SCFA Application

Table of Contents

SCFA Application

Table of Contents

1. View My SCFA Administrator Profile

1. View My SCFA Administrator Profile.
      1.1 View My SCFA Administrator Profile Details.
            1.1.1 Profile Details – View Centre Profile Details Sections.

Step 1: Click 'SCFA Schemes' on the navigation bar

Step 2: Click 'My SCFA Admin Profile'

You will be directed to your SCFA Admin Profile page
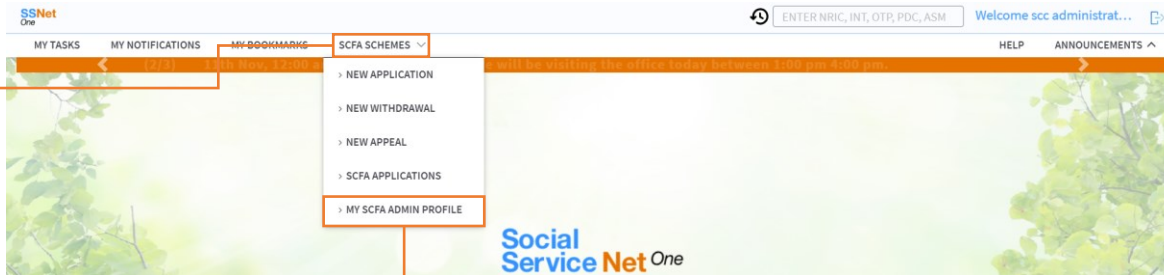
> If you have access to multiple centres, you will be prompted to select the centre profile you wish to view. If you are only tagged to one centre, you will be directed to the relevant SCFA Admin profile page straightaway.

Step 3: Select the relevant location

SELECT LOCATION   ×

You are assigned to multiple locations. Please select one of the following to access the record:

◉ Student Case Centre A

◯ Student Care Centre B

CANCEL   **PROCEED**

Step 4: Click 'Proceed' and you will be directed to the Admin profile

1. View My SCFA Administrator Profile

1. View My SCFA Administrator Profile.

      1.1 View My SCFA Administrator Profile Details.

           1.1.1 Profile Details – View Centre Profile Details Sections (Continued).

> The overview section of the SCFA Administrator Profile page displays key information captured from each section of the 'Centre Details' tab.

The Student Care Centre name will be displayed at the top of the 'SCFA Administrator Profile' page

STUDENT CARE A - 556677

SCFA Administrator Approval Date 19/01/2023

ACTIVE

Type of SCC	Operations Start Date	SCFA Admin Approved Application Ref
School-based	01/01/2023	APP2574
Contact Person Name	Contact Person Telephone No.	Contact Person Mobile No.
John Doe	66778899	99887766
Email Address	Registered Address	Audit Grading
example@email.com	123, Tampines, #12-123, Tower 2, SINGAPORE 123456	A (2020/2021)
Total Usable Floor Area (sq m)	Capacity (at any point in time)	
800	267	
Total No. of SCFA Students	Total No. of Non-SCFA Students	
-	-	
Monthly Fee (inclusive of GST, if applicable)		
$499.99 (with effect from 19 Jan, 2023)		

1. View My SCFA Administrator Profile

1. View My SCFA Administrator Profile.
    1.1 View My SCFA Administrator Profile Details.
        1.1.1 Profile Details – View Centre Profile Details Sections (Continued).

> On the 'SCFA Administrator Profile' page, the 'Centre Details' tab displays the information captured in each section of the SCFA Administrator Profile:
> Centre Address, Contact Information, Organisation Particulars, Bank Account Details, SCFA Beneficiary Enrolment, Parent Organisation (only applicable to SCCs whose Parent Organisation is the legal entity).

Centre Details
Audit Grading
Supporting Documents

CENTRE ADDRESS

SCC Name	Postal Code	Block No.	Street Name
Student Care Centre A	123456	123	Tampines

Building Name	Level	Unit	
Tower 2	12	123	

CONTACT INFORMATION

Contact Person Name	Designation	Telephone No.	Mobile No.
John Doe	Director	66778899	99887766

Email Address	Centre Email Address 2	Email Address for All Communication incl. Payment Matters	
example@email.com	-	example@email.com	

ORGANISATION PARTICULARS

ACRA Registration No.	ROS Registration No.	Type of SCC	Business Profile
-	20221103W	School-based	-

Type of Premises	Type of Premises (Others)	Operation Start Date	
School	-	01/01/2023	

Total Usable Floor Area (sq m)	Capacity		
800	267		

Monthly Fee (inclusive of GST, if applicable)	Charges GST		
$499.99	No		

Holiday Surcharge (if any)			
$199.99			

Operating Hours (Mon-Fri)	Opening Hours (Sat)	Operating Hours (School Holidays)	No. of Centre Closure Days (excluding Public Holidays)
08:00 - 19:00	08:00 - 19:00	08:30 - 12:00	6

Withdrawal/Cessation Date	Centre is ceasing operations		
-	-		

Reason to Deregister			
-			

BANK ACCOUNT DETAILS

Bank Name	Branch Code	Corporate Account Name	Corporate Account Number
ABC	105	John Doe bank	1234567

Bank Code			
0867			

1. View My SCFA Administrator Profile

1. View My SCFA Administrator Profile.

    1.1 View My SCFA Administrator Profile Details.

        1.1.1 Profile Details – View Centre Profile Details Sections (Continued).

SCFA BENEFICIARY ENROLMENT

Reporting Date
-

CAPACITY

SCFA Students	Non-SCFA Students	Total Enrolment
-	-	50

Total SCFA Enrolment Percentage
0%

NUMBER OF STAFF

Supervisor(s)	Teacher(s)	Assistant Teacher(s)	Administrator(s)
2	7	5	2

Cook(s)/Cleaner(s)	Total No. of Staff	Programme Staff : Child Ratio
2	18	4

PARENT ORGANISATION

Name of Parent Organisation
Student Care Centre Parent Org

Postal Code	Block No.	Street Name	Building Name
232322	434	Tampines	Tower 2

Level	Unit
02	232

1. View My SCFA Administrator Profile

1. View My SCFA Administrator Profile.
      1.1 View My SCFA Administrator Profile Details.
           1.1.2 Profile Details – View Audit Grading

> Audit Grading records can be viewed from the Audit Grading tab on the 'SCFA Administrator Profile' page.

Step 1: Click the 'Audit Grading' tab

You can sort the columns when viewing the list of Audit Grading records

	Audit Year ↑	Audit Date ↓	Audit Type ↓	Audit Grade ↓	Submitted By ↓	Submitted Date ↓
Centre Details						
Audit Grading	2020/2022	03/01/2022	Student Care Fee Assistance Audit	A	scocaseworker	03/02/2023
Supporting Documents	2020/2022	04/02/2020	Student Care Fee Assistance Audit	A	scocaseworker	03/02/2023

> The latest Audit Grade (based on Audit Date) will be displayed in the overview section on the 'SCFA Administrator Profile' page. If there are 2 records with the same Audit Date, the latest created record will be displayed.

STUDENT CARE A - 556677   **ACTIVE**
SCFA Administrator Approval Date 12/01/2023

Type of SCC
Community-based

Operations Start Date
02/01/2023

SCFA Admin Approved Application Ref
APP2820

Contact Person Name
John Doe

Contact Person Telephone No.
66775454

Contact Person Mobile No.
98889866

Email Address
example@email.com

Registered Address
123, Tampines, #12-123, Tower 2, SINGAPORE 123456

Audit Grading
A (2020/2022)

Total Usable Floor Area (sq m)
200

Capacity (at any point in time)
67

Total No. of SCFA Students
-

Total No. of Non-SCFA Students
-

Monthly Fee (inclusive of GST, if applicable)
$499.99 (with effect from 12 Jan, 2023)

The latest Audit Grading and corresponding Audit Period will be displayed

1. View My SCFA Administrator Profile

1. View My SCFA Administrator Profile.

    1.1 View My SCFA Administrator Profile Details.

        1.1.3 Profile Details – Add Supporting Documents

In the Supporting Documents tab on the 'SCFA Administrator Profile' page, you will be able to add attachments to the SCFA Administrator Profile.

Step 1: Click to add attachment(s)

Step 2: Upload the relevant attachment(s)

Step 3: Select the document type for each document uploaded

You can click 'Remove Document' to remove the selected document

Step 4a: Click 'Exit' to go back to Profile page

Step 4b: Click to save the uploaded attachment(s) to the profile

1. View My SCFA Administrator Profile

1. View My SCFA Administrator Profile.
        1.1 View My SCFA Administrator Profile Details.
                1.1.4 Profile Details – Delete Supporting Documents.

Step 1: Click 'Supporting Documents'

Step 2: For documents uploaded in error, click the '-' icon to disable the document

Step 3: Click 'Delete' to confirm the disabling of the document

DELETE ATTACHMENT

The attachment record will remain but the document will not be downloadable. Are you sure you want to delete the attachment BizFile.pdf?

CANCEL   DELETE

The disabled document will still be listed in the Supporting Documents tab but will not be downloadable

2. Submit SCFA Application Form

2. Submit SCFA New Application Form.

     2.1 Submit New SCFA Application Form.

> You can submit an SCFA New Application Form in SSNet One.

Step 1: Click 'SCFA Schemes' on the navigation bar

Step 2: Click 'New Application' to create a new SCFA application

You will be directed to the SCFA Application Form
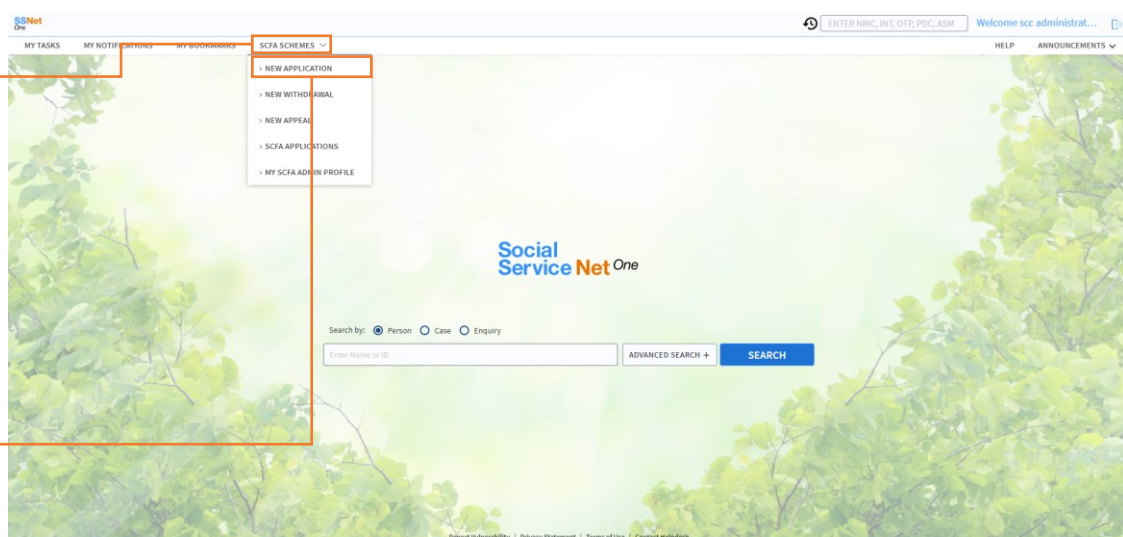
2. Submit SCFA Application Form

2. Submit SCFA New Application Form.

2.1 Submit New SCFA Application Form *(continued)*.

Step 3: Determine if application is meant for Operator Grant only

This only applicable to SSCCs. For SCCs, select 'No'

Step 4: Select the category of SCFA Application

Step 5: Fill in the particulars of the beneficiary

Click 'Add Beneficiary' if there is more than 1 beneficiary from the same household applying for SCFA subsidy from the same centre

You can add up to 6 beneficiaries per application form

If Beneficiary is a Permanent Resident, you will have to indicate the family member of the child who is a Singapore Citizen

2. Submit SCFA Application Form

2. Submit SCFA New Application Form.
        2.1 Submit New SCFA Application Form *(continued)*.

> Note: If multiple beneficiaries are indicated in the New SCFA Application form, the additional beneficiaries will automatically be included as immediate family members of each unique SCFA beneficiary upon form submission. Refer to the screenshots below for more details.

For instance, Jimmy and Benny are indicated as beneficiaries during form submission

Benny is indicated as the sibling of Jimmy in Jimmy's application and vice versa

2. Submit SCFA Application Form

2. Submit SCFA New Application Form.

  2.1 Submit New SCFA Application Form *(continued)*.

3. PARTICULARS OF APPLICANT

Step 6: Fill in the particulars of the primary applicant

If primary applicant is a guardian to the beneficiary, you will have to indicate the type of guardianship

If Primary Applicant is Working, you will have to indicate the type of employment

If 'Not Working – Others' is selected, you will have to indicate the reason for unemployment

If the primary applicant is married, you will have to indicate the marriage type and fill in the particulars of spouse

2. Submit SCFA Application Form

2. Submit SCFA New Application Form.

    2.1 Submit New SCFA Application Form *(continued)*.

Step 7: Fill in the contact details of the household

If the correspondence address is the same as residential address, check the checkbox so that you do not need to fill in the correspondence address details

If primary applicant is married, you will need to fill in the contact details of the spouse

Step 8: Fill in the income details of the household

4. CONTACT DETAILS

RESIDENTIAL ADDRESS

Country *
SINGAPORE

Postal Code *

Blk/Hse No. *

Street *

Building

Level

Unit

☐ Correspondence Address same as Residential Address

CORRESPONDENCE ADDRESS

Country *
SINGAPORE

Postal Code *

Blk/Hse No. *

Street *

Building

Level

Unit

APPLICANT CONTACT DETAILS

Country Code
+65

Mobile Number *

Country Code
+65

Home Number (Optional)

Email Address (Optional)

SPOUSE CONTACT DETAILS

Country Code
+65

Mobile Number *

Country Code
+65

Home Number (Optional)

Email Address (Optional)

5. INCOME DETAILS

Monthly Gross Income of Applicant *
$

Income from Rent *
$

2. Submit SCFA Application Form

2. Submit SCFA New Application Form.
2.1 Submit New SCFA Application Form *(continued)*.

If there are immediate family members living with the beneficiary, check this checkbox.

Otherwise, proceed to the next section

6. PARTICULARS OF IMMEDIATE FAMILY MEMBER

☑ There are immediate family member(s) living with the applicant ⓘ

PARTICULARS OF IMMEDIATE FAMILY MEMBERS

FAMILY MEMBER 1

Name (as in NRIC/FIN) *

ID Number *

ID Type *

Date of Birth *
dd/mm/yyyy

Relationship to Beneficiary *

Current Employment Status *

Step 9: Fill in the particulars of immediate family members (if any)

You will be able to add up to 12 immediate family members per application form

⊕ ADD FAMILY MEMBER

7. TERMS & CONDITIONS

CONSENT OF APPLICANT

Date of Consent *
31/08/2022

Step 10: The date of consent will be auto-populated with the current date. Amend the dates as required

CONSENT OF BENEFICIARY

Name:
Date of Consent *
31/08/2022

CONSENT OF SPOUSE

Date of Consent *
31/08/2022

You will need to indicate that acknowledgement and consent has been obtained before submitting the application

☐ Acknowledgement and consent have been obtained from all relevant parties *

2. Submit SCFA Application Form

2. Submit SCFA New Application Form.
    2.1 Submit New SCFA Application Form *(continued)*.

You will only be able to select Centres that are tagged to your account in SSNet One

Step 11: Fill in the details of the SCFA subsidy and Start-Up Grant (SUG)

If the applicant is applying for SUG, check this checkbox and fill in the details of the SUG

If the Subsidy start month/year is greater than 6 months from the current date, the application will be indicated as a backdated application

2. Submit SCFA Application Form

2. Submit SCFA New Application Form.

      2.1 Submit New SCFA Application Form *(continued)*.

If you are submitting a New Application for multiple beneficiaries, you will see unique SCFA Subsidy sections for each beneficiary

Indicate the subsidy details of each beneficiary accordingly

SCFA SUBSIDY APPLICATION PERIOD FOR BENEFICIARY 1

Name: Jimmy Tan

Child Admission Date *

dd/mm/yyyy

Application Period

Start Month *

Start Year *

2023

☐ Backdated Application

Monthly Student Care Fee (Including GST, If Applicable) *

$

☐ Applying for Start-Up Grant

SCFA SUBSIDY APPLICATION PERIOD FOR BENEFICIARY 2

Name: Benny Tan

Child Admission Date *

dd/mm/yyyy

Application Period

Start Month *

Start Year *

2023

☐ Backdated Application

Monthly Student Care Fee (Including GST, If Applicable) *

$

☐ Applying for Start-Up Grant

2. Submit SCFA Application Form

2. Submit SCFA New Application Form.
  2.1 Submit New SCFA Application Form *(continued)*.

9. DECLARATION BY THE SCC/SSCC

Step 12: Fill in the declaration of acknowledgement and consent

Name of Centre Supervisor *

Date of Consent *
31/08/2022

☐ I acknowledge and consent to the terms of data sharing *

You can refer to the list of mandatory supporting documents to be uploaded for the application. The documents are listed based on your input of the applicant's circumstances in the previous application form sections

10. SUPPORTING DOCUMENTS

MANDATORY DOCUMENTS

#	Document Description	Document Description
1	Applicant's Consent	Applicant Consent Form
2	Household Members' Consent	Household Member Consent Form
3	Backdated Application	Attendance Records/Appeal form on reason for backdating of assistance

You can only submit up to 10 documents with a maximum file size of 4MB each. Any additional documents can be submitted on the Supporting Documents Tab after submission

Allowed Document Types
  ZIP, PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX, JPG, JPEG, PNG
Maximum File Size
  4 MB
Maximum Upload File Count
  10 documents

Step 13: Upload the supporting documents for the application

Drop documents here
Or Use The "Browse" Button
BROWSE

Step 14: Indicate the document type of the uploaded attachments

Uploaded Document

#	Document	Size	Document Type *
1	sample doc.docx	0.017 MB	

Step 15: Click 'Submit' after filling in all the required fields and submitting the mandatory supporting documents

REMOVE DOCUMENT

EXIT

SUBMIT

2. Submit SCFA Application Form

2. Submit SCFA New Application Form.

2.1 Submit New SCFA Application Form *(continued)*.

You will be directed to the 'SCFA Application Summary' page after successfully submitting the SCFA Application Form.

Home > SCFA Application Form > Summary

SCFA APPLICATION SUMMARY

You have successfully submitted the following SCFA application(s) on 13/01/2023, 05:09 PM.

Application ID	Beneficiary Name
APP122634	Jimmy Tan
APP122635	Billy Tan

A unique SCFA Application ID will be created for each beneficiary. Application details for each unique application will contain the same information, except for the Beneficiary, Immediate Family Member, and Details of SCFA Subsidy sections.

Click on the Application ID hyperlink to navigate to the 'View SCFA Application Details' page

SSNet *One*

MY TASKS   MY NOTIFICATIONS   MY BOOKMARKS   SCFA SCHEMES ›   ENTER NRIC, INT, OTP, PDC, ASM   Welcome scc administrat...   HELP   ANNOUNCEMENTS ⌄

Home > Applications > APP131072

SCFA APPLICATION APP131072   NOT PROCESSED
Submitted On 15/02/2023   Received On 15/02/2023

Name of Beneficiary	ID Number of Beneficiary	Application Category
Jimmy Tan <Unregistered>	S8496073Z	Normal applications

Name of Applicant	ID Number of Applicant	Case Owner
Tan Lim Lim <Unregistered>	S1256892D	-

APPLICATION DETAILS

Application Details

Supporting Documents

APPLICATION TYPE   ⌃

Application Type
New Application

Applying for Operator Grant only
No

Category
Normal applications

PARTICULARS OF BENEFICIARY   ⌃

Name (as in NRIC/FIN)	ID Number	ID Type
Jimmy Tan	S8496073Z	Singapore Birth Certificate

The SCFA Application Reference ID is displayed at the top of the 'View SCFA Application Details' page

Upon submission, the new application will be in the 'Not Processed' status

2. Submit SCFA Application Form
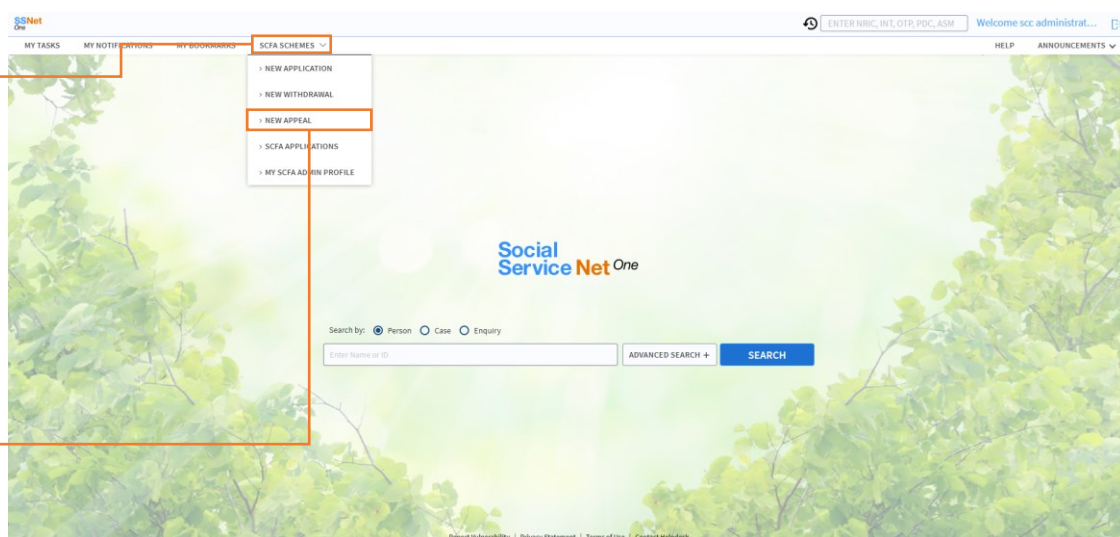
2. Submit SCFA Application Form.
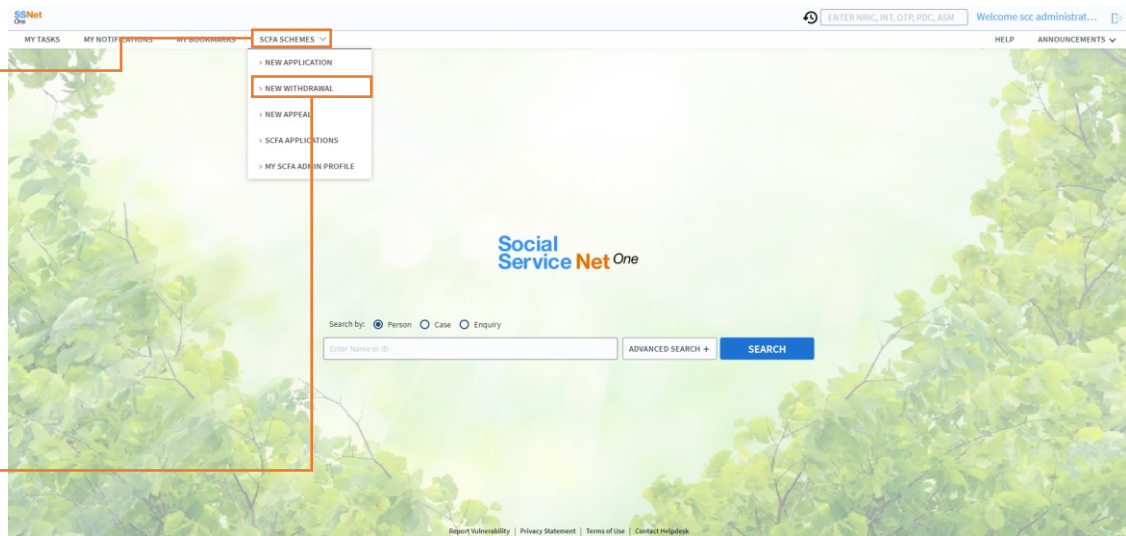   **2.2** Submit SCFA Appeal Form.

> You can submit an SCFA Appeal form in SSNet One.

Step 1: Click 'SCFA Schemes' on the navigation bar

Step 2: Click 'New Appeal' to create an SCFA Appeal application

You will be directed to the SCFA Appeal Application Form

2. Submit SCFA Application Form

2. Submit SCFA Application Form.

       2.2 Submit SCFA Appeal Form *(continued)*.

Step 3: Fill in the Particulars of the Beneficiary of the Appeal

If there is a New SCFA Application tagged to the same Beneficiary ID Number under the same centre, the 'SCFA Application ID' field will display the list of relevant New SCFA Applications

This field is non-mandatory

Step 4: Upload the supporting documents

SCFA APPEAL FORM
Mandatory Fields *

1. PARTICULARS OF BENEFICIARY
2. SUPPORTING DOCUMENTS

SAVE
EXIT

1. PARTICULARS OF BENEFICIARY

Beneficiary ID Number *
S9080362Z

Centre Name *
Whole Cake Island SCC

Appeal For *

Appeal Subsidy Start Period *
dd/mm/yyyy

SCFA Application ID
- Select -

2. SUPPORTING DOCUMENTS

Allowed Document Types
ZIP, PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX, JPG, JPEG, PNG
Maximum File Size
4 MB
Maximum Upload File Count
10 documents

Drop documents here
Or Use The "Browse" Button
BROWSE

Uploaded Document

#	Document	Size	Document Type *
1	Income Statements.docx	0.00 MB	

REMOVE DOCUMENT

EXIT

SUBMIT

Step 5: Indicate the document type of the uploaded attachments

Step 6: Click 'Submit' after filling in all the required fields and submitting the mandatory supporting documents

For Waiver of Attendance Requirement with multiple months, indicate the first month in the 'Appeal Subsidy Start Period' field and include the rest in the supporting documents for upload

Appeal For *
Waiver of Attendance Requirement

Appeal Subsidy Start Period *
dd/mm/yyyy

2. Submit SCFA Application Form.
   2.2 Submit SCFA Appeal Form *(continued)*.

You will be directed to the 'View SCFA Appeal Details' page after successfully submitting the SCFA Appeal Form.

The SCFA Appeal Reference ID is displayed at the top of the 'View SCFA Appeal Details' page

Upon submission, the appeal will be in the 'New' status

Home > Applications > APP131073

SCFA APPLICATION - APP131073 APPEAL

ASSIGNED

Submitted On 15/02/2023   Received On 15/02/2023

Name of Beneficiary	ID Number of Beneficiary	Case Owner
-	S2635894I	Estee SCFA

Appeal Subsidy Start Period	Appeal For	SCFA Application Linked
15/02/2023	SCFA Subsidy	-

Centre Name	SCFA Intervention Ref	Intervention Status
Student Care A	-	-

APPLICATION DETAILS

Supporting Documents

SUPPORTING DOCUMENTS

ADD ATTACHMENT

There is no Attachment. To add an Attachment, please click 'Add Attachment'.

If the Beneficiary ID Number corresponds to a Registered Person in SSNet One, the 'Name of Beneficiary' field will be displayed accordingly

If the Beneficiary ID Number is not registered in SSNet One, '-' will be displayed in this field

2. Submit SCFA Application Form

2. Submit SCFA Application Form.
      2.3 Submit SCFA Withdrawal Form.

> You can submit an SCFA Withdrawal Form in SSNet One.

Step 1: Click 'SCFA Schemes' on the navigation bar

Step 2: Click 'New Withdrawal' to create an SCFA Withdrawal application

You will be directed to the SCFA Withdrawal Application Form

2. Submit SCFA Application Form

2. Submit SCFA Application Form.

      2.3 Submit SCFA Withdrawal Form *(continued)*.

Step 3: Fill in the Particulars of the Beneficiary of the Withdrawal

If there is a New SCFA Application tagged to the same Beneficiary ID Number under the same centre, the 'SCFA Application ID' field will show the list of relevant New SCFA Applications

This field is non-mandatory

Step 4: Indicate the Reason for Withdrawal

Home> SCFA Withdrawal Form

SCFA WITHDRAWAL FORM
Mandatory Fields *

1. PARTICULARS OF BENEFICIARY
2. REASON FOR WITHDRAWAL
3. DATE OF LAST ATTENDANCE BY BENEFICIARY
4. REFUND OF SUG DEPOSIT FROM MSF TO CENTRE
5. COMPUTATION OF SUBSIDIES DISBURSED
6. OTHER COMMENTS AND DECLARATION BY THE CENTRE

1. PARTICULARS OF BENEFICIARY

Beneficiary ID Number *

Centre Name *

SCFA Application ID

2. REASON FOR WITHDRAWAL

Withdrawal Reason *
- Select -
This is a required field

2. Submit SCFA Application Form

2. Submit SCFA Application Form.
  2.3 Submit SCFA Withdrawal Form *(continued)*.

Step 5: Select the Notice of Withdrawal, Date of Last Attendance, and Date of Withdrawal Notice (if applicable, based on selection for Notice of Withdrawal)

If the Centre has received *at least one month's notice*, the 'Date of Withdrawal Notice' field will be displayed

You will not be required to indicate if Refund of SUG is required

If the Centre has received *less than one month's notice*, the 'Date of Withdrawal Notice' field will be displayed

A checkbox to indicate if refund of SUG deposit is required will be displayed

If the Centre has *not received notice*, the 'Date of Withdrawal Notice' field will be hidden

A checkbox to indicate if refund of SUG deposit is required will be displayed

2. Submit SCFA Application Form

2. Submit SCFA Application Form.

       2.3 Submit SCFA Withdrawal Form *(continued)*.

Step 6: Fill in the Period of Approved Subsidy

Step 7: Indicate the Beneficiary's attendance during period of approved subsidy

If the Beneficiary has not met attendance rate requirements, you will have to indicate at least 1 calendar Month/Year in which attendance was not met

If the Beneficiary has met attendance rate requirements, the month and year fields will be hidden

2. Submit SCFA Application Form

2. Submit SCFA Application Form.
   2.3 Submit SCFA Withdrawal Form *(continued)*.

Step 8: Fill in the necessary details

Step 9: Upload the supporting documents

Step 10: Click 'Submit' after filling in all the required fields and submitting the mandatory supporting documents

2. Submit SCFA Application Form

2. Submit SCFA Application Form.

      2.3 Submit SCFA Withdrawal Form *(continued)*.

You will be directed to the 'View SCFA Withdrawal Details' page after successfully submitting the SCFA Withdrawal Form.

The SCFA Withdrawal Reference ID at the top of the 'View SCFA Withdrawal Details' page

Upon submission, the withdrawal will be in the 'New' status

Home > Applications > APP131074

SCFA APPLICATION - APP131074 WITHDRAWAL

ASSIGNED

Submitted On 15/02/2023   Received On 15/02/2023

Name of Beneficiary -	ID Number of Beneficiary S2635894I	Case Owner Estee SCFA
Linked SCFA Application -	Date of Withdrawal Notice -	Date of Last Attendance 01/02/2023
Release SUG Deposit Yes	Met Attendance Requirement Yes	Centre Name Student Care A
SCFA Intervention Ref -	Intervention Status -	

APPLICATION DETAILS

- Application Details
- Supporting Documents

PARTICULARS OF BENEFICIARY

Beneficiary ID Number	SCFA Application ID	Centre Name
S2635894I	-	Student Care A

WITHDRAWAL REASONS

Withdrawal Reasons
Child has medical issues

DATE OF LAST ATTENDANCE BY BENEFICIARY

Notice of Withdrawal
The Centre has not received any notice of withdrawal. The Centre has determined that the Beneficiary is no longer attending at the centre

Date of Withdrawal Notice
-

Date of Last Attendance
01/02/2023

If the Beneficiary ID Number corresponds to a Registered Person in SSNet One, the 'Name of Beneficiary' field will be displayed accordingly

If the Beneficiary ID Number is not registered in SSNet One, '-' will be displayed in this field
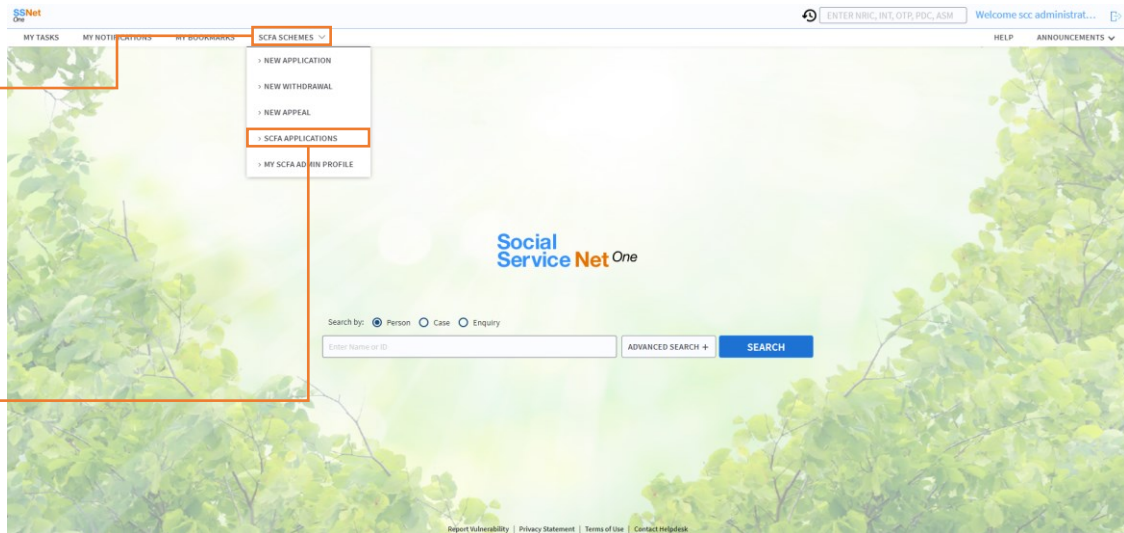
3. Search SCFA Applications.

Step 1: Click 'SCFA Schemes' on the navigation bar

Step 2: Click 'SCFA Applications'

You will be directed to the 'SCFA Applications Search' page

3. Search SCFA Applications *(continued).*

Step 3: Select the Application Type

Step 4: Select the criteria to perform the search

You will be able to search via Beneficiary's Birth Certificate, Applicant's NRIC, or Application ID

Social
Service Net *One*

3. Search SCFA Applications

3.1 Search All SCFA Applications.

      3.1.1 Search via Beneficiary's Birth Certificate Number.

Step 1: Select 'All'

Step 2: Select 'Beneficiary's Birth Certificate Number'

Step 3: Enter the Beneficiary's Birth Certificate Number

Step 4: Click to search for the SCFA Applications submitted

SSNet
One

MY TASKS   MY NOTIFICATIONS   MY BOOKMARKS   SCFA SCHEMES

Home> Application Search

Application Type:
◉ All   ○ New Application   ○ Withdrawal   ○ Appeal

Search By:
◉ Beneficiary's Birth Certificate Number   ○ Applicant's NRIC/FIN   ○ Application ID

S1144161J   **SEARCH**

APPLICATION ID ↓	APPLICATION TYPE	↓ BENEFICIARY'S NAME	↓ BENEFICIARY'S ID NUMBER	**APPLICANT'S NAME**	↑ APPLICANT'S ID NUMBER	↓ DATE/TIME SUBMITTED	↓ STATUS ↓	CASE OWNER ↓
APP130816	New Application	S1144161J bene	S1144161J	S4869576J app	S4869576J	13/02/2023 03:19 PM	Assigned	Guan Yu SCFA
APP130818	Withdrawal	S1144161J bene	S1144161J	-	-	13/02/2023 04:10 PM	Assigned	Guan Yu SCFA
APP130817	Appeal	S1144161J bene	S1144161J	-	-	13/02/2023 04:05 PM	Assigned	SSOD SCFA Caseworker

You will be able to view a list of the SCFA Applications tagged to the Beneficiary's Birth Certificate Number under your Centre.

You can sort the columns when viewing the list of Applications

You can click the Application ID to view more information on the 'View SCFA Application Details' page

APPLICATION ID ↓	APPLICATION TYPE	↓ BENEFICIARY'S NAME	↓ BENEFICIARY'S ID NUMBER	**APPLICANT'S NAME**	↑ APPLICANT'S ID NUMBER	↓ DATE/TIME SUBMITTED	↓ STATUS ↓	CASE OWNER ↓
APP125185	New Application	Monkey D Luffy	S5709386B	Monkey D Dragon	S3804621G	18/01/2023 03:25 PM	Assigned	Guan Yu SCFA

3. Search SCFA Applications

3.1 View All SCFA Applications.

      3.1.2 Search via Applicant's NRIC/FIN.

Step 1: Select 'All'

Step 2: Select 'Applicant's NRIC/FIN'

Step 3: Enter the Applicant's NRIC/FIN

Step 4: Click to search for the SCFA Applications submitted

You will be able to view a list of the SCFA New Applications tagged to the Applicant's NRIC/FIN. Note that as Appeal and Withdrawal applications do not require you to fill in the Applicant's NRIC/FIN, you will not be able to search for Appeal and Withdrawal applications using this search criteria.

You can sort the columns when viewing the list of Applications

You can click the Application ID to view more information on the 'View SCFA Application Details' page

3. Search SCFA Applications

3.1 View All SCFA Applications.

3.1.3 Search via Application ID.

Step 1: Select 'All'

Step 2: Select 'Application ID'

Step 3: Enter the Application ID

Step 4: Click to search for the SCFA Applications submitted

You will be able to view the SCFA Application tagged to the Application ID.

You can sort the columns when viewing the list of Applications

You can click the Application ID to view more information on the 'View SCFA Application Details' page

4. View New SCFA Application.

      4.1 View New SCFA Application Details.

            4.1.1 Application Details – View Application Form Sections.

> On the 'View SCFA Application Details' page, the 'Application Details' tab displays the information captured in each section of the Application Form:
> Application Type, Particulars of Beneficiary, Particulars of Applicant, Contact Details, Income Details, Particulars of Immediate Family Members, Terms of Consent, Details of SCFA Subsidy and Start-Up Grant, Declaration By the SCC/SSCC.

APPLICATION DETAILS

- Application Details
- Supporting Documents

APPLICATION TYPE

Application Type
New Application

Applying for Operator Grant only
No

Category
Normal applications

PARTICULARS OF BENEFICIARY

Name (as in NRIC/FIN)	ID Number	ID Type
S1144161J bene	S1144161J	Singapore Birth Certificate

Citizenship Status
Singapore Citizen

Date of Birth	School Name
12/06/2014	ADMIRALTY PRIMARY SCHOOL

PARTICULARS OF APPLICANT

Name (as in NRIC/FIN)	ID Number	ID Type
S4869576J app	S4869576J	Singapore Pink Identification Card

Citizenship Status	Date of Birth
Singapore Citizen	04/06/1976

Relationship to Beneficiary
Parent

Employment Status of Applicant
Looking for Work

Marital Status	Marriage Type
Married	First Marriage

PARTICULARS OF SPOUSE

Name (as in NRIC/FIN)	ID Number	ID Type
S3211858E spouse	S3211858E	Singapore Pink Identification Card

Citizenship Status	Date of Birth	Relationship to Beneficiary
Singapore Citizen	15/10/1953	Parent

Employment Status of Spouse
Not working (Permanently Medically Unfit)

CONTACT DETAILS

Residential Address

Country	Postal Code	Blk/Hse No.
SINGAPORE	789555	1

Street	Building	Level
1	-	-

Unit
-

Correspondence Address same as Residential Address
Yes

Contact Details of Applicant

Mobile Number	Home Number	Email
+65 91111111	-	-

Contact Details of Spouse

Mobile Number	Home Number	Email
+65 91111111	-	-

4. View New SCFA Application.

 4.1 View New SCFA Application Details.

  4.1.1 Application Details – View Application Form Sections *(continued)*.

INCOME DETAILS

Monthly Gross Income of Applicant
$1.00

Income from Rent
$1.00

PARTICULARS OF IMMEDIATE FAMILY MEMBERS

There are immediate family member(s) living with the applicant
No

TERMS OF CONSENT

CONSENT OF APPLICANT

Date of Consent
17/01/2023

CONSENT OF BENEFICIARY

Name
S0539073G bene

Date of Consent
17/01/2023

Acknowledgement and consent have been obtained from all relevant parties
Yes

DETAILS OF SCFA SUBSIDY AND START-UP GRANT

Centre Name
Student Care A

Multiple children enrolled in Special Student Care Centre
No

APPLICATION PERIOD FOR SCFA SUBSIDY

Child Admission Date
17/01/2023

Start Month
January

Start Year
2023

Backdated Application
No

Monthly Student Care Fee
(including GST, if applicable)
$300.00

Applying For Start-Up Grant
No

DECLARATION BY THE SCC/SSCC

Centre Supervisor Name
1

Consent Date
17/01/2023

I acknowledge and consent to the terms of data sharing
Yes

4. View New SCFA Application.

  4.1 View New SCFA Application Details.

    4.1.2 Supporting Documents – Add Attachment.

In the Supporting Documents tab, you will be able to add additional attachments to the application after submission.

Step 1: Click to add supporting documents

Step 2: Upload the relevant attachments

Step 3: Indicate the document type for each document uploaded

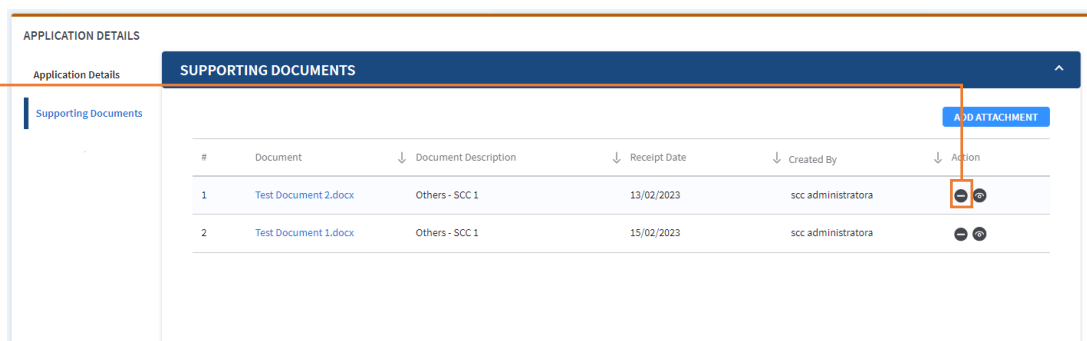You can click 'Remove Document' to remove the selected document

Step 4: Click 'Save' to add the supporting documents

4. View New SCFA Application.

4.1 View New SCFA Application Details.

4.1.3 Supporting Documents – Delete Attachment.

In the Supporting Documents tab, you will be able to disable existing attachments if they were uploaded in error.

Step 1: For documents uploaded in error, click on the '-' icon to disable the document
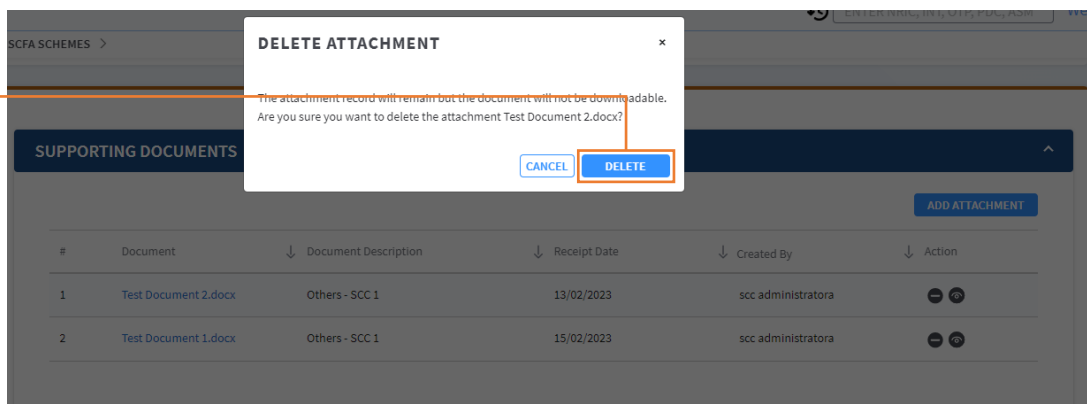
Step 2: Click on 'Delete' to confirm the disabling of the document
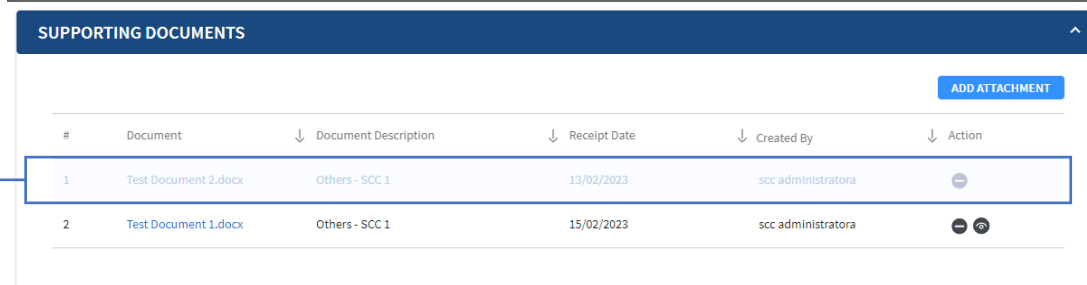
The disabled document will still be listed in the Supporting Documents tab but will not be downloadable

4. View New SCFA Application

4. View New SCFA Application.

      4.1 View New SCFA Application Details.

            4.1.4 Supporting Documents – Document Submission Status.

You will be able to check if additional documents are required for your submitted applications by referring to the 'Status of Document Submission' section under the Supporting Documents tab.

If the application is pending outstanding documents, you will be able to view the document(s) required, comments and deadline for submission indicated by the MSF officer

When 'Pending Outstanding Documents' is indicated by the MSF Officer, an email notification will be sent to the email address linked to the application submitter's SSNet One account.

5. View SCFA Appeal Application

5. View SCFA Appeal Application.

      5.1 View SCFA Appeal Application Details.

            5.1.1 Supporting Documents – Add Attachment.

> In the Supporting Documents tab, you will be able to add additional attachments to the application after submission.

Step 1: Click to add supporting documents

Step 2: Upload the relevant attachments

Step 3: Indicate the document type for each document uploaded

You can click 'Remove Document' to remove the selected document

Step 4: Click 'Save' to add the supporting documents

5. View SCFA Appeal Application.

      5.1 View SCFA Appeal Application Details.

            5.1.2 Supporting Documents – Delete Attachment.

In the Supporting Documents tab, you will be able to disable existing attachments if they were uploaded in error.

Step 1: For documents uploaded in error, click on the '-' icon to disable the document

Step 2: Click on 'Delete' to confirm the disabling of the document

The disabled document will still be listed in the Supporting Documents tab but will not be downloadable

5. View SCFA Appeal Application

5. View SCFA Appeal Application.

      5.1 View SCFA Appeal Application Details.

            5.1.3 Supporting Documents – Document Submission Status.

You will be able to check if additional documents are required for your submitted applications by referring to the 'Status of Document Submission' section under the Supporting Documents Tab.

If the application is pending outstanding documents, you will be able to view the document(s) required, comments and deadline for submission indicated by the MSF officer

When 'Pending Outstanding Documents' is indicated by the MSF Officer, an email notification will be sent to the email address linked to the application submitter's SSNet One account.

6. View SCFA Withdrawal Application

6. View SCFA Withdrawal Application.

> **6.1** View SCFA Withdrawal Application Details.
>
> > **6.1.1** Supporting Document – Add Attachment.

In the Supporting Documents tab, you will be able to add additional attachments to the application after submission.

Step 1: Click to add supporting documents

APPLICATION DETAILS

Application Details

Supporting Documents

SUPPORTING DOCUMENTS

ADD ATTACHMENT

#	Document	Document Description	Receipt Date	Created By	Action
1	Test Document 2.docx	Others - SCC 1	13/02/2023	scc administratora	⊖ 👁

Step 2: Upload the relevant attachments

1. UPLOAD ATTACHMENTS

Allowed Document Types	ZIP, PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX, JPG, JPEG, PNG
Maximum File Size	4 MB
Maximum Upload File Count	10 documents

Drop documents here
Or Use The "Browse" Button
BROWSE

Step 3: Indicate the document type for each document uploaded

Uploaded Documents

#	Document	Size	Document Type *
1	Sample Document.docx	0.00 MB	▼

You can click 'Remove Document' to remove the selected document

REMOVE DOCUMENT

EXIT

SAVE

Step 4: Click 'Save' to add the supporting documents

6. View SCFA Withdrawal Application

6. View SCFA Withdrawal Application.

      6.1 View SCFA Withdrawal Application Details.

            6.1.2 Supporting Document – Delete Attachment.

In the Supporting Documents tab, you will be able to disable existing attachments if they were uploaded in error.

Step 1: For documents uploaded in error, click on the '-' icon to disable the document

Step 2: Click on 'Delete' to confirm the disabling of the document

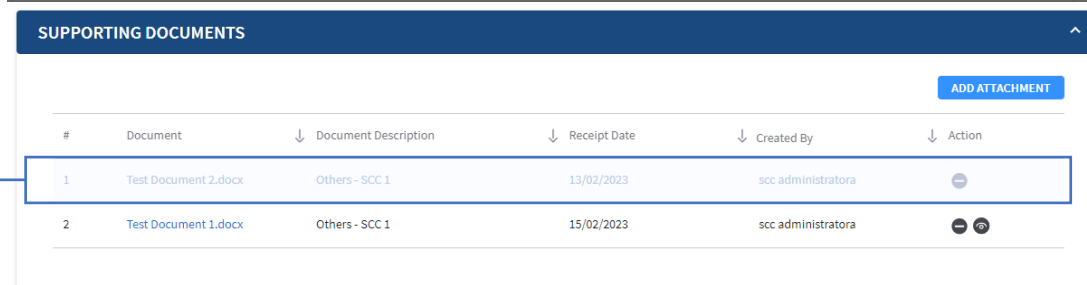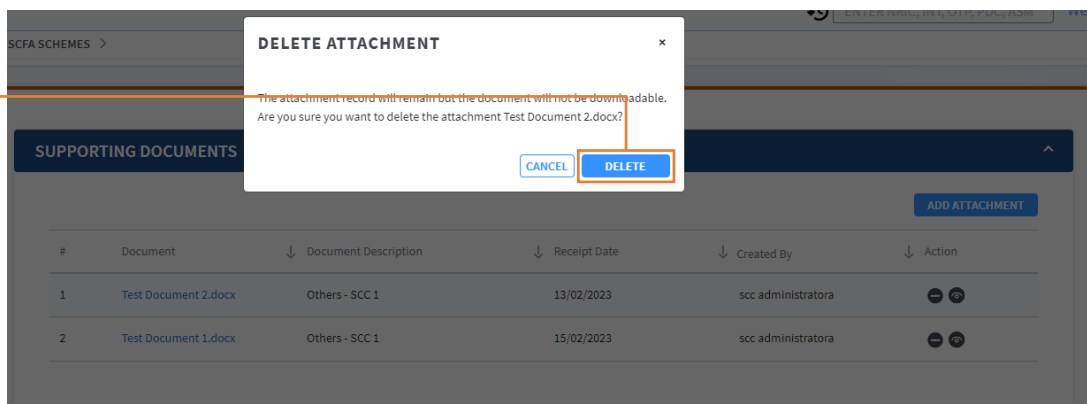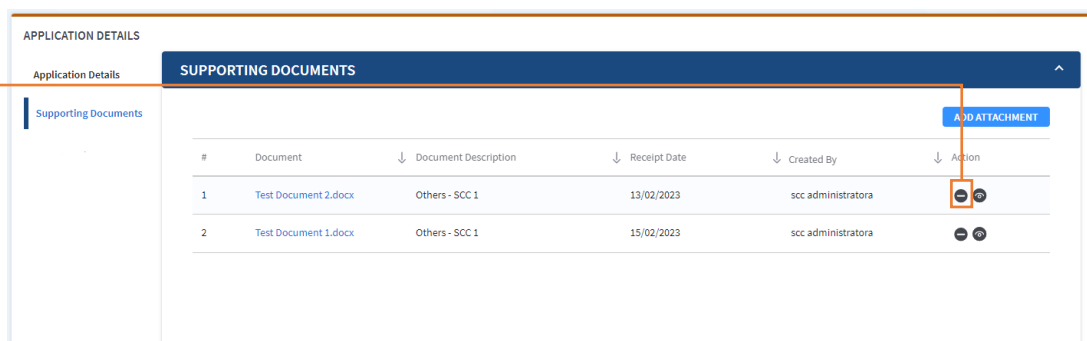The disabled document will still be listed in the Supporting Documents tab but will not be downloadable

6. View SCFA Withdrawal Application

6. View SCFA Withdrawal Application.
  6.1 View SCFA Withdrawal Application Details.
    6.1.3 Supporting Document – Document Submission Status.

You will be able to check if additional documents are required for your submitted applications by referring to the 'Status of Document Submission' section under the Supporting Documents Tab.

APPLICATION DETAILS

Application Details

Supporting Documents

MT Request

SUPPORTING DOCUMENTS

ADD ATTACHMENT

#	Document	Document Description	Receipt Date	Created By	Action
1	Test Document 2.docx	Others - SCC 1	13/02/2023	scc administratora	⊖
2	Test Document 1.docx	Others - SCC 1	15/02/2023	scc administratora	⊖ 👁

Status of Document Submission *
Pending Outstanding Documents

Outstanding Documents *
EEP Letter x LOR x Attendance Records/Appeal form on reason for backdating x

Comments *   912/1000 Characters Left
Submit the LOR from school, EEP Letter, and Attendance Records for the month of October.

Deadline *
28/02/2023

If the application is pending outstanding documents, you will be able to view the document(s) required, comments and deadline for submission indicated by the MSF officer

When 'Pending Outstanding Documents' is indicated by the MSF Officer, an email notification will be sent to the email address linked to the application submitter's SSNet One account.