

## Explanatory Notes on Kindergarten Fee Assistance Scheme for Parents and Kindergartens

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

<b>If your child is a</b>	<b>Please complete the following parts</b>
<b>Singapore Citizen</b>	<ul style="list-style-type: none"> <li>• <b><u>Part 1</u>: Child Enrolment Details</b></li> <li>• <b><u>Part 2</u>: Applicant and Spouse Details</b></li> <li>• <b><u>Part 3</u>: Application for Kindergarten Fee Assistance Scheme (KiFAS)</b> <ul style="list-style-type: none"> <li>• <b><u>Part 3A</u>: Employment and Income Details of Applicant and Spouse</b> <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>• <b><u>Part 3B</u>: Special Approval (if applicable)</b> <ul style="list-style-type: none"> <li>- For families who are under <b>HDB's Public Rental Scheme</b> or <b>MSF's ComCare Short-to-Medium-Term Assistance (SMTA)</b> or <b>Long-Term Assistance (LTA)</b>. These families would qualify for the maximum subsidies under Special Approval. Such families may also wish to apply to be considered for the KiFAS Start-Up Grant (Part 4).</li> </ul> </li> <li>• <b><u>Part 3C</u>: Employment and Income Details of Family Member(s) (if applicable)</b> <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, so that the <b>Per Capita Income (PCI)</b> of the household can be computed.</li> </ul> </li> </ul> </li> <li>• <b><u>Part 5</u>: Declaration</b> by Applicant and Spouse, and Family Members (if applying for subsidy via Per Capita Income approach)</li> </ul>
<b>Singapore Citizen and is applying for KiFAS Start-Up Grant</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>• <b><u>Part 4</u>: KiFAS Start-Up Grant</b> <ul style="list-style-type: none"> <li>- If your gross household income is \$1,900 and below, or gross per capita income is \$650 and below.</li> </ul> </li> <li>• <b><u>Part 5</u>: Declaration</b> 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>• <b><u>Part 1</u>: Child Enrolment Details</b></li> <li>• <b><u>Part 2</u>: Applicant and Spouse Details</b></li> <li>• <b><u>Part 5</u>: Declaration by Applicant and Spouse</b></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. For those earning \$6,000 or more, ECDA looks at the individual's gross employment income from the IRAS in addition to CPF data.</li> <li>Includes base salary, bonuses, commissions, overtime pay, allowances, and employee CPF contributions.</li> <li>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.</li> <li>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).</li> </ul>												
Self-employed persons	<ul style="list-style-type: none"> <li>Include freelancers, property or insurance agents, business owners etc.</li> <li>Average gross monthly income is computed based on:               <p style="text-align: center;"><u>Annual trade income based on the latest Notice of Assessment (NOA) from IRAS</u> 12 (months)</p> </li> <li>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 1182 1437 2072"> <thead> <tr> <th data-bbox="427 1182 762 1216">Occupations</th> <th data-bbox="762 1182 1153 1216">Supporting Documents</th> <th data-bbox="1153 1182 1437 1216">Self Declaration</th> </tr> </thead> <tbody> <tr> <td data-bbox="427 1216 762 1552"> <ul style="list-style-type: none"> <li>Private hire driver (e.g. Grab, Ryde, GoJek etc.)</li> <li>Food delivery rider (e.g. Deliveroo, FoodPanda etc.)</li> </ul> </td> <td data-bbox="762 1216 1153 1552">3 months of income statements, payment vouchers or any other income documents from the commencement of contract</td> <td data-bbox="1153 1216 1437 1552">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 1552 762 1933"> <ul style="list-style-type: none"> <li>Property / Insurance agent</li> </ul> </td> <td data-bbox="762 1552 1153 1933"> <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> </ul> </td> <td data-bbox="1153 1552 1437 1933">Self Declaration will not be accepted as a substitute for supporting documents</td> </tr> <tr> <td data-bbox="427 1933 762 2072"> <ul style="list-style-type: none"> <li>Hawker</li> <li>Food caterer</li> <li>Taxi driver</li> </ul> </td> <td data-bbox="762 1933 1153 2072"> <ul style="list-style-type: none"> <li>Licence issued by NEA (for stall owner); and</li> <li>Self Declaration on the details of business,</li> </ul> </td> <td data-bbox="1153 1933 1437 2072">Self Declaration will be required if NOA is not available due to</td> </tr> </tbody> </table> </li> </ul>	Occupations	Supporting Documents	Self Declaration	<ul style="list-style-type: none"> <li>Private hire driver (e.g. Grab, Ryde, GoJek etc.)</li> <li>Food delivery rider (e.g. Deliveroo, FoodPanda etc.)</li> </ul>	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"> <li>Property / Insurance agent</li> </ul>	<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> </ul>	Self Declaration will not be accepted as a substitute for supporting documents	<ul style="list-style-type: none"> <li>Hawker</li> <li>Food caterer</li> <li>Taxi driver</li> </ul>	<ul style="list-style-type: none"> <li>Licence issued by NEA (for stall owner); and</li> <li>Self Declaration on the details of business,</li> </ul>	Self Declaration will be required if NOA is not available due to
Occupations	Supporting Documents	Self Declaration											
<ul style="list-style-type: none"> <li>Private hire driver (e.g. Grab, Ryde, GoJek etc.)</li> <li>Food delivery rider (e.g. Deliveroo, FoodPanda etc.)</li> </ul>	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"> <li>Property / Insurance agent</li> </ul>	<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> </ul>	Self Declaration will not be accepted as a substitute for supporting documents											
<ul style="list-style-type: none"> <li>Hawker</li> <li>Food caterer</li> <li>Taxi driver</li> </ul>	<ul style="list-style-type: none"> <li>Licence issued by NEA (for stall owner); and</li> <li>Self Declaration on the details of business,</li> </ul>	Self Declaration will be required if NOA is not available due to											

Type	Details		
		working hours and monthly income	commencement of business within the last 12 months
	<ul style="list-style-type: none"> <li>• Private tutor</li> <li>• Baby sitter</li> <li>• Online business owner</li> <li>• Commodity broker</li> <li>• Home-based business permissible by HDB</li> <li>• Foot reflexologist</li> <li>• Freelancer e.g. cleaner, interior designer etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Self Declaration on the details of business and customers, working hours and monthly income</li> </ul>	
	Business Owner or Partner	<ul style="list-style-type: none"> <li>• A copy of Registry of Companies and Businesses (ROCB) profile stating applicant's ownership in the business.</li> </ul>	

**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"> <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> $\frac{\text{Total gross monthly household income of family members}}{\text{Number of family members living in the same household}}$

**d) Notification**

- You will receive a **SMS and an email acknowledgement** from ECDA when the application is submitted by your child's 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 under Special Approval ends**.
- Please update the centre should there be any changes to your contact details.

**e) Enhanced KiFAS Amounts (from January 2020)**

<b>Gross monthly household income</b>	<b>Gross monthly per capita income</b>	<b>Max KiFAS</b>	<b>Min co-pay</b>
\$3,000 and below	\$750 and below	\$170	\$1
\$3,001 to \$4,500	\$751 to \$1,125	\$156	\$15
\$4,501 to \$6,000	\$1,126 to \$1,500	\$111	\$60
\$6,001 to \$7,500	\$1,501 to \$1,875	\$91	\$80
\$7,501 to \$9,000	\$1,876 to \$2,250	\$71	\$100
\$9,001 to \$10,500	\$2,251 to \$2,625	\$51	\$120
\$10,501 to \$12,000	\$2,625 to \$3,000	\$21	\$150
Above \$12,000	Above \$3,000	N/A	