver and the applicant is the caregiver. <u>Special Needs child</u> Medical report or letter of acceptance to special needs school; OR People with Special Needs pass issued by NCSS
	Applicant is caring full time for a younger child aged 24 months and below	<ul style="list-style-type: none"> Birth certificate of younger child Not applicable for CCFA/SUG
	Applicant is incarcerated or in penal institutions	<ul style="list-style-type: none"> No supporting documents required³ (ECDA will obtain information from Singapore Prisons Service and applicants need to provide consent in application form)
B2	Non-parent caregivers	
	Guardian	<ul style="list-style-type: none"> Letter of Recommendation / Social Report; OR Document explaining the absence of child's parents (e.g. Police report/ Letter from Singapore Prison Service); OR Legal document showing that the adoption is in process and child's Birth Certificate (for adoptive parents); OR Self Declaration form stating the reason of the parent's absence and the guardian is taking care of the child
	Legal Guardian	<ul style="list-style-type: none"> Court Order stating that the applicant is the Legal Guardian; OR Parents' Will
	MSF Foster Mother	<ul style="list-style-type: none"> Letter of Recommendation / Social Report; OR Letter of undertaking for fostering arrangement

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

Scenario		Supporting Documents Required
	Children's Home	<ul style="list-style-type: none"> Letter of Recommendation / Social Report; OR Letter from Children's Home stating that the child is a resident of the Home
B3	Families referred by Agencies for CCFA/SUG application	
	Family Service Centre, MSF, or other MSF-approved agencies	<ul style="list-style-type: none"> Letter of Recommendation
B4	Other Applications for CCFA/SUG	
	Family bears high cost of caring for sick / disabled dependant	<ul style="list-style-type: none"> Medical bills; OR Letter from/contact details of Medical Social Worker (MSW), OR Letter or report from the doctor on the medical condition(s) of the sick / disabled dependant
	Parent(s) applied for financial assistance at a Social Service Office (SSO) in the last 3 months	<ul style="list-style-type: none"> No supporting documents required⁴. Centre should upload Form 1 Part 4, in CMS.
	Others	<ul style="list-style-type: none"> To indicate the reason(s) for the application and provide the relevant supporting documents (where applicable).
C. Medical Condition of Child (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"> Medical Report / Doctor's memo, stating the period of absence from the centre for the month. Please note that MC for 1 or 2 days will not be substantial to justify for whole month's absence.

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