Annex 1

**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):**

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| --- | --- | --- |
| **S/N** | **List of Documents** | **Remarks** |
| **1** | **a) For Application Via Household Income (< $4,500) or Per Capita Income (<$1,125)**  |
| Latest Subsidy Reports obtained from Centre Management System (CMS) for the month when the Children **starts participating** in the first[[1]](#footnote-1) approved Programme Claimable under the PSOF | Children can be deemed as eligible if they are receiving Additional Subsidies of equivalent or more than $341\* per month or any Financial Assistance Subsidy from 1 January 2025.  |
| **2** | **b) For Application for children identified as at risk or potentially at risk**  |
| 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 **start participating** in the first approved Programme claimable under the PSOF. |
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\*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** |
| --- | --- | --- |
| **For Kindergartens:** |
| **1** | **a) For Application Via Household Income (< $4,500)** |
| (i) Referrals on financial difficulties (ii) Past 12 months payslips; Past 12 months Central Provident Fund (CPF) contribution statement or Full year Income Tax Notice of Assessment of child's parents(iii) Birth Certificate of child(iv) Parents' Declaration Form as per Annex 2 | Children can be deemed as eligible if the monthly gross household income is $4,500 and below **at the point of participation in the first approved Programme claimable under the PSOF.****[All documents are to be collected and assessed by the Centre before the children participate in the first approved Programme claimable under the PSOF]** |
| **2** | **b) For Application Via Per Capita Income (<$1,125)** |
| (i) Referrals on financial difficulties (ii) Past 12 months payslips; Past 12 months CPF contribution statement or Full year Income Tax Notice of Assessment of child's **family members**(iii)Photocopy of National Registration Identity Card (NRIC)/ Birth Certificate of **all family members** in the child's household or to declare the details via the following FormSG link (1 form per family member):<https://www.form.gov.sg/612c7c38e7eaf10012259877>(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 **at the point of participation in the first approved Programme claimable under the PSOF****[All documents are to be collected and assessed by the Centre before the children participate in the first approved Programme claimable under the PSOF]** |
| **3** | **c) For Application for children identified as at risk or potentially at risk** |
| 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 **start participating** in the first approved Programme claimable under the PSOF |
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1. 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. [↑](#footnote-ref-1)