

## LIST OF DOCUMENTS TO VERIFY THE ELIGIBILITY OF THE CHILDREN

Centres are **not** required to declare the list of eligible children in their proposal. However, centres are required to assess and ensure the eligibility of all children funded under Pre-School Opportunity Fund at the point when the children start participating in the first approved Programme based on the following list of documents.

### For Child Care Centres (CCC):


S/N	List of Documents	Remarks
<b>1</b>	<b>a) For Application Via Household Income (&lt; \$4,500) or Per Capita Income (&lt;\$1,125)</b>	
	Latest Subsidy Reports obtained from Centre Management System (CMS) for the month when the Children <b>starts participating</b> in the first <sup>1</sup> approved Programme Claimable under the PSOF	Children can be deemed as eligible if they are receiving Additional Subsidies of equivalent or <u>more than</u> \$341* per month or any Financial Assistance Subsidy from 1 January 2024.
<b>2</b>	<b>b) For Application for children identified as at risk or potentially at risk</b>	
	Referral letters from Social Services (e.g. Family Service Centres (FSC), Social and Community Services (SCS) etc.) or teachers	Children can be deemed as eligible as long as the referral letters are valid at the point when they <b>start participating</b> in the first approved Programme claimable under the PSOF.

\*Assessment on the eligibility of all children will be based on the latest AS at the point of participation in the first approved programme claimable under the PSOF.

### For Kindergartens (KN):

S/N	List of Documents	Remarks
<b><u>For Kindergartens:</u></b>		
<b>1</b>	<b>a) For Application Via Household Income (&lt; \$4,500)</b>	
	(i) Referrals on financial difficulties (ii) Past 12 months payslips; Past 12 months Central Provident Fund (CPF) contribution statement <u>or</u> Full year Income Tax Notice of Assessment of child's parents	Children can be deemed as eligible if the monthly gross household income is \$4,500 and below <b>at the point of participation in the first</b>

<sup>1</sup> For example, if a child starts participating in Project A on 1 Jan 2024 and Project B on 1 Jun 2024 under the PSOF, the centre is only required to check the eligibility of the child at the earlier start date (i.e. 1 Jan 2024 in this case). If the same child participates in Project A from 1 Jan 2024 to 31 Dec 2024, ECDA will only verify the eligibility based on Jan 2024's GSII report.

S/N	List of Documents	Remarks
	(iii) Birth Certificate of child (iv) Parents' Declaration Form as per Annex 2	<b>approved Programme claimable under the PSOF.</b>  <b>[All documents are to be collected and assessed by the Centre before the children participate in the first approved Programme claimable under the PSOF]</b>
<b>2</b>	<b>b) For Application Via Per Capita Income (&lt;\$1,125)</b> (i) Referrals on financial difficulties (ii) Past 12 months payslips; Past 12 months CPF contribution statement <u>or</u> Full year Income Tax Notice of Assessment of child's <b>family members</b> (iii) Photocopy of National Registration Identity Card (NRIC)/ Birth Certificate of <b>all family members</b> in the child's household or to declare the details via the following FormSG link (1 form per family member):  <a href="https://www.form.gov.sg/612c7c38e7eaf10012259877">https://www.form.gov.sg/612c7c38e7eaf10012259877</a>    (iv) Birth Certificate of child (v) Parents' Declaration Form as per Annex 2	Children can be deemed as eligible if the per capita income is \$1,125 and below <b>at the point of participation in the first approved Programme claimable under the PSOF</b>  <b>[All documents are to be collected and assessed by the Centre before the children participate in the first approved Programme claimable under the PSOF]</b>
<b>3</b>	<b>c) For Application for children identified as at risk or potentially at risk</b> Referral letters from Social Services (e.g FSC, SCS etc.) or teachers	Children can be deemed as eligible as long as the referral letters are valid at the point when they <b>start participating</b> in the first approved Programme claimable under the PSOF