

Explanatory Notes on Kindergarten Fee Assistance Scheme for Parents and Kindergartens

Overview

- A. Form KF1 – Enrolment and Kindergarten Fee Assistance Scheme (KiFAS) Application Form
 - B. Form KF2 – Kindergarten Fee Assistance Scheme (KiFAS) 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: KiFAS Subsidies

A. Form KF1 - Enrolment and Kindergarten Fee Assistance Scheme (KiFAS) Application Form

A1. When should Form KF1 be used?

Use Form KF1 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 KF1 be filled?

If your child is a	Please complete the following parts
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 the Applicant and Spouse. • <u>Part 3B</u>: Employment and Income Details of Family Member(s) (if applicable) <ul style="list-style-type: none"> - For households with 5 or more family members¹. - The Applicant must provide the details of <u>all</u> family members residing in the same residence, as reflected in the NRIC address, so that the Per Capita Income (PCI) of the household can be computed. • Families under HDB’s Public Rental Scheme or MSF’s ComCare Short-to-Medium-Term Assistance (SMTA) or Long-Term Assistance (LTA) qualify for the maximum KiFAS, up to the next fixed point of assessment.² They will automatically be supported under Special Approval, if found to be on these schemes through backend checks. Those enrolled in affordable preschools can apply for the KiFAS Start-Up Grant (Part 4). • Non-Parent Applicants (e.g. legal guardians/any other caregivers) and Head of Children Home Applicants will be automatically considered for KiFAS under Special Approval when they indicate their relationship to the child under Part 2 of KF1.

¹ 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. For married couples, the parents and child are considered as a family nucleus by default. Both parents’ income will be considered in the total income computation, even if the parents’ registered residential addresses differ.

² The fixed points of assessment are: (i) new enrolment; (ii) infant care to child care, and (iii) end of Nursery 2.

A. Form KF1 - Enrolment and Kindergarten Fee Assistance Scheme (KiFAS) Application Form	
	<ul style="list-style-type: none"> • MSF Foster Parent are <u>not</u> eligible for KiFAS. • <u>Part 5: Consent and Declaration</u> by Applicant / Spouse / and Family Members
Singapore Citizen and is applying for 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: KiFAS Start-Up Grant (SUG)</u> <ul style="list-style-type: none"> - For families with gross household income of \$1,900 and below, or gross per capita income is \$650 and below. - A yearly grant provided to cover the initial costs of enrolling a child in a kindergarten (e.g. registration fee, deposit, school uniform, insurance, education material fee and supplementary fee). It will be capped at \$240 (inclusive of GST if the kindergarten is GST-registered). • <u>Part 5: Consent and Declaration</u> by Applicant / Spouse / Family Members
Non-Singapore Citizen	<ul style="list-style-type: none"> • <u>Part 1: Child Enrolment Details</u> • <u>Part 2: Applicant and Spouse Details</u> • <u>Part 5: Consent and Declaration by Applicant / Spouse / Family Members</u>
<p>Please refer to the <u>supporting document checklist</u> to provide the relevant supporting documents that are required for a complete submission. <u>There is no need to collect supporting documents relating to employment or marital status⁵. HOMES Ops will reach out to the applicant for the supporting documents, if required.</u></p>	

B. Form KF2 – Kindergarten Fee Assistance Scheme (KiFAS) Update and Special Approval Application (For Existing Enrolments)
<p>B1. When should Form KF2 be used? Use Form KF2 if the child is currently enrolled and if parents wish to update ECDA on the following:</p> <ol style="list-style-type: none"> Change in child’s programme type (e.g. from Session 1 to Session 2) or programme fee. 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. Change in applicant/spouse’s employment status (e.g. from working to non-working). Fall in household income (e.g. due to a pay cut, change of employment terms and reduced salary), for an income reassessment based on applicant/spouse’s latest salaries. Special Approval (SA) application or renewal of SA support³, <ol style="list-style-type: none"> For Non-Parent Caregiver Applicant (such as grandparents i.e. legal guardian, any other caregiver and Head of Children Home), who wish to renew their SA support. For Households under Public Rental Scheme or MSF’s ComCare Short-to-Medium-Term Assistance (SMTA) or Long-Term Assistance (LTA), who qualify for maximum KiFAS.

³ Not applicable to MSF Foster Parents.

- f. **Per Capita Income (PCI)**, for households with 5 or more family members⁴.
- g. **KiFAS Start-Up Grant (SUG)**, for families with a gross HHI of \$1,900 and below / PCI of \$650 and below, and require financial assistance to cover the initial costs of enrolling a child in a kindergarten.

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 ⁵	<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/spouse's employment status	<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	
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 KiFAS SUG (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.

C. Consent and Declaration by Applicant / Spouse / Family Members

- **This Consent and Declaration section is for the Applicant / Spouse / Family Members to**
 - provide consent for his/her data to be shared with the Government and Agencies** for
 - the assessment of his/her eligibility for and administration of various Schemes, programme or assistance that may benefit the Applicant and/or Family Member(s);
 - the analysis, evaluation and outreach that benefits the community in Singapore; and
 - declare that the information provided in the application is true and accurate.**
- **The section must be completed to submit the application successfully.** This applies also to non-Singapore Citizens and/or private kindergarten enrolments.
- It includes the **Scope of Consent**, where Applicant, Spouse and Family Members must indicate which HOMES Participating Schemes can use and share their personal information to determine their eligibility for the selected Schemes.
 - All HOMES Participating Schemes:** This allows all HOMES Participating Schemes to access your personal information needed to assess your or your family's eligibility for their schemes. In addition to the Scheme(s) you apply to, other Participating Schemes can process subsequent applications from you or your family if your previous consents are still valid. This is to reduce

⁴ 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.

⁵ Parents whose children have obtained their Singapore Citizenship should apply for child care subsidies via Form KF1 instead.

the inconvenience of having to give consent to each scheme every time your information is required.

- b. **All Schemes administered by MSF and ECDA:** This allows only MSF and ECDA Schemes to access your personal information to assess your or your family's eligibility for the Scheme(s) under MSF and ECDA. Participating Schemes from other agencies will not be able to access your personal information. If you or your family apply for schemes from other agencies, you and your family would need to give the necessary consent again.

Visit <https://go.gov.sg/homes-schemes> for the full list of Participating Schemes.

- Only a person who is **21 years old and above**, based on the date of birth at the point of application, can **consent to share his/her own data**.
- The following persons require an authorised representative to consent of their behalf:

S/N	Persons that require an authorised representative	Authorised representative(s)
1.	Minors (i.e. below 21 years old, based on the date of birth at the point of application)	Only the Minor's <ul style="list-style-type: none"> • Birth/Adoptive parents; and/or • Legal Guardians
2.	Mentally incapacitated (MI)	Only the individual's <ul style="list-style-type: none"> • Donee(s) under the Registered Lasting Power of Attorney; or • Deput(ies) under the Mental Incapacity Act

Please note:

- **HOMES require at least 1 authorised representative.** For those mentally incapacitated (MI) and have 2 authorised representatives, please ensure that both provide their consent on behalf of the MI.
- **Only Singapore Citizen (SC)/Permanent Resident (PR)/ Foreign Identification Number (FIN) holder authorised representatives (e.g. FIN holder parent) can consent on behalf of the minor.** If not available,
 - Applicants are to complete KF1, Part 5c (for new enrolments) / KF2, Part 3c (for re-applications) "Unable to Provide Consent or Consent on Behalf" for that minor.
 - Centre administrators are to tick "The family member is unable to sign this page" under the Consent Section of the CMS subsidy application page.
- **Step-parent cannot consent on behalf of the minor step-child.**
- Birth/Adoptive parent(s) should not indicate his/her legal capacity as the child's legal guardian.

- **Authorised person(s) should**
 - Provide their (i) consent and (ii) details, under "Details of Signatory";** and
 - Tick and circle the appropriate legal capacity.**

For example, if you are the birth parent of the minor, please (i) tick "I am the parent/legal guardian and have consented..." and (ii) circle "parent". Please see illustration below:

Acknowledgement:											
I confirm that I understand and agree to <u>all</u> the terms in this form. This includes the sharing of my Personal Information with any agency for evaluation, outreach, and other programme-related matters stated in clause 8.3, if it benefits the community in Singapore. I understand I can withdraw my consent under clause 10.											
Name:	<table border="1"> <thead> <tr> <th colspan="2">Details of Signatory (to be filled only if consent is provided on behalf of the Applicant):</th> </tr> </thead> <tbody> <tr> <td>Signature/Thumbprint:</td> <td>Signatory's Name:</td> </tr> <tr> <td></td> <td>Identification Number:</td> </tr> <tr> <td></td> <td>Email:</td> </tr> <tr> <td>Date: DD / MM / YYYY</td> <td>Mobile No.:</td> </tr> </tbody> </table>	Details of Signatory (to be filled only if consent is provided on behalf of the Applicant):		Signature/Thumbprint:	Signatory's Name:		Identification Number:		Email:	Date: DD / MM / YYYY	Mobile No.:
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Signature/Thumbprint:	Signatory's Name:										
	Identification Number:										
	Email:										
Date: DD / MM / YYYY	Mobile No.:										
<p>*Tick one of the following, where applicable:</p> <p><input checked="" type="checkbox"/> I am the (parent) legal guardian and have consented on behalf of the Applicant who is under 21 years of age.</p> <p><input type="checkbox"/> I/ We am/ are the donee/ deputy and consented on behalf of the Applicant who is mentally incapacitated¹⁷.</p>											

D. Different Types of Income Earners	
Type	Details
Salaried employees	<ul style="list-style-type: none"> Monthly income is averaged over 12 months as derived by the Central Provident Fund (CPF) Board with the latest available information or based on the latest available assessment by the Inland Revenue Authority of Singapore (IRAS) within the last 2 calendar years. Includes base salary, bonuses, commissions, overtime pay, allowances, cash rewards and employee CPF contributions. Supporting documents are <u>not</u> required at the point of application. But 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) to HOMES.
Self-employed persons	<ul style="list-style-type: none"> Include freelancers, property or insurance agents, business owners etc. Monthly income is averaged over 12 months based on the latest available assessment by IRAS within the last 2 calendar years, or the income declared to the CPF Board or assumed under the CPF legislation. SEPs who did not file tax with the Inland Revenue Authority of Singapore (IRAS) in the latest assessment year⁶ (i.e. do not have a Notice of Assessment (NOA)) are to declare your average gross monthly income in the application form. Please provide the relevant supporting documents when contacted by HOMES Ops team.

E. 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.</p> <p>Family members must be related by blood, marriage and/or legal adoption.</p> <p>Applicant must include <u>all</u> family members with the same residential address (as reflected in the NRIC address/registered address with ICA) in the subsidy application. All family members must provide their consent.</p> <p>For married couples, the parents and child are considered as a family nucleus by default. Both parents must be included in the application, even if the Applicant's Spouse has a different registered residential address. Both parents' income will be considered in the total income computation, even if the parents' registered residential addresses differ.</p> <p>The PCI will be computed based on:</p> $\frac{\text{Total gross monthly household income of all family members}}{\text{Number of family members living in the same household}}$

⁶ Due to (i) commencement of trade/business within the last 12 months or (ii) not meeting the income threshold to file tax.

⁷ Please refer to Annex A for details on the eligible KiFAS 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. For married couples, the parents and child are considered as a family nucleus by default. Both parents' income will be considered in the total income computation, even if the parents' registered residential addresses differ.

F. Monthly Programme Fee

- Up to 31 December 2024, programme fee should be with GST (if applicable) and after discount (if applicable). With effect from 1 January 2025, programme fee should be with GST (if applicable), before subsidy (if applicable).

G. Notification

- 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, or LifeSG (if applicable)**. The subsidy will be disbursed directly to the centre. Parents should only **pay the net fee, i.e. fee after deducting subsidies**.
- Parents will be **notified of their expiring KiFAS under Special Approval** 2 months prior to the date of expiry, 1 month prior to the date of expiry and a day after the date of expiry via SMS and email.
- Parents are to update the centre of any changes to their contact details.

Annex A. KiFAS Subsidies

Gross monthly household income	Gross monthly per capita income	Max KiFAS	Min co-pay
\$3,000 and below	\$750 and below	\$163	\$1
\$3,001 to \$4,500	\$751 to \$1,125	\$152	\$12
\$4,501 to \$6,000	\$1,126 to \$1,500	\$109	\$55
\$6,001 to \$7,500	\$1,501 to \$1,875	\$89	\$75
\$7,501 to \$9,000	\$1,876 to \$2,250	\$69	\$95
\$9,001 to \$10,500	\$2,251 to \$2,625	\$49	\$115
\$10,501 to \$12,000	\$2,625 to \$3,000	\$19	\$145
Above \$12,000	Above \$3,000	N/A	