

Supporting Documents Checklist

Scenario	Supporting Documents Required	
A. FOR ENROLMENT / SUBSIDY UPDATE		
A1	Applicant's / Spouse's / Family Member(s)' Working Status	
	Applicant and/or Spouse who is a foreigner without a Foreign Identity Number (FIN) (i.e. Passport Holder only)	<ul style="list-style-type: none"> • Employment letter provided by employer; AND • 3-months' payslips
A2	Applicant's Marital Status	
	Divorced (for joint custody and shared care and control)	<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
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 point of child's enrolment	<ul style="list-style-type: none"> • No supporting documents required² <p><u>For assistance, visit</u> https://www.wsg.gov.sg/home/individuals/career-advisory-coaching</p>
	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.

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.

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		<ul style="list-style-type: none"> • <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 sibling aged 24 months and below	<ul style="list-style-type: none"> • Birth certificate of younger sibling (only for Foreigner sibling³) • Not applicable for CCFA/SUG
	Applicant is incarcerated or in penal institutions	<ul style="list-style-type: none"> • No supporting documents required⁴ (ECDA will obtain information from Singapore Prisons Service and applicants need to provide consent in application form)
B2	Non-parent caregivers	
	Any Other Caregiver	<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
	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 Reasons 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	<ul style="list-style-type: none"> • No supporting documents required⁵. • Centre should upload Form 1 Part 4, in CMS.

³ ECDA conducts backend checks for Singapore Citizen (SC) and Permanent Resident (PR) children.

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

⁵ For CCFA, MSF reserves the right to request for supporting documents as part of the assessment, where required.

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	Office (SSO) in the last 3 months	
	Others (Under Self-Referred)	<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.