

Documents required for Children's Eligibility Verification

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 Preschool Opportunity Fund (PSOF) at the point when the children start participating in the first approved Programme, based on the following list of documents.

For Childcare Centres (CCC):

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 start participating in the first ¹ approved Programme claimable under the PSOF.	Children can be deemed as eligible if they are receiving Additional Subsidies (AS) of equivalent or <u>more than</u> \$341* per month or any Financial Assistance Subsidy from 1 January 2026.
2	b) For Application for Children identified as at risk or potentially at risk	
	Referral letters from Social Services Agencies [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 of participation 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.

¹ For example, if a child starts participating in Project A on 1 Jan 2026 and Project B on 1 Jun 2026 under the PSOF, the Centre is only required to check the eligibility of the child at the earlier start date (i.e. 1 Jan 2026 in this case).

For Kindergartens (KN):

S/N	List of Documents	Remarks
1	<p>a) For Application via Household Income (≤ \$4,500)</p> <p>(i) Referrals on financial difficulties (ii) Past 12 months' payslips, past 12 months' Central Provident Fund (CPF) contribution statements, <u>or</u> full year Income Tax Notice of Assessment of child's parents (iii) Child's Birth Certificate (iv) Household Income Declaration Form²</p>	<p>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.</p> <p>[All documents are to be collected and assessed by the Centre before the children participate in the first approved Programme claimable under the PSOF.]</p>
2	<p>b) For Application via Per Capita Income (≤ \$1,125)</p> <p>(i) Referrals on financial difficulties (ii) Past 12 months' payslips, past 12 months' CPF contribution statements, <u>or</u> full year Income Tax Notice of Assessment of all family members in the child's household (iii) Photocopies of NRIC/Birth Certificate of all family members (including child) living in the child's household (iv) Household Income Declaration Form³</p>	<p>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.</p> <p>[All documents are to be collected and assessed by the Centre before the children participate in the first approved Programme claimable under the PSOF.]</p>
3	<p>c) For Application for Children identified as at risk or potentially at risk</p> <p>Referral letters from Social Services Agencies (e.g. FSC, SCS) or teachers.</p>	<p>Children can be deemed as eligible as long as the referral letters are valid at the point of participation in the first approved Programme claimable under the PSOF.</p>

² The 'Household Income Declaration Form' can be found on the ECDA PSOF's webpage.

³ The 'Household Income Declaration Form' can be found on the ECDA PSOF's webpage.