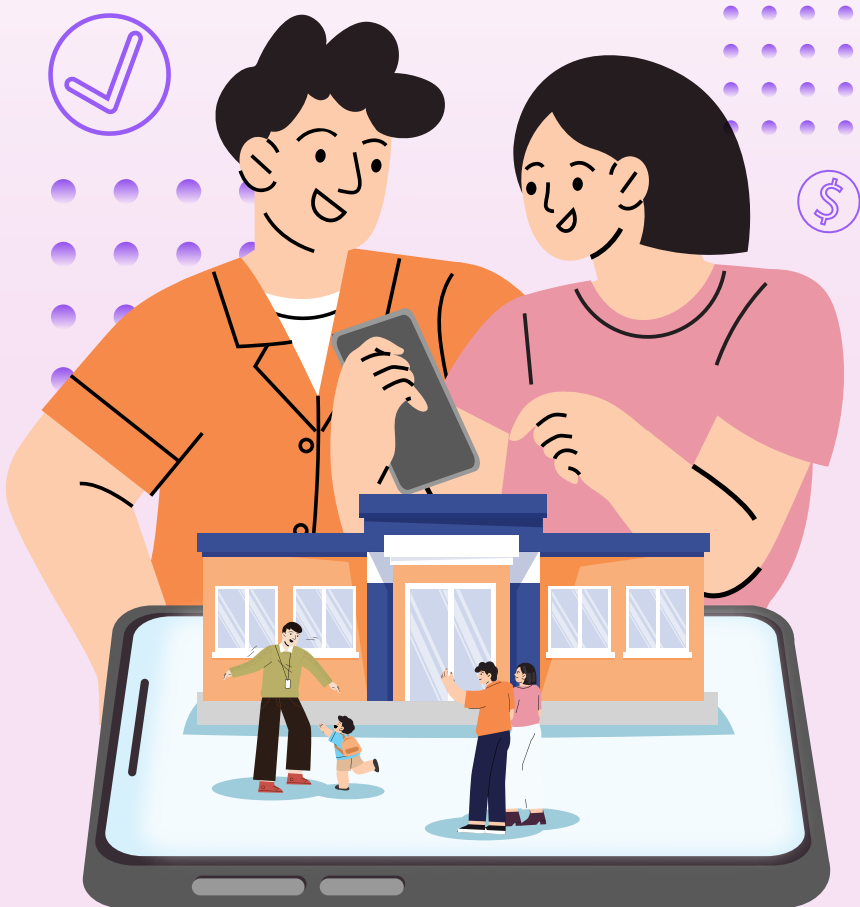


# Parents Resource Kit

## New KiFAS Application Process on LifeSG



# Content Page

---

## **Subsidy and Financial Assistance Schemes for Singapore Citizen Children**

Kindergarten Fee Assistance Scheme (KiFAS)	03
Start-Up Grant	

---

## **New KiFAS Application Process Via LifeSG**

---

04

### **How Do Parents Enrol and Apply for KiFAS?**

Enrolment into the Preschool	
Submission of Enrolment Details and Application of KiFAS	
Log in with Singpass	
Verify the child's details and programme details	
(Main Applicant) Verify the details, and provide information of the other parent	
Provide employment/income information	
Apply for Per Capita Income (PCI)	05
Verify Start-Up Grant (SUG) application	
Upload supporting documents (if needed) for the application	
Provide consent and family members' consent (for PCI cases)	
(Other parent) Verify details, provide employment/income information and consent	
Receive acknowledgement of the application	
Receive application outcome	

---

## **Need Help?**

---

21

## **Frequently Asked Questions**

---

22

## About Early Childhood Development Agency

The Early Childhood Development Agency (ECDA) was set up in 2013. ECDA oversees the regulation and development of infant, childcare, and kindergarten services for children below the age of seven. To achieve the vision of giving every child a good start, the agency works in partnership with stakeholders to ensure that every child has access to affordable and quality early childhood development services and programmes.

# Subsidy And Financial Assistance Schemes For Singapore Citizen Children

## Kindergarten Fee Assistance Scheme (KiFAS)

- All Singapore Citizen (SC) children enrolled at an Anchor Operator (AOP) or Ministry of Education (MOE) kindergarten, with gross monthly household income of \$12,000 and below, or per capita income of \$3,000 and below.
- 

## Start-Up Grant (SUG)

- Yearly grant to assist with the initial costs of enrolling a child at an AOP or MOE kindergarten.
- The SUG is capped at \$240 per child (inclusive of GST, if applicable), and covers the registration fee, deposit with GST, school uniform, insurance, educational material fee, supplementary fee. If the child is enrolled in a MOE Kindergarten, SUG will only cover uniform costs.
- All SC children with gross monthly household of \$1,900 and below, or per capita income of \$650 and below.

*Applicants should make the first SUG application together with the KiFAS application upon the child's enrolment at the kindergarten.*

*For applicants already receiving KiFAS or would like to apply for subsequent SUG applications at the same kindergarten, please approach the kindergarten to apply via hardcopy KiFAS Form 2.*

More information can be found at [ECDA | Subsidies & Financial Assistance](#).

# New KiFAS Application Process Via LifeSG

ECDA has introduced a new KiFAS application process on LifeSG to enhance service delivery for parents. This provides a streamlined and guided approach for parents to apply for KiFAS, directly with ECDA.

Parents can look forward to the following:

- Digital application for KiFAS directly to ECDA, instead of going through the preschools.
- Convenience as parents can apply for KiFAS through Singpass and pre-fill the form (where possible) using Myinfo data.
- Intuitive form that guides parents on the application workflow and provision of supporting documents where required.
- Application status tracker on LifeSG app which notifies parents when there is an update on their applications.



ECDA has also enhanced the means-testing process, such that all KiFAS and SUG applications will be means-tested through the Household Means Eligibility System (HOMES), instead of through ECDA's means-testing system. HOMES is a national system that consolidates means-testing for various public assistance schemes to determine the appropriate level of support for families more efficiently and accurately.

For more information about HOMES, please view the Ministry of Health (MOH) website listing of e-Services at [www.moh.gov.sg/others/e-services](http://www.moh.gov.sg/others/e-services) or directly access the website <https://www.homes.gov.sg/eservice/>.

# How Do Parents Enrol And Apply For KiFAS?

## Enrolment into Preschool

The preschool will continue to facilitate the enrolment of the child as per the preschool's practice. This may include the completion of the preschool's enrolment form, collection of deposit fees, uniform sizes etc.

## Submission of Enrolment Details and Application of KiFAS

On or after the child's first day of enrolment in the preschool, the preschool will trigger the Form 1 in LifeSG for parents to submit enrolment details and apply for KiFAS with ECDA.

The link to the LifeSG Form 1 will be sent to the main applicant via email. Notifications will also be sent via SMS and LifeSG app.

If the main applicant did not receive the form link or is unable to access it, please contact the preschool to confirm if they have triggered the form correctly. If necessary, the preschool can withdraw the wrong application and trigger a new form with the correct details.



Dear Parent/Guardian,

Congratulations on enrolling your child in preschool! Your child is eligible for subsidies by the Early Childhood Development Agency (ECDA).

**Next steps**

Apply for preschool subsidies and submit your child's preschool enrolment details with ECDA using Form 1 by **15 January 2025**. Do start your application early as consent from your spouse and family members might be required.

Subsidies will only start from the month you submit your application, but may be delayed if it's not completed and submitted by the deadline.

For Singpass users, make sure your information on Myinfo is updated for a more efficient application.

[Start application](#)

# How Do Parents Enrol And Apply For KiFAS?

When the main applicant receives the form link, please **check the child's details and programme details in the email are correct.**

- If incorrect, the main applicant may withdraw the form via LifeSG as per the instructions in the email.
- The main applicant should inform the preschool to re-trigger a new form link with the correct details.

The form must be completed within **14 calendar days, in addition to the day the preschool triggered the form** (e.g. if the form was triggered on 1 Jan, the form must be completed by 15 Jan). This includes obtaining (i) **consent** and (ii) any **additional information which the other parent or family members may be required to provide** (where applicable).

If application is not submitted within 14 days, the form will be cancelled and parents will have to ask the preschool for a new form. This delay in the KiFAS application may result in parents having to pay unsubsidised school fees until they complete the application and KiFAS takes effect.

**Child's identification number**

T\*\*\*312F

**Preschool name**

MindChamps Pre-School

**Preschool address**

Block 302, Paragon Centre Orchard Rd,  
#4-534, Singapore 120302

**Preschool level**

Kindergarten (K1)

**Service type**

Session 2

**Enrolment date**

1 January 2025

**Monthly programme fee (before discount, if any)**

\$250

# How Do Parents Enrol And Apply For KiFAS?

## STEP 1

### Main applicant – Refer to the email

Refer to the email and click “Start Application”.  
The main applicant will be brought to the LifeSG landing page.

## STEP 2

### Main applicant – Log in with Singpass

All Singapore Citizens (SCs), Permanent Residents (PRs) or Foreign Identification Number (FIN) holders are required to log in with Singpass.

- Using Singpass enables automatic filling up of some fields with government-verified information from Myinfo, allowing for a smoother and faster application experience.
- The main applicant should make sure that the information on Myinfo is updated for a smoother application.



## Form 1:

### Submit preschool enrolment and apply for subsidies

Parents or guardians must submit their child's enrolment details to the Early Childhood Development Agency (ECDA) using Form 1 **after enrolling** in infant care, childcare, or kindergarten. For Singaporean children, this form can also be used to apply for subsidies.

Log in with Singpass

Log in with email

Please log in with Singpass to start your application. If you do not have Singpass, please [register for an account](#). If you're not eligible for Singpass, log in with the **same email you provided to the preschool**.

- If the main applicant does not have a Singpass account, they may register for a Singpass online at [www.singpass.gov.sg](http://www.singpass.gov.sg) or at Singpass counters<sup>1</sup> at the community centres. As it may take up to 5 working days for the Singpass password to be mailed, the main applicant is strongly encouraged to register for a Singpass account as early as possible.
- If the main applicant does not qualify for a Singpass account, they may access the form using their email address, passport/BC number and reference number stated in the email sent by LifeSG. However, they will not be able to benefit from the pre-filling function and will have to complete the form manually.

<sup>1</sup> Please locate the Singpass counters here: <https://www.singpass.gov.sg/home/ui/counter-locations>

# How Do Parents Enrol And Apply For KiFAS?

## STEP 3

### Main applicant – Verify the child's details and programme details

The main applicant should verify the child's programme details.

- If there are any errors, withdraw the form so that the preschool can resubmit a new email and form with the correct details.
- Please note that withdrawal of the form to correct errors will not affect the child's enrolment in the preschool.

#### Child's Programme Details

#### Child's details

We've retrieved information about your child's preschool and their details.

##### Preschool enrolment

Preschool name  
MindChamps Pre-School

Preschool address  
Block 302, Paragon Centre  
Orchard Rd, #4-534

Preschool level  
Kindergarten (K1)

Preschool type  
Full day

Enrolment date  
1 January 2025

Monthly programme fee (before discount, if any)  
\$250

Fee charged for enrolment month  
Full month

**If preschool enrolment details or child's information are incorrect**

1. Withdraw this application\*
2. Contact the preschool so they can update the enrolment details or child's information.

\*Withdrawing this application will not affect your child's enrolment in the preschool. A new form will be sent to you.

#### Child's Personal Information

#### Child's information

Name (as in birth certificate or passport)  
Olivia Chen Yun Xing

Identification number  
T0077430A

Residential status  
Singapore citizen

Date of birth  
1 March 2020

Race  
Chinese

Sex  
Female

**If your child's details are incorrect**

1. Contact the Immigration & Checkpoints Authority (ICA) to update your Myinfo details, which typically takes 1 to 3 working days.
2. Once it's updated, please return to this application.

The child's personal information will be retrieved from Myinfo and is not editable. The main applicant should verify that the details are correct.

- If the details from Myinfo are incorrect, please contact Immigration & Checkpoints Authority (ICA) to make the required changes before continuing with the form completion.
- It typically takes 1 to 3 working days for Myinfo details to be updated.

# How Do Parents Enrol And Apply For KiFAS?

## STEP 4

### Main applicant – Verify the details, and provide information of the other parent

Your details	Home number	Other parent's detail
<p><b>Your personal information</b></p> <p>The following fields are government-verified and not editable through this service.  <a href="#">View Singpass MyInfo FAQs.</a></p> <p><a href="#">Learn how to update your MyInfo details if it's outdated.</a></p> <p>Name (as in NRIC or passport) Angelina Goh Siew Hui</p> <p>Identification number S2200234A</p> <p>Identification type Pink IC</p> <p>Residential status Singapore citizen</p> <p>Date of birth 4 May 1987</p> <p>Sex Female</p> <p>Address Blk 293 Bishan Street 22 #01-101 Singapore 570293</p>	<p>+65 6385 1234</p> <p>Local mobile number +65 9234 5678</p> <p>Email Angelina@gmail.com</p> <p>Relationship to child Mother</p> <p>Marital status Married</p> <p><b>Provide additional details about your family situation</b></p> <p>Is your spouse incarcerated or mentally incapacitated?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>The other parent will need to fill in their part of the application and provide consent to complete the submission.</p> <p>Name (as in NRIC or passport) Marcus Chen Wen Qiang</p> <p>Identification type PINK IC</p> <p>NRIC number S8055009H</p> <p>Local mobile number +65 9300 9988</p> <p>Email Macus@gmail.com</p> <p>Please ensure you enter the correct name and identification number, as you will not be able to edit it after submitting the form.</p>

The main applicant's personal information will be retrieved from MyInfo and the data is not editable. The main applicant should verify that the details are correct.

- If the details from MyInfo are incorrect, please contact Immigration & Checkpoints Authority (ICA) to make the required changes before continuing with the LifeSG form completion.
- It typically takes 1 to 3 working days for MyInfo details to be updated.

For ECDA to determine the family's KiFAS eligibility, both the main applicant and the other parent have to provide consent to allow ECDA to access personal information.

The main applicant will be asked to provide the other parent's name, ID and contact details. The form will be sent to the other parent after the main applicant has completed their section.

# How Do Parents Enrol And Apply For KiFAS?

## STEP 5

### Main applicant – Provide employment/income information

For employed or self-employed applicants, the main applicant's income data will be retrieved from the Central Provident Fund (CPF) Board and/or Inland Revenue Authority of Singapore (IRAS).

- For applicants where such data cannot be retrieved, the main applicant will be asked to provide employment/income information.

#### Subsidy application

Your income and employment will be assessed for subsidies.

#### What is your current employment status?

Working refers to at least 56 hours of work per month. This includes full-time, part-time, and freelance work arrangements.

Working

Not working

#### Employment type and income

For **salaried employees**, ECDA will retrieve income data from the Central Provident Fund (CPF) Board and the Inland Revenue Authority of Singapore (IRAS).

For those **self-employed**, ECDA will retrieve the latest Annual Trade Income from IRAS.

Employment type 

Salaried employee

Self-employed

Salaried employee and self-employed

Is CPF included in your employment?

Yes

No

When did you start your current job?

Within the last 2 months

More than 2 months ago

#### Additional support from other schemes

Families on these schemes qualify for **maximum KiFAS subsidies**:

- HDB Public Rental Scheme (PRS)  
ComCare Short-To-Medium-Term Assistance (SMTA) or Long-Term Assistance (LTA)

# How Do Parents Enrol And Apply For KiFAS?

## STEP 6 Main applicant – Apply for Per Capita Income (PCI)

Larger families with 5 or more family members may apply for higher KiFAS under the PCI approach.

The main applicant will be required to provide the details of each household member in this section.

- Information of the main applicant, the other parent (if applicable) and the child should be excluded from this section, as the data have been collected.

### Per Capita Income (PCI)

This section assesses your household's Per Capita Income (PCI), which is the monthly income per person in your household. **Larger households** can have their PCI assessed to receive higher subsidy. This is assessed on a case-by-case basis.

#### Eligibility

- There must be at least **5 family members** in your household.
- All your family members must be related by either blood, marriage, or legal adoption.
- All family members must have an NRIC, FIN, or Singapore birth certificate number, and have the same registered address as the applicant.

Would you like your PCI to be assessed for higher subsidies?

 Yes

 No

#### Family member 1 ^

Name (as in NRIC or passport)

Identification type

Identification number ⓘ

Date of birth

Relationship to the child

#### Current employment status

If you select Working, please ensure they work at least 56 hours per month. This includes full time, part time, and freelance work arrangements.

Employment type ⓘ

 Salaried employee

 Self-employed

 Salaried employee and self-employed

 Not working

# How Do Parents Enrol And Apply For KiFAS?

## STEP 7

### Main applicant – Verify Start-Up Grant (SUG) application

- At the point of enrolment, the preschool should ask if parents wish to apply for SUG.
- If parents are keen to apply SUG and meet the SUG eligibility criteria, please inform the preschool of the interest so that they can include the SUG application in the LifeSG form.
- The main applicant should verify that the SUG application in the LifeSG form is as per what was indicated with the preschool at the point of enrolment.

If parents had indicated interest, SUG application will be included. No further action is required.

#### KiFAS Start-Up Grant (SUG)

A yearly grant to cover the initial costs of enrolling a child in a kindergarten. Capped at \$240 per child (inclusive of GST, if the kindergarten is GST-registered).

##### Initial enrolment costs

Registration fee (one-off upon enrolment) \$100	Deposit (equivalent to one month's fee to be withheld by MSF upon SUG approval) \$100
School uniform/physical education attire (on a needs basis, capped at 3 days' requirement) \$10	Supplementary fee \$10
Education material fee \$10	Insurance (one-off upon enrolment) \$10
<b>Total amount</b> <b>\$240</b>	

You've indicated your interest to apply for SUG earlier with the preschool. Please continue to the next step.

If parents had indicated nil interest, no SUG application will be included.

Should parents wish to apply for SUG now, please (i) complete the existing LifeSG form first, then (ii) approach the preschool to apply for SUG separately via hardcopy KiFAS Form 2.

#### KiFAS Start-Up Grant (SUG)

##### KiFAS Start-Up Grant (SUG) is:

- a yearly grant provided to cover the initial costs of enrolling a child in kindergarten. This includes the registration fee, deposit, school uniform, supplementary fees and education material fee.
- capped at \$240 (inclusive of GST, if the kindergarten is GST-registered).

##### Eligibility

- Singaporean child enrolled in an Anchor Operator (AOP) or Ministry of Education (MOE) kindergarten
- The family's **monthly gross household income** is \$1,900 and below, or gross **Per Capita Income** is \$650 and below.

##### How to apply

- You can only apply for SUG through your child's preschool. SUG applications are not accepted through this form.

You did not indicate your interest to apply for SUG earlier with the preschool. If you wish to apply for SUG now, please approach the centre to do so after submitting this application. The centre will assist you with it.

# How Do Parents Enrol And Apply For KiFAS?

## STEP 8

### Main applicant – Upload supporting documents (if needed) for the application

### Supporting documents

Please upload the following documents.

File types: .JPG, .JPEG, .PDF, .PNG  
Maximum size per file: 2 MB

Court Order (Final Judgment, Interim Judgment, Certificate of Divorce) stating the parent with the care and control of child:  
**Angelina Goh Siew Hui**

Required, as proof of marital status

[Upload](#)

Other supporting documents

Required

[Upload](#)

### Supporting documents

Based on the information that you've provided, you do not need to upload any supporting documents now. However, ECDA or HOMES may contact you for more details or supporting documents later. Please continue to the next step.

[Save and continue →](#)

[← Back](#)

The form will inform if the main applicant is required to upload documents to support the application for KiFAS and/or SUG. The main applicant can upload the supporting documents as files, or use the camera function on the mobile device to upload them as images.

Please note that ECDA/MSF and/or HOMES may contact the main applicant for more details or supporting documents after the form has been submitted.

# How Do Parents Enrol And Apply For KiFAS?

## STEP 9

### Main applicant – Provide consent and family members' consent (for PCI cases) at the end of the application

The main applicant will be asked to provide consent at the end of the application.

If the main applicant applied for PCI, the family members (except the other parent) will also need to provide their consent and signatures via the main applicant's device.

### Guide to providing consent

#### 1. General consent and declaration

The Consent and Declaration section is for the Main Applicant / Spouse / Family Members:

- To enable MSF/ECDA to analyse and evaluate data to enhance policies and develop new social services and public assistance schemes; and
- To declare that the information provided in the application is true and accurate.

This section must be completed to submit the LifeSG form successfully. This applies to all applications, including children who are not eligible for KiFAS.

For family members under PCI

#### Consent and Acknowledgement

- This section is for the Applicant and/or Family Member(s) 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, programmes, or assistance that may benefit the Applicant and/or Family Member(s); and
  - analysis, evaluation, and outreach that benefits the community in Singapore.
- Before submitting the form, the Applicant and every Family Member(s) in the application must:
  - read the [terms and conditions](#); and
  - acknowledge that he/she has read, understood, and agreed to all the terms in the form.
    - A person must provide his/her own consent.
    - No one can provide consent on behalf of another, except if the person is a minor (below 21 years old) or mentally incapacitated with appointed Donee(s) or Deput(ies).
    - If the person is unable to provide consent, you may indicate accordingly in the next section.

Save draft

← Back

Agree and continue →

# How Do Parents Enrol And Apply For KiFAS?

## STEP 9

## Main applicant – Provide consent and family members' consent (for PCI cases) at the end of the application

### Guide to providing consent

#### 2. HOMES consent page

The HOMES consent scope section is:

- For the Main Applicant / Spouse / Family Members to allow HOMES/ECDA to determine the KiFAS amount through backend means-testing; and
- To provide parents options on which participating schemes can have access to their personal information needed to assess their or their family's eligibility for their schemes.

There are two options provided for HOMES consent scope:

#### All HOMES Participating Schemes

This allows all HOMES Participating Schemes <https://www.homes.gov.sg/eservice/ParticipatingScheme> to access personal information needed to assess eligibility for their schemes.

#### All Schemes administered by MSF and ECDA

This allows only MSF and ECDA Schemes to assess personal information to assess eligibility for the Scheme(s) under MSF and ECDA.

This section must be completed to submit the LifeSG form successfully. This **only applies to applications for children who are eligible for KiFAS.**

#### HOMES consent

To process your application, your family's details will be shared with:

- Early Childhood Development Agency (ECDA)
- Ministry of Social and Family Development (MSF)

If you consent, we'll also share their details with **all participating agencies** of HOMES (Household Means Eligibility System). This is a way for the government to check if they're eligible for benefits from various agencies.

**All family members must sign in this section. If a family member is under 21, mentally incapacitated, or unable to sign, someone else can sign on their behalf.**

Consent to share details with

All participating agencies

Consent to share details with

ECDA and MSF only

# How Do Parents Enrol And Apply For KiFAS?

## STEP 9

### Main applicant – Provide consent and family members' consent (for PCI cases) at the end of the application

#### Consenting on behalf

Only a person who is 21 years old and above can consent to share his/her own data. Minors and/or mentally incapacitated persons need an authorised representative to consent on their behalf.

#### Authorised representative(s)

##### Minors (persons below 21 years old)

Only the Minor's

- Birth/Adoptive parents (i.e. not step-parent); or if unavailable,
- Legal Guardians

This family member needs someone else to sign on their behalf.

This family member requires someone to provide consent on behalf of them because they are under the age of 21.

The LifeSG form will guide the main applicant to collect their custodian's consent. Custodian would be required to e-sign directly on the device the main applicant is using.

##### Mentally Incapacitated (MI)

Only the individual's

- Donee(s) under the Registered Lasting Power of Attorney; or
  - Deput(ies) under the Mental Incapacity Act
- If there is more than 1 authorised representative, all of them should provide their consent on behalf of the MI.

Reason

Mentally incapacitated

- This family member is unable to sign.

The LifeSG form will guide the main applicant to collect their donee/deputy's consent. Donee/deputy would be required to e-sign directly on the device the main applicant is using.

**Note:** At least 1 authorised representative is required. Only SC, PR or FIN holder authorised representatives (e.g. FIN holder parent) can consent on behalf of the individual.

# How Do Parents Enrol And Apply For KiFAS?

## STEP 10

### Main applicant – Provide consent and family members' consent (for PCI cases) at the end of the application

#### If unable to provide consent

- If a family member (aged 21 years old and above) is unable to provide consent (e.g. studying/working overseas) or there is no authorised person to provide consent on behalf (e.g. a mentally incapacitated person without a Deputy/Donee), applicant may select "This family member is unable to sign" in LifeSG form.
- The main applicant may receive a call from HOMES to verify the status of the family member.

Reason

Not available to sign ▼

This family member is unable to sign.

ECDA or HOMES may contact you for more information.

# How Do Parents Enrol And Apply For KiFAS?

## STEP 10

### Other parent, if applicable – Verify their details, provide employment/income information and consent

Once the main applicant has submitted, the form will be routed to the other parent (if applicable) to fill up and provide consent.

The other parent will go through the same flow as the main applicant.

The other parent will log in to LifeSG by clicking on “Start Application”, verify their details, provide employment/income information, upload supporting documents (if needed) and give consent to complete the application.

- If the details of the other parent from Myinfo are incorrect, please contact Immigration & Checkpoints Authority (ICA) to make the required changes before continuing with the LifeSG form completion.

The other parent will be able to review the application before submitting the completed form to ECDA.

The other parent may route the form back to the main applicant for edits if they notice any discrepancies. The other parent will not be able to view the main applicant’s personal employment/income information.



**The other parent must complete their part of the form by 15 January 2025**

Please inform the child’s other parent to check for notifications sent via SMS, email, and the LifeSG app to complete Form 1.

Other parent’s information

Name (as in NRIC or passport)  
Marcus Chen Wen Qiang

Identification number  
S\*\*\*345C

Local mobile number  
+65 9234 5678

Email  
marcus.chen@gmail.com

[Edit details](#)

**LifeSG**

Dear Marcus Chen Wen Qiang,

You’re receiving this email as **Angelina Goh Siew Hui** has submitted Form 1, for your child’s subsidy application and submission of preschool enrolment details with the Early Childhood Development Agency (ECDA). **To complete the application, fill in your part of Form 1 and provide consent by 15 January 2025.**

**Next steps**

1. Log in to LifeSG.
2. Verify that the details provided by your child’s other parent are correct.
3. Complete your part of the form and give your consent for the application.

Your subsidies may be delayed if you do not give your consent and submit your application by the deadline.

For Singpass users, please ensure that your information on Myinfo is updated for a smoother and faster experience.

[Start application](#)

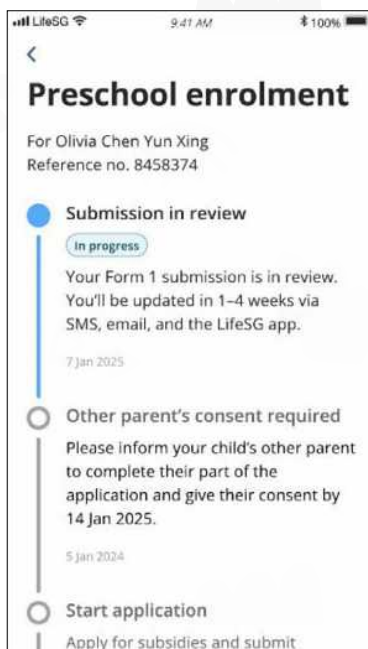
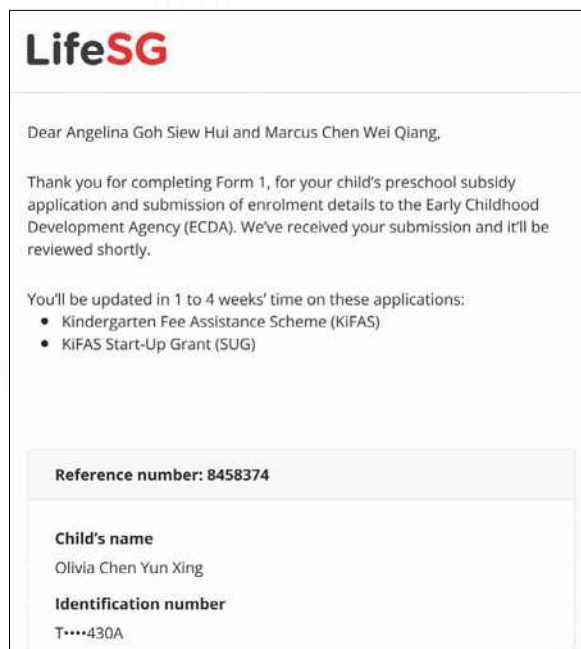
# How Do Parents Enrol And Apply For KiFAS?

## STEP 11 Receive acknowledgement of the application

After the other parent has submitted the form, both parents will receive SMS and email notifications from ECDA confirming the receipt of the application. A copy of this email will be sent to the preschool for reference.

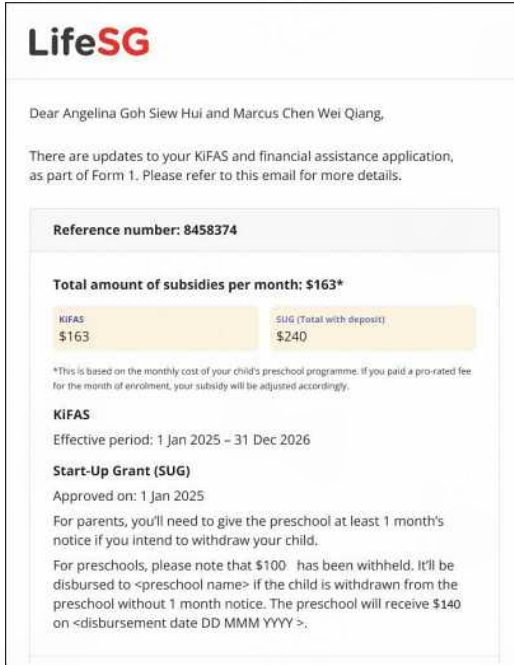
Parents may download the [LifeSG mobile app](#) to track the application.

ECDA/MSF and/or HOMES may reach out to the main applicant for clarifications if required. The main applicant will be notified of these additional requests via email, SMS and LifeSG app.



# How Do Parents Enrol And Apply For KiFAS?

## STEP 12 Receive application outcome



**LifeSG**

Dear Angelina Goh Siew Hui and Marcus Chen Wei Qiang,

There are updates to your KiFAS and financial assistance application, as part of Form 1. Please refer to this email for more details.

**Reference number: 8458374**

**Total amount of subsidies per month: \$163\***

KiFAS	SUG (Total with deposit)
\$163	\$240

\*This is based on the monthly cost of your child's preschool programme. If you paid a pro-rated fee for the month of enrolment, your subsidy will be adjusted accordingly.

**KiFAS**  
Effective period: 1 Jan 2025 – 31 Dec 2026

**Start-Up Grant (SUG)**  
Approved on: 1 Jan 2025

For parents, you'll need to give the preschool at least 1 month's notice if you intend to withdraw your child.

For preschools, please note that \$100 has been withheld. It'll be disbursed to <preschool name> if the child is withdrawn from the preschool without 1 month notice. The preschool will receive \$140 on <disbursement date DD MMM YYYY >.

Parents can expect updates on the KiFAS and KSUG application outcome within 1-4 weeks from the date of application submission. The updates will be communicated via email, SMS and the LifeSG app. A copy of this email will also be sent to the preschool for reference.

## Need Help?

- If the details from Myinfo are incorrect, please inform Immigration & Checkpoints Authority (ICA) to make the required changes before continuing with the LifeSG form completion. It typically takes 1 to 3 working days for the Myinfo details to be updated.
- If parents experience technical difficulties with the LifeSG app or the application form, please email LifeSG helpdesk at [helpdesk@life.gov.sg](mailto:helpdesk@life.gov.sg). The helpdesk operates from 8.30am to 6pm, Monday to Friday.
- For all other non-technical enquiries, parents may approach ECDA Contact at 6735 9213 or [contact@ecda.gov.sg](mailto:contact@ecda.gov.sg). The helpdesk operates from 8.30am to 6pm, Monday to Friday, and 8.30am to 1pm, Saturday.



## Frequently Asked Questions

### Login Process

#### 1. Can I complete the LifeSG form without using Singpass?

All SCs, PRs and FIN holders are eligible to apply for Singpass and **must** use Singpass to complete the form. Using Singpass enables automatic filling up of some fields with government-verified information from Myinfo, allowing for a smoother and faster application experience.

Registration of Singpass account can be done online<sup>2</sup> at [www.singpass.gov.sg](https://www.singpass.gov.sg) or at Singpass counters in person at the community centres<sup>3</sup>. As it may take up to 5 working days for the Singpass password to be mailed to their address, you are strongly encouraged to register for a Singpass account as early as possible.

#### 2. I am a foreigner passport holder and do not qualify for Singpass. How do I complete the LifeSG form?

For those who do not qualify for Singpass (e.g. non-FIN holders), you may access the form using your passport number, email address and application ID. However, you will not be able to benefit from the pre-filling function and will have to complete the form manually.

#### 3. I qualify for a Singpass but am not technologically-savvy or do not wish to apply for a Singpass. Can I continue to use the hardcopy Form 1 and apply for KiFAS through my preschool?

ECDA plans to digitalise all KiFAS applications as part of Singapore's Smart Nation initiative to enhance public services. All preschools are required to adopt new LifeSG flow. In the steady state, hardcopy Form 1 will be retired.

As such, all SCs, PRs and FIN holders must use Singpass to complete the form. For parents who may need more support, you may approach ECDA Contact or your preschool.

#### 4. My spouse is overseas. How will he be able to log in to LifeSG to complete the form?

Singpass can be used over the internet from anywhere, hence your spouse will still be able to log in to LifeSG using Singpass when he is overseas. Please ensure your spouse has permitted Singpass access from overseas (log in to [www.singpass.gov.sg](https://www.singpass.gov.sg) > my account > update profile > access preferences).

<sup>2</sup> You may refer to the Singpass instructional guide for more details: <https://www.singpass.gov.sg/home/ui/support>

<sup>3</sup> You may locate the Singpass counter here: <https://www.singpass.gov.sg/home/ui/counter-locations>

## Frequently Asked Questions

### Login Process

#### 5. After logging in via Singpass, there is no electronic record of my child's details on LifeSG. How should I proceed?

To begin, your child must first be successfully enrolled in a preschool. Your preschool will only be able to trigger the LifeSG Form 1 on or after your child's date of enrolment. If you are unable to locate the electronic record on LifeSG:

- Ensure that your child has started attending classes at the preschool. Your preschool will only be able to trigger the LifeSG Form 1 on or after your child's date of enrolment.
- Contact the preschool to ensure that they have correctly recorded your NRIC, FIN or Passport number when generating the LifeSG Form 1.

#### 6. Can other family members log in to LifeSG to complete the form as the main applicant or on behalf of the main applicant?

Other family members (including the spouse) cannot log in to LifeSG to complete the form as the main applicant or on the main applicant's behalf. Only the main applicant would be able to log in to the form using their credentials.

#### 7. Is the LifeSG Form 1 mobile-friendly?

The LifeSG Form 1 can be accessed via LifeSG web and LifeSG app. Parents can use any internet-enabled device to login.

## Frequently Asked Questions

### Application Requirements

#### 8. My child is a non-Singaporean and does not qualify for ECDA's KiFAS. Do I still need to complete the LifeSG form?

Yes, you are still required to complete the LifeSG form and submit your child's preschool enrolment details with ECDA. This is compulsory for ECDA's regulatory purpose. However, the form will be more streamlined as employment/income information will not be collected.

#### 9. When is the deadline for the LifeSG form?

The form must be completed and submitted to ECDA within 14 calendar days, **in addition to the day the preschool triggered the form** (e.g. if the form was triggered on 1 Jan, the form must be completed by 15 Jan). We encourage you to start the form early, as the deadline includes obtaining (i) consent from the other parent and or family members and (ii) submission of additional information which the other parent or family members may be required to provide (where applicable).

#### 10. I have already provided my details to the preschool through their electronic enrolment form. Why do I need to fill up the LifeSG form again?

The preschool's electronic enrolment form is to facilitate your child's enrolment into the preschool, while the LifeSG form is for you to apply for KiFAS with ECDA directly and hence

comprises different data fields. There are some overlapping data fields that will be ported over from the preschool's electronic enrolment to the LifeSG form so that duplication of data entry is minimised.

#### 11. What happens if I am not able to complete the form within 14 calendar days?

The form will be cancelled, and you will have to approach the preschool to request for a new form. This delay in your KiFAS application may result in the KiFAS being effected at a later date, requiring you to pay unsubsidised school fees for the duration before the effective date of KiFAS.

To avoid such a situation, please complete the application within the stipulated time. Do note that the 14-days deadline includes obtaining consent from the other parent or family members (where applicable).

Please note that the cancellation of the incomplete LifeSG form will not affect your child's enrolment in the preschool.

#### 12. If I have multiple children, can I apply for KiFAS for all of them at once in the same form?

No, you cannot apply for multiple children in the same form. If you have multiple children to apply for, the preschool will send you separate forms to apply for each individual child.

## Frequently Asked Questions

### Application Requirements

#### 13. What should I do if the information from Myinfo is wrong?

If any of the form fields automatically filled with Myinfo data is incorrect, you must inform Immigration & Checkpoints Authority (ICA) to make the required changes before you continue with the LifeSG form completion.

[www.ica.gov.sg](http://www.ica.gov.sg)

Hotline: 6391 6100

#### 14. Why can't I give consent on behalf of my spouse?

There are checks on your spouse's details (e.g. NRIC, DOB, citizenship etc) that ECDA requires as part of the KiFAS application process, and the consent of your spouse is required to access such checks.

#### 15. I am a single parent (e.g. single, separated or divorced). How should I access and complete the LifeSG form?

Once you have declared your marital status accordingly, LifeSG form will be adjusted such that it will not prompt you to route the form to the other parent. Once you have completed your portion, LifeSG form will be submitted to ECDA directly for processing. Please note that ECDA or HOMES may contact you for more details or supporting documents on your marital status.

#### 16. My spouse is incarcerated and/or mentally incapacitated. How can they access and complete the LifeSG form?

You should inform the preschool so that the preschool can trigger the LifeSG form using your details. During your completion of the LifeSG form, it will prompt you to declare your spouse's circumstances. Once declared, the form will be adjusted such that it will not prompt you to route the form to your spouse. You may then proceed to complete the form for both you and your spouse and provide the necessary consent.

#### 17. My spouse and I are both minors aged below 21. How should we access and complete the LifeSG form?

If you are aged 15 and above, you may still access LifeSG form via Singpass. The LifeSG form will be adjusted to collect consent from your parent/legal guardian.

If you are aged below 15, please inform the preschool. The form can still be triggered, but you will need to access LifeSG form using your Birth Certificate number as you are not eligible for Singpass. The LifeSG form will also be adjusted to collect consent from your parent/legal guardian.

## Frequently Asked Questions

### Application Requirements

#### 18. My family has 5 or more family members. How do I apply for KIFAS via Per Capita Income (PCI) approach?

If you have 5 or more family members who are related by blood, marriage and/or legal adoption, and share the same address stated in their NRIC / FIN card / Singapore Birth Certificate as you, you may apply to have your KIFAS computed via PCI using the same LifeSG Form 1. The LifeSG Form 1 will prompt you to provide your family members' details, supporting documents (if required) and consent, before you route the form to your spouse for his completion.

#### 19. How do I sign on the LifeSG Form 1?

If the device is a laptop, you can sign via the mouse. If the device is a phone/tablet, you can sign via your fingers or stylus (if you own one). The same will apply for your family members if you apply to have your KIFAS computed via PCI.

#### 20. What should I do if I have submitted an incorrect supporting document?

Please inform ECDA via the ECDA Contact at 67359213 or [contact@ecda.gov.sg](mailto:contact@ecda.gov.sg). ECDA will get in touch and advise you on the next steps. You may have to make the corrections via LifeSG.

#### 21. Can I save a partially completed form as a draft and complete it later?

Yes, you will be able to save your inputs as draft by clicking on "Save draft". Your inputs will be saved the next time you return to the form.

#### 22. What if I need assistance with the enrolment costs of my child? How do I apply?

You can apply for the Start-Up Grant (SUG) to cover the initial costs of enrolling your child via the same LifeSG Form 1. SUG's eligibility criteria can be found on the LifeSG Form 1 itself.

Please ensure that you inform the preschool about your intent to apply for SUG before they generate the LifeSG Form 1. The LifeSG Form 1 will reflect what the preschool keyed into the system based on your decision and cannot be changed through the form.

- If you change your mind and wish to cancel the SUG application, you will need to withdraw the LifeSG Form 1 and inform preschool to retrigger another application.
- If you change your mind and wish to apply for SUG after LifeSG Form 1 has been generated, you must first complete the LifeSG Form 1. Once you have received the KIFAS outcome notification, please approach the preschool to apply for SUG via hardcopy KIFAS Form 2.

## Frequently Asked Questions

### Application Requirements

**23. Can my child who received SUG under a different preschool apply for SUG again at another preschool during enrolment?**

Each child is entitled to receive SUG at only one preschool per calendar year. If a child received SUG at their previous preschool (e.g. Centre A) and subsequently switches to a new preschool (e.g. Centre B) within the same year, they cannot receive SUG in the new preschool (Centre B) for that calendar year.

# Frequently Asked Questions

## Consent Provision

### 27. Why do my family members and I need to provide consent?

There are two components in the consent declaration:

Component 1 - General Consent and Declaration	
Purpose	i. Ensure compliance with requirement(s) in any statute, subsidiary legislation, Code of Practice and/or for audit purposes (see Consent Clause 12); and ii. Enable MSF/ECDA to analyse and evaluate data to enhance policies and develop new social services and public assistance schemes (as per Consent Clause 6).
Applicable to	All applications, including individuals who do not qualify for KiFAS (e.g. non-Singapore Citizen children)
How to provide consent	<p><b><u>Applications for children eligible for KiFAS:</u></b> LifeSG Form 1 will display the list of consent clauses, and prompt you, your spouse, and family members (for PCI cases) to declare your consent and declaration via checkbox.</p> <p><b><u>Applications for children not eligible for KiFAS:</u></b> LifeSG Form 1 will display the list of consent clauses, and prompt you and your spouse to declare your consent and declaration via checkbox.</p>

Component 2 - HOMES Consent	
Purpose	i. Allow HOMES/ECDA to determine the KiFAS amount through backend means-testing; and ii. Provide citizens options on which participating schemes can have access to their personal information needed to assess their or their family's eligibility for their schemes.
Applicable to	Applicant/ Spouse/ Family Member(s) of Singapore Citizen children eligible for KiFAS
How to provide consent	<p>LifeSG Form 1 will prompt you, your spouse, and family members (for PCI cases), who are aged 21 years old and above, to indicate which HOMES Participating Schemes can use and share their personal information to determine eligibility for the selected Schemes.</p> <p>There are two options provided:</p> <ul style="list-style-type: none"> <li>• <b><u>All HOMES Participating Schemes</u></b> - This allows all HOMES Participating Schemes (<a href="https://www.homes.gov.sg/eservice/ParticipatingScheme">https://www.homes.gov.sg/eservice/ParticipatingScheme</a>) to access personal information needed to assess eligibility for your schemes.</li> <li>• <b><u>All Schemes administered by MSF and ECDA</u></b> - This allows only MSF and ECDA Schemes to access personal information to assess eligibility for the Scheme(s) under MSF and ECDA.</li> </ul>

## Frequently Asked Questions

### Consent Provision

#### 25. My child is not eligible for KiFAS. Why do we still need to provide consent?

You will need to provide consent under the General Consent and Declaration component.

#### 26. How should we provide HOMES consent?

In the consent section in the LifeSG Form 1, you, your spouse and family members must indicate which HOMES Participating Schemes can use and share your personal information to determine their eligibility for the selected Schemes. There are two options provided:

- **All HOMES Participating Schemes** This allows all HOMES Participating Schemes (<https://www.homes.gov.sg/eservice/ParticipatingScheme>) to access personal information needed to assess eligibility for their schemes.
- **All Schemes administered by MSF and ECDA** This allows only MSF and ECDA Schemes to access personal information to assess eligibility for the Scheme(s) under MSF and ECDA.

#### 27. I or my family member is a minor aged below 21 years old. How should we provide HOMES consent?

Minors require either a (i) Birth/Adoptive Parent<sup>4</sup>; or (ii) Legal Guardian to provide consent on their behalf. Please note that only SC, PR or FIN holder authorised representatives (e.g. FIN holder parent) can consent on behalf of the minor.

If no authorised representative is available, you, as the main applicant, may indicate that the minor is unable to sign in LifeSG Form 1. You will receive a call from HOMES to verify the status of the minor.

- 
- <sup>4</sup> Step-parents are not to consent on behalf of their step-child, since they are not the birth parent. Birth parent(s) consenting on behalf of the child should indicate his/her legal capacity as "Birth Parent", and not "Legal Guardian".

## Frequently Asked Questions

### Consent Provision

#### **28. My spouse is mentally incapacitated. How should he provide HOMES consent?**

On the LifeSG Form 1, you, as the main applicant, has to indicate that your spouse is mentally incapacitated and assist in obtaining the donee's/ deputy's consent for your mentally incapacitated spouse. This is also applicable to any family members who are mentally incapacitated too.

Mentally-incapacitated individuals require either a (i) Donee(s) under the Registered Lasting Power of Attorney; or (ii) Deput(ies) under the Mental Incapacity Act to provide consent on their behalf.

For those with more than 1 authorised representative, please ensure that all of them provide their consent on behalf of the individual. Please note that only SC, PR or FIN holder authorised representatives (e.g. FIN holder donee) can consent on behalf of the individual.

If your spouse has no appointed donee or deputy, you may indicate that the individual is unable to provide their consent in LifeSG Form 1. You will receive a call from HOMES to verify the status of the individual.

#### **29. My family member is overseas and is unable to provide consent. What should I do?**

You, as the main applicant, may indicate that "this family member is unable to sign" in LifeSG Form 1. You will receive a call from HOMES to verify the status of the individual and to submit any necessary documents for verifications.

## Frequently Asked Questions

### Application Outcome

#### 30. How will I be informed of my application status and outcome?

You will be notified by ECDA via email, SMS and LifeSG app on the outcome of your KiFAS application or actions you are required to take, where applicable. Preschools will also receive a copy of the email notifications. You can also track the status of your application via the LifeSG app.

#### 31. Who will the notifications on outcome be sent to?

The application outcome will be sent to both the main applicant and spouse. Preschool will also receive a copy of the email.

#### 32. When will I be informed of the approved application outcome?

ECDA assesses parents' eligibility for KiFAS as at the point of child's enrolment. ECDA will inform parents of the application outcome within 1 to 4 weeks from the date of submission of the application, depending on whether further clarifications or supporting documents are required.

#### 33. Is the monthly programme fee indicated in the application outcome before or after KiFAS?

The fees displayed are before KiFAS. Please contact your preschool to find out the details for payment of fees.

#### 34. Must I update the preschool if I have a change in income after the outcome is released?

To give you greater certainty over the amount of KiFAS you can receive, ECDA has introduced fixed points of assessment. Applicants' working status and household income will be assessed when:

- the child enrolls in a new preschool.
- the child moves from infant care to childcare.
- the child moves from Nursery 2 (N2) to Kindergarten 1 (K1).

Changes in household income between these points of assessment will not affect the KiFAS you receive, unless you wish to update ECDA and reapply for new rates of KiFAS. For such cases, please approach your preschool directly.