

SCFA Application

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SCFA Application

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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.

You can view your centre(s)' SCFA Administrative information on your SCFA Administrator Profile page(s).

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

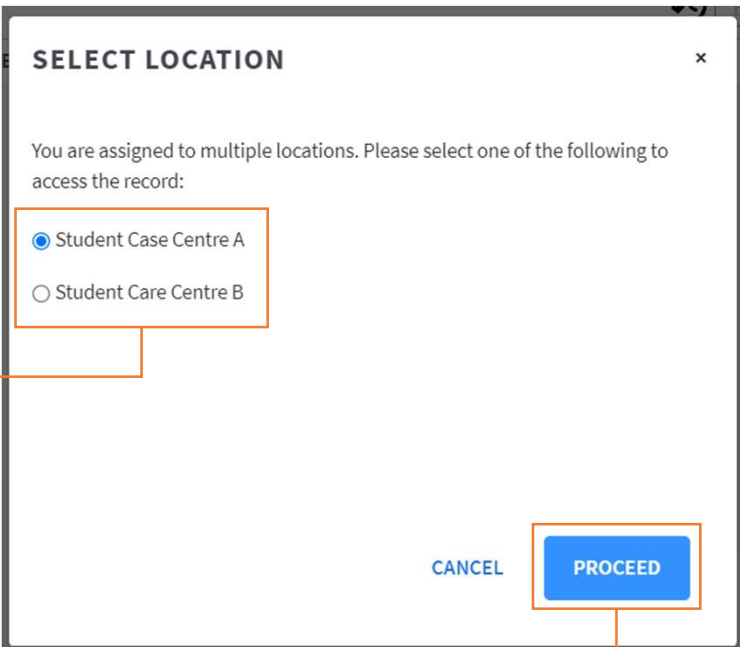
Step 2: Click 'My SCFA Admin Profile'
You will be directed to your SCFA Admin Profile page



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.

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		ACTIVE
SCFA Administrator Approval Date 19/01/2023		
Type of SCC School-based	Operations Start Date 01/01/2023	SCFA Admin Approved Application Ref APP2574
Contact Person Name John Doe	Contact Person Telephone No. 66778899	Contact Person Mobile No. 99887766
Email Address example@email.com	Registered Address 123, Tampines, #12-123, Tower 2, SINGAPORE 123456	Audit Grading A (2020/2021)
Total Usable Floor Area (sq m) 800	Capacity (at any point in time) 267	Student Care Officer Jane Doe
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

Administrative Info Changes

Supporting Documents

CENTRE ADDRESS ^

SCC Name Student Care Centre A	Postal Code 123456	Block No. 12	Street Name Tampines
Building Name Tower A	Level -	Unit 50	

CONTACT INFORMATION ^

Contact Person Name John Doe	Designation Centre Supervisor	Centre Telephone No. 99887766	Contact Person Mobile No. 99887766
Centre Email Address Example@email.com	Contact Person Email Address Contactperson@email.com	Email Address For All Payment Matters EmailAllPayment@email.com	EmailAllPayment2@email.com

ORGANISATION PARTICULARS ^

ACRA Registration No. -	ROS Registration No. 202110300R	Type of SCC School-based	Business Profile Social Service Agency (SSA)
Type of Premises School	Type of Premises (Others) -	Operation Start Date 01/01/2023	
Total Usable Floor Area (sq m) 544	Capacity 200 (Approved on 18/05/2023)		
Monthly Fee (inclusive of GST, if applicable) 500, 200, 2000 (w.e.f. 02/05/2023)	Charges GST No		
Holiday Surcharge (if any) 200 (w.e.f. 02/05/2023)	Deposit Inclusive of GST No		
Operating Hours (Mon-Fri) 08:00 - 19:00 (w.e.f. 16/05/2023)	Operating Hours (Sat) 08:00 - 19:30 (w.e.f. 09/05/2023)	Operating Hours (School Holidays) 08:30 - 14:30 (w.e.f. 03/05/2023)	No. of Centre Closure Days (excluding Public Holidays) 4 (w.e.f. 03/05/2023)
Withdrawal/Cessation Date -	Centre is ceasing operations -		
Reason to Deregister -			

BANK ACCOUNT DETAILS ^

Bank Name DBS	Branch Code 105	Corporate Account Name Ginger Bear Bank	Corporate Account Number 2052871
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 ^

ENROLMENT BREAKDOWN ^

Reporting Date (6-Monthly Returns)
-

ENROLMENT NUMBERS OF SCFA CHILDREN

P1	P2	P3	P4	P5	P6
0	0	0	0	0	0
Sec 1	Sec 2	Sec 3 (Only Applicable For SSCCs)			
0	0	0			

ENROLMENT NUMBERS OF NON-SCFA CHILDREN

P1	P2	P3	P4	P5	P6
0	0	0	0	0	0
Sec 1	Sec 2	Sec 3 (Only Applicable For SSCCs)			
0	0	0			

WAITLIST

P1	P2	P3	P4	P5	P6
0	1	0	0	0	0
Sec 1	Sec 2	Sec 3 (Only Applicable For SSCCs)			
0	0	0			

SCFA Students	Non-SCFA Students	Total Enrolment
0	0	66

Total SCFA Enrolment Percentage
0%

NUMBER OF STAFF

Supervisor(s)	Teacher(s)	Assistant Teacher(s)	Administrator(s)	Regular Volunteer(s)
6	9	3	1	1
Cook(s)/Cleaner(s)	Others (Ad Hoc Relief Staff)	Total No. Of Staff	Programme Staff : Child Ratio	
1	12	20	4	

PARENT ORGANISATION ^

Name of Parent Organisation
Parent Organisation

Postal Code	Block No.	Street Name	Building Name
232322	434e	Tampines Street	Odin Tower 2e
Level	Unit		
-	232e		

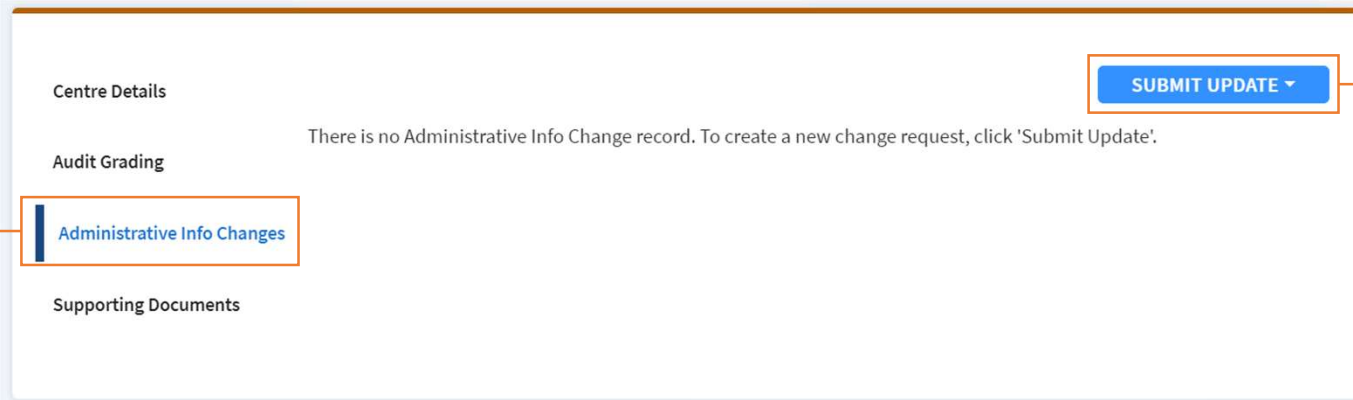
1. View My SCFA Administrator Profile

- 1. My SCFA Administrator Profile.
 - 1.1 My SCFA Administrator Profile Details.
 - 1.1.2 Submit Administrative Info Changes.

You can submit updates to your SCFA Administrator Profile, including 6-Monthly Updates, and view the updates submitted from the 'Administrative Info Changes' tab on the 'View My SCFA Administrator Profile' page.

Step 1: Click 'Administrative Info Changes'

Step 2: Click 'Submit Update'



Administrative Info Changes

SUBMIT UPDATE

There is no Administrative Info Change record. To create a new change request, click 'Submit Update'.

Centre Details

Audit Grading

Administrative Info Changes

Supporting Documents

There is no Administrative Info Change record. To create a new change request, click 'Submit Update'.

SUBMIT UPDATE

6-Monthly Update
Regular Update

Step 3: Select the type of update

You will be directed to the SCFA Administrative Info Change form

A new submission can only be made if all previous submissions are in 'Completed' status. You will be prompted with a message will appear if a previous submission is not in 'Completed' status.

A new submission can only be made if all previous submissions are in Completed status.

1. View My SCFA Administrator Profile

1. My SCFA Administrator Profile.

1.1 My SCFA Administrator Profile Details.

1.1.2 Submit Administrative Info Changes (continued).

Selected fields are not editable in the SCFA Administrative Info Change form. If you wish to update the fields that are non-editable, please contact your Student Care Officer.

1. CENTRE DETAILS

Note: If you wish to update information in the fields that are non-editable, please contact your Student Care Officer.

SCC Name Student Care Centre A	Postal Code 123456	Block No. 50
Street Name Tampines	Building Name Tower A	Level -
Unit 50		

2. CONTACT INFORMATION

Contact Person Name * John Doe	Designation * Centre Supervisor	Centre Telephone No. * 99887766
Contact Person Mobile No. * 99887766	Contact Person Email Address * contactperson@email.com	
Centre Email Address * Centre@email.com	Email Address For All Payment Matters * emailpayment@email.com	
Centre2@email.com	emailpayment2@email.com	

3. ORGANISATION PARTICULARS

ACRA Registration No. 200923605W	ROS Registration No. -	Type of SCC School-based
Business Profile Social Service Agency (SSA)	Type of Premises School	Type of Premises (Others) -
Operation Start Date 01/01/2019	Total Usable Floor Area (sq m) 432	
Monthly Fee (inclusive of GST, if applicable) * 260	New Monthly Fee Effective Date * dd/mm/yyyy	Deposit Inclusive of GST * Yes
Holiday Surcharge \$5/day (Non SCFA), \$2.50/day (SCFA)	New Holiday Surcharge Effective Date * dd/mm/yyyy	
Capacity * 144	New Capacity Effective Date dd/mm/yyyy	
No. of Centre Closure Days (excluding Public Holidays) * 6	New No. of Centre Closure Days Effective Date dd/mm/yyyy	
Operating Hours (Mon-Fri) - Start time * 10:00	Operating Hours (Mon-Fri) - End time * 19:30	New Operating Hours (Mon-Fri) Effective Date 01/06/2023
Operating Hours (Sat) - Start time	Operating Hours (Sat) - End time	New Operating Hours (Sat) Effective Date dd/mm/yyyy
Operating Hours (School Holidays) - Start time * 07:30	Operating Hours (School Holidays) - End time * 19:00	New Operating Hours (School Holidays) Effective Date dd/mm/yyyy

Your Student Care Officer will be notified in SSNet One on changes to 'Contact Person Name'

The MSF SCFA Comcare Team will be notified in SSNet One on changes to 'Monthly Fee' and/or 'Holiday Surcharge'. An email receipt will also be sent to your Centre Email Address(es)

You will only be able to select a Monthly Fee and Holiday Surcharge Effective Date that is at least 30 calendar days from the current date, i.e. the earliest effective date that can be selected on 16 Aug will be 15 Sep

Changes to 'Operating Hours' and 'Email Address for All Payment Matters' fields will be routed to your Student Care Officer for acknowledgement before the changes take effect on your SCFA Administrator Profile page.

The Change Profile record will be in 'Submitted' status when pending acknowledgement and 'Completed' status after acknowledgement. If there are edits required, the record will be returned to you for update, in 'Open' status.

1. View My SCFA Administrator Profile

1. My SCFA Administrator Profile.

1.1 My SCFA Administrator Profile Details.

1.1.2 Submit Administrative Info Changes (continued).

4. BANK ACCOUNT DETAILS ^

Bank Name DBS	Branch Code 123	Corporate Account Name Account Pte Ltd	Corporate Account Number 123451231
Bank Code 1122			

5. SCFA BENEFICIARY ENROLMENT ^

ENROLMENT NUMBERS OF SCFA CHILDREN

SCFA Students
45

P1* <input type="text" value="1"/>	P2* <input type="text" value="2"/>	P3* <input type="text" value="3"/>	P4* <input type="text" value="4"/>
P5* <input type="text" value="5"/>	P6* <input type="text" value="6"/>	Sec 1* <input type="text" value="7"/>	Sec 2* <input type="text" value="8"/>

Sec 3 (Only for SSCCs)

ENROLMENT NUMBERS OF NON-SCFA CHILDREN

Non-SCFA Students
45

P1* <input type="text" value="1"/>	P2* <input type="text" value="2"/>	P3* <input type="text" value="3"/>	P4* <input type="text" value="4"/>
P5* <input type="text" value="5"/>	P6* <input type="text" value="6"/>	Sec 1* <input type="text" value="7"/>	Sec 2* <input type="text" value="8"/>

Sec 3 (Only for SSCCs)

TOTAL ENROLMENT

Total Enrolment 90	Total SCFA Enrolment Percentage 50%
-----------------------	--

WAITLIST

P1* <input type="text" value="1"/>	P2* <input type="text" value="2"/>	P3* <input type="text" value="3"/>	P4* <input type="text" value="4"/>
P5* <input type="text" value="5"/>	P6* <input type="text" value="6"/>	Sec 1* <input type="text" value="7"/>	Sec 2* <input type="text" value="8"/>

Sec 3 (Only for SSCCs)

NUMBER OF STAFF

Supervisor(s)* <input type="text" value="1"/>	Teacher(s)* <input type="text" value="7"/>	Assistant Teacher(s)* <input type="text" value="5"/>	Administrator(s)* <input type="text" value="2"/>
Regular Volunteer(s)* <input type="text" value="5"/>	Cook(s)/Cleaner(s)* <input type="text" value="2"/>	Others (Ad Hoc Relief Staff)* <input type="text" value="5"/>	

If you had selected the '6-Monthly Updates' Submission Type, you will be required to enter the latest enrolment and staff breakdown details

1. View My SCFA Administrator Profile

1. My SCFA Administrator Profile.

1.1 My SCFA Administrator Profile Details.

1.1.2 Submit Administrative Info Changes (continued).

Parent Organisation will only be applicable to SCCs with the Parent Organisation as the legal entity

Step 4a: Click 'Exit' to exit the form without saving your changes

Step 4b: Click 'Submit' to submit the Administrative Info Change form

6. PARENT ORGANISATION ^

Name of Parent Organisation
Nascans Pte Ltd

Postal Code * <input type="text" value="207922"/>	Block No. * <input type="text" value="32"/>	Street Name * <input type="text" value="Sam Leong Road"/>
Building Name <input type="text"/>	Level <input type="text"/>	Unit * <input type="text" value="32"/>

EXIT
SUBMIT

1. View My SCFA Administrator Profile

1. My SCFA Administrator Profile.
 - 1.1 My SCFA Administrator Profile Details.
 - 1.1.2 Submit Administrative Info Changes (continued).

After clicking 'Submit', you will be prompted to verify and declare the changes before the SCFA Administrative Info Change form is submitted.

You can verify the Submission Type selected from the confirmation prompt

PLEASE CONFIRM (REGULAR UPDATE FORM) ×

This message confirms that you are submitting change(s) to your SCFA administrator profile.

For any changes in **SCC operating hours** and **Centre closure days**, please ensure that the Centre has provided at least 2 months' notice to the parents of all enrolled students before the changes are effected.

For any changes in **Centre Fees** or **Holiday Surcharge**, please ensure that the Centre has provided at least 3 months' notice to the parents of all enrolled students before the changes are effected.

I am the authorised personnel to make the change(s) and would like to proceed with the change(s). *

CANCEL **PROCEED**

Step 5: Select the checkbox after you have verified the necessary details

Step 6a: Click 'Cancel' to close the prompt

Step 6b: Click 'Proceed' to submit the Administrative Info Change form

1. View My SCFA Administrator Profile

1. My SCFA Administrator Profile.

1.1 My SCFA Administrator Profile Details.

1.1.2 Submit Administrative Info Changes (continued).

Changes to 'Operating Hours' and 'Email for All Payment Matters' fields will be routed to your Student Care Officer for acknowledgement before the changes take effect on your SCFA Administrator Profile page.

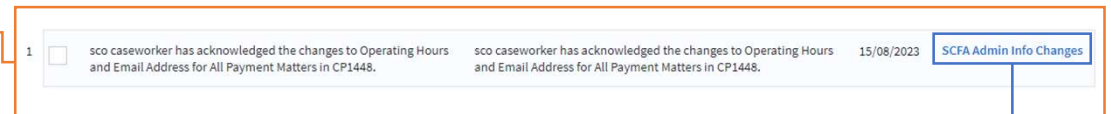
The Change Profile record will be in 'Submitted' status when pending acknowledgement and 'Completed' status after acknowledgement.

After the changes have been successfully acknowledged, a notification will be sent to the user who had submitted the Administrative Info Changes.

Step 7: To view the notification, click 'My Notifications' on the navigation bar



Step 8: The notification will be displayed in the 'My Notifications' tab



You can click 'SCFA Admin Info Changes' to be directed to the Administrative Info Change record page

1. View My SCFA Administrator Profile

1. My SCFA Administrator Profile.

1.1 My SCFA Administrator Profile Details.

1.1.3 View Administrative Info Change Records.

You can view the SCFA Administrative Info Change records submitted from the 'Administrative Info Changes' tab on the 'View My SCFA Administrator Profile' page.

Step 1: Click 'Administrative Info Changes'

You can sort the columns when viewing the list of Administrative Info Change records submitted

Ref ID	Submission Type	Submitted On	Submitted By	Status	Acknowledged On	Acknowledged By
CP1055	Regular Update	15/06/2023	SCC Supervisor	Open	-	-
CP1054	Regular Update	15/06/2023	SCC Supervisor	Completed	15/06/2023	SYSTEM
CP1053	Regular Update	15/06/2023	SCC Supervisor	Completed	15/06/2023	SYSTEM

Step 2: Click the hyperlinked Ref ID to view more details on the Administrative Info Change Details page

1. View My SCFA Administrator Profile

1. My SCFA Administrator Profile.

1.1 My SCFA Administrator Profile Details.

1.1.3 View Administrative Info Change Records (continued).

CP1112 COMPLETED
 Created On 11/05/2023
 Submitted By SCC Supervisor

Submission Details VIEW SNAPSHOT

Status History

CENTRE ADDRESS			
SCC Name	Postal Code	Block No.	Street Name
Student Care Centre	123456	123ee	Tampine
Building Name	Level	Unit	
Odin Tower e	-	123e	

Details of the Administrative Info Changes submitted will be displayed in the 'Submission Details' tab on the Administrative Info Change Details page

Step 3: Click 'View Snapshot' if you wish to compare the submitted changes with the SCFA Administrator Profile details before the changes were submitted

SCFA Administrator Profile details before the changes were submitted will be displayed in each section for comparison

Submission Details HIDE SNAPSHOT

Status History

CENTRE ADDRESS			
SCC Name	Postal Code	Block No.	Street Name
Student Care Centre	123456	123	Tampine
Building Name	Level	Unit	
Odin Tower	-	123e	

BEFORE SUBMISSION OF ADMINISTRATIVE INFORMATION CHANGES

SCC Name	Postal Code	Block No.	Street Name
Student Care Centre	123456	123ee	Tampine
Building Name	Level	Unit	
Odin Tower e	-	123e	

Step 4: Navigate to the 'Status History' tab if you wish to view the changes in status and comments from your Student Care Officer, if any, of the specific Administrative Info Change record

Submission Details REFRESH

Status History

Status Date ↑	Status ↓	Comments ↓	By User ↓
13/06/2023 12:27 PM	Completed	-	SYSTEM
13/06/2023 12:27 PM	Submitted	-	sccsupervisor

1. View My SCFA Administrator Profile

1. My SCFA Administrator Profile.

1.1 My SCFA Administrator Profile Details.

1.1.4 Edit Administrative Info Change Record.

If there are further edits required to an SCFA Administrative Info Change record that had been routed to your Student Care Officer for acknowledgement, a task will be sent to the user who had submitted the Administrative Info Changes to perform the necessary edits.

Step 1: Click 'My Tasks' on the navigation bar



Step 2: Click the SCFA Admin Info Changes hyperlink to navigate to the 'SCFA Administrator Info Changes' page

Record Type ↓	Client Name ↓	Action Type ↓	Deadline ↓	Creation Date ↓	Case Owner ↓
1 SCFA Admin Info Changes - CP1453	-	Follow-up Action		16/08/2023	scocaseworker

Task ID 412961	Priority High
Case Location -	Description Change(s) to Operating Hours and Email Address for All Payment Matters for Student Care Centre A have been rejected by sco caseworker on 16/08/2023. You can view further comments by clicking the SCFA Admin Info Changes link and navigating to the Status History tab.

ACKNOWLEDGE AND CLOSE TASK
FORWARD TASK

1. View My SCFA Administrator Profile

1. My SCFA Administrator Profile.

1.1 My SCFA Administrator Profile Details.

1.1.4 Edit Administrative Info Change Record (continued).

Only user with the SCC Supervisor role will be able to make edits to an Administrative Info Change Record in 'Open' status. Only Administrative Info Change Records in 'Open' status can be edited.

Step 3: Click 'Edit' in the Overview section of the SCFA Administrative Info Change record, to navigate to the SCFA Administrative Info Changes form

CP1333
Created On 14/06/2023
Submitted By scc supervisor

OPEN

EDIT

2. CONTACT INFORMATION

Contact Person Name *	Designation *	Centre Telephone No. *
John Doe	Supervisor	66778899
Contact Person Mobile No. *	Contact Person Email Address *	
99887766	ContactPerson@email.com	
Centre Email Address *	Email Address For All Payment Matters *	
CentreEmail@email.com	EmailforAllPayment@email.com	
+ EMAIL ADDRESS	+ EMAIL ADDRESS	

Step 4: Make the necessary edits to the 'Operating Hours' and/or 'Email Address for All Payment Matters' field(s)

3. ORGANISATION PARTICULARS

ACRA Registration No. 202201231E	ROS Registration No. -	Type of SCC School-based
Business Profile Social Service Agency (SSA)	Type of Premises School	Type of Premises (Others) -
Operation Start Date 01/01/2023	Total Usable Floor Area (sq m) 1234	
Monthly Fee (inclusive of GST, if applicable) *	New Monthly Fee Effective Date *	Charges GST *
400 Mon to Fri	01/07/2023	Yes
Holiday Surcharge	New Holiday Surcharge Effective Date *	Deposit Inclusive of GST *
300 Mon to Fri	01/07/2023	Yes
Capacity *	New Capacity Effective Date	
420	dd/mm/yyyy	
No. of Centre Closure Days (excluding Public Holidays) *	New No. of Centre Closure Days Effective Date	
6	dd/mm/yyyy	
Operating Hours (Mon-Fri) - Start time *	Operating Hours (Mon-Fri) - End time *	New Operating Hours (Mon-Fri) Effective Date
10:00	19:00	dd/mm/yyyy
Operating Hours (Sat) - Start time	Operating Hours (Sat) - End time	New Operating Hours (Sat) Effective Date
		dd/mm/yyyy
Operating Hours (School Holidays) - Start time *	Operating Hours (School Holidays) - End time *	New Operating Hours (School Holidays) Effective Date
07:30	19:00	dd/mm/yyyy

EXIT **SUBMIT**

Step 5: Click 'Submit' to submit the Administrative Info Changes

1. View My SCFA Administrator Profile

1. View My SCFA Administrator Profile.
 - 1.1 View My SCFA Administrator Profile Details.
 - 1.1.5 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

Centre Details	Audit Year ↑	Audit Date ↓	Audit Type ↓	Audit Grade ↓	Submitted By ↓	Submitted Date ↓
Audit Grading	2021/2022	27/08/2022	Student Care Fee Assistance Audit	A	SYSTEM	05/05/2023
Administrative Info Changes	2019/2020	12/07/2019	Student Care Fee Assistance Audit	A	SYSTEM	05/05/2023
Supporting Documents	2017/2018	21/09/2017	Student Care Fee Assistance Audit	A	SYSTEM	05/05/2023

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 CENTRE A - 5384708			ACTIVE
SCFA Administrator Approval Date 01/01/2023			
Type of SCC	Operations Start Date	SCFA Admin Approved Application Ref	
-	01/01/2023	APP2594	
Contact Person Name	Centre Telephone No.	Contact Person Mobile No.	
John Doe	66778899	96625521	
Centre Email Address	Registered Address	Audit Grading	
CentreEmail@gmail.com	12, Tampines Hub, #15- 05a, Tower 8, SINGAPORE 123456	A (2020/2021)	
CentreEmail2@gmail.com		Student Care Officer	
CentreEmail3@gmail.com		sco caseworker	
Total Usable Floor Area (sq m)	Capacity (at any point in time)		
2000	700		
Total No. of SCFA Students	Total No. of Non-SCFA Students		
31	19		
Monthly Fee (inclusive of GST, if applicable)			
\$500; 200 (with effect from 01/05/2023)			

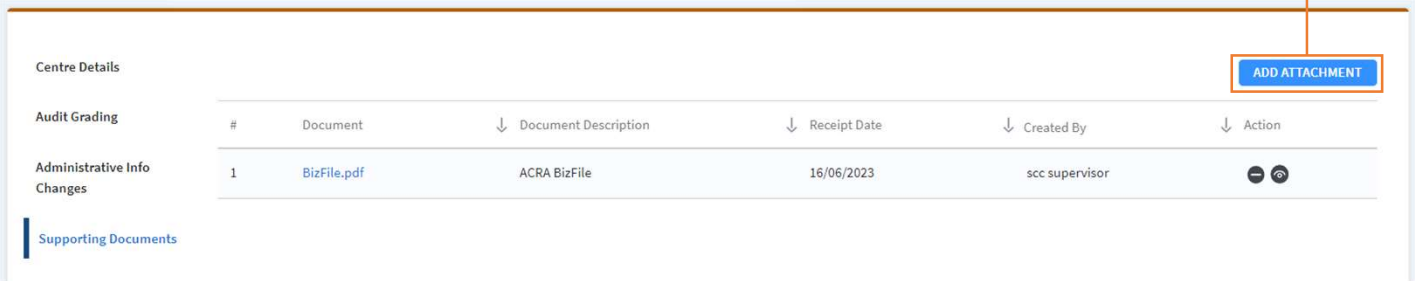
The latest Audit Grading and corresponding Audit Period will be displayed

1. View My SCFA Administrator Profile

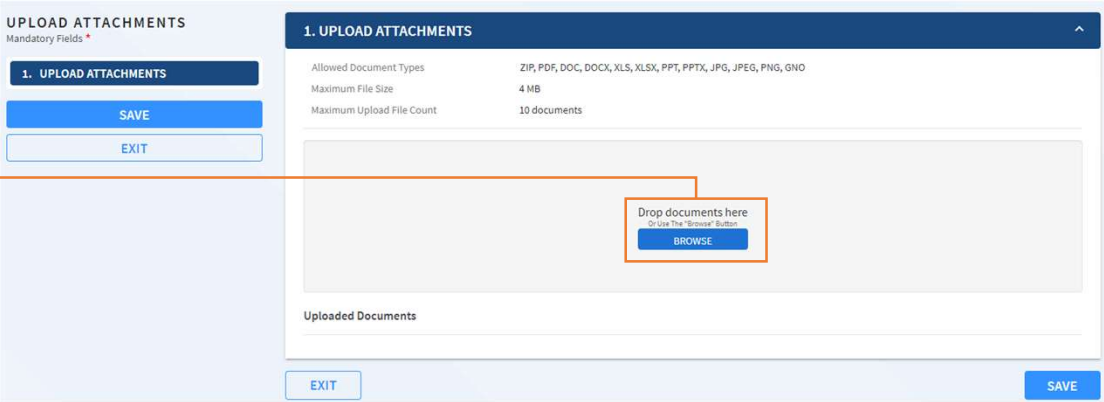
- 1. View My SCFA Administrator Profile.
 - 1.1 View My SCFA Administrator Profile Details.
 - 1.1.6 Profile Details - Add Supporting Documents.

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

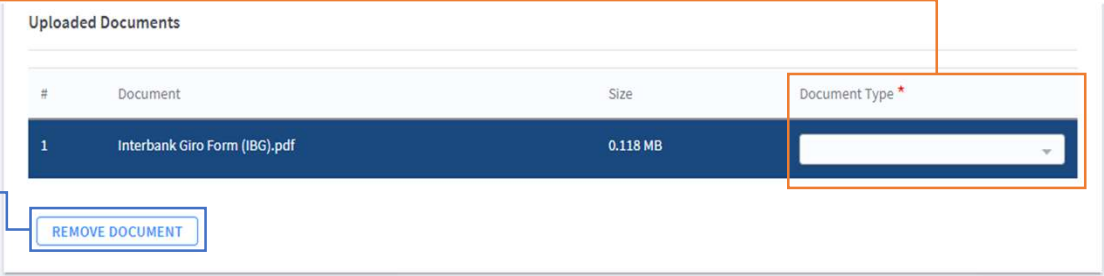
Step 1: Click to add attachment(s)



Step 2: Upload the relevant attachment(s)



Step 3: Select the document type for each document uploaded



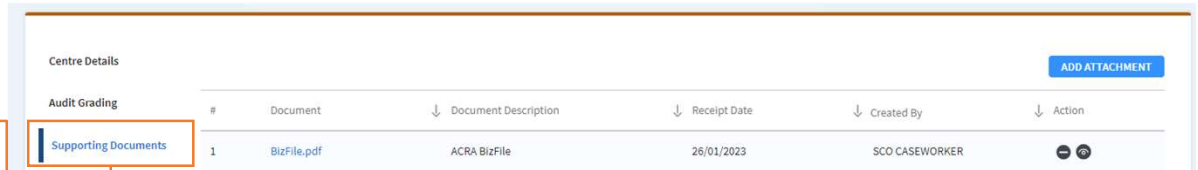
You can click 'Remove Document' to remove the selected document

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

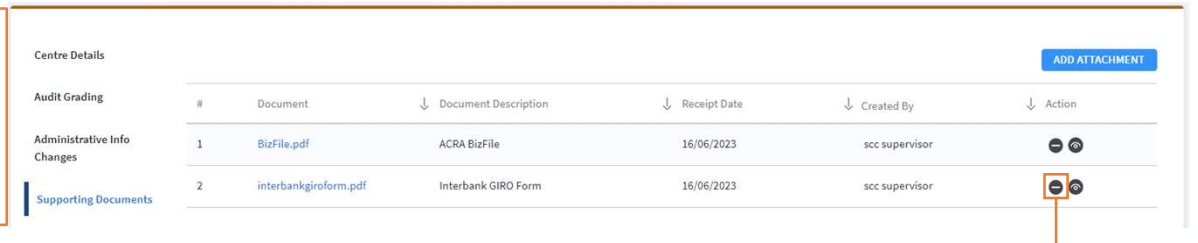
Step 4b: Click to save the uploaded attachment(s) to the profile

1. View My SCFA Administrator Profile

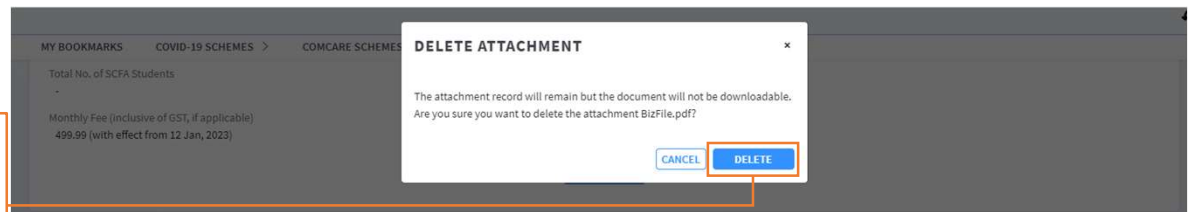
1. View My SCFA Administrator Profile.
 - 1.1 View My SCFA Administrator Profile Details.
 - 1.1.7 Profile Details - Delete Supporting Documents.



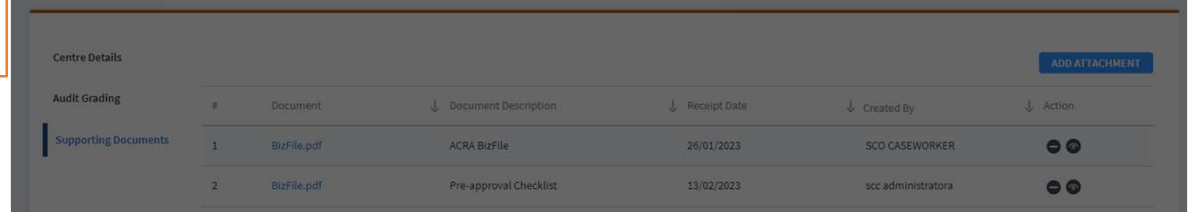
Step 1: Click 'Supporting Documents'



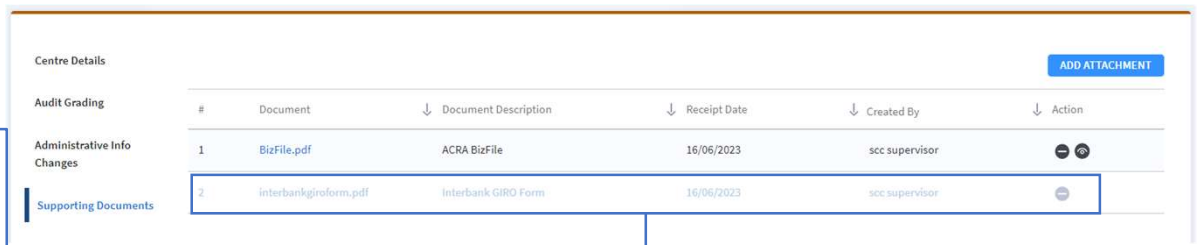
Step 2: For documents uploaded in error, click the '-' icon to disable the document



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



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.

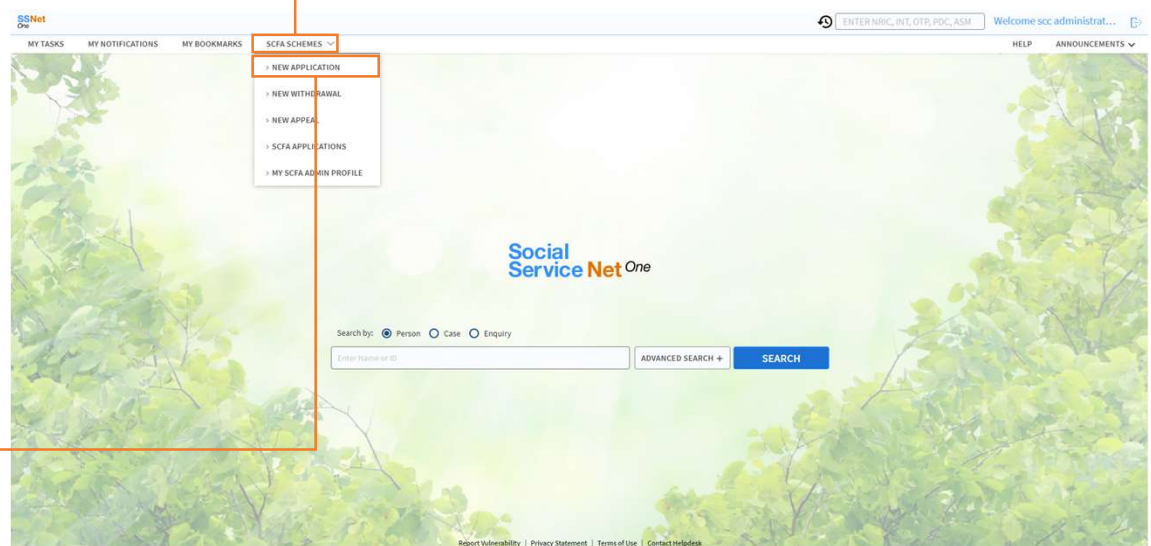
2.1 Submit New SCFA Application Form.

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

SCFA APPLICATION FORM
Mandatory Fields *

- APPLICATION TYPE
- PARTICULARS OF BENEFICIARY
- PARTICULARS OF APPLICANT
- CONTACT DETAILS
- INCOME DETAILS
- PARTICULARS OF IMMEDIATE FAMILY MEMBER
- TERMS & CONDITIONS
- DETAILS OF SCFA SUBSIDY AND START-UP GRANT
- DECLARATION BY THE SCC/SSCC
- SUPPORTING DOCUMENTS

1. APPLICATION TYPE

Note: Application can only be submitted up to 4 months prior to subsidy start month and year, e.g. earliest submission for subsidy period starting in Feb 2023 would be Oct 2022.

Applying For Operator Grant Only *
 Yes No

Category *

2. PARTICULARS OF BENEFICIARY

Note: Click 'Retrieve' to use details from a prior application in this application.

BENEFICIARY 1 RETRIEVE

Name (as in NRIC/FIN) *

ID Number *

ID Type *
Singapore Birth Certificate x

Citizenship Status *
x

Date of Birth *
dd/mm/yyyy

School Name *
x

ADD BENEFICIARY

SUBMIT
SAVE AS DRAFT
EXIT

SCFA APPLICATION FORM
Mandatory Fields *

- APPLICATION TYPE
- PARTICULARS OF BENEFICIARY
- PARTICULARS OF APPLICANT
- CONTACT DETAILS
- INCOME DETAILS
- PARTICULARS OF IMMEDIATE FAMILY MEMBER
- TERMS & CONDITIONS
- DETAILS OF SCFA SUBSIDY AND START-

2. PARTICULARS OF BENEFICIARY

BENEFICIARY 1

Name (as in NRIC/FIN) *

ID Number *

ID Type *
Singapore Birth Certificate x

Citizenship Status *
Singapore PR x

Date of Birth *
dd/mm/yyyy

Family member of the child who is a Singapore Citizen *
x

School Name *
x

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.

2. PARTICULARS OF BENEFICIARY

BENEFICIARY 1

Name (as in NRIC/FIN) *
Jimmy Tan

ID Number *
S1302684Z

ID Type *
Singapore Birth Certificate

Citizenship Status *
Singapore Citizen

Date of Birth *
14/11/2013

School Name *
EAST VIEW PRIMARY SCHOOL

BENEFICIARY 2

Name (as in NRIC/FIN) *
Benny Tan

ID Number *
S9064426B

ID Type *
Singapore Birth Certificate

Citizenship Status *
Singapore Citizen

Date of Birth *
09/07/2014

School Name *
ADMIRALTY PRIMARY SCHOOL

ADD BENEFICIARY

SCFA APPLICATION - APP130050 NOT PROCESSED

Submitted On 10/02/2023 Received On 10/02/2023

Name of Beneficiary Jimmy Tan <Unregistered>	ID Number of Beneficiary S1302684Z	Application Category Normal applications
Name of Applicant Tan Aik Chuan <Unregistered>	ID Number of Applicant S2477374D	Case Owner -

PARTICULARS OF IMMEDIATE FAMILY MEMBERS

There are immediate family member(s) living with the applicant.
Yes

FAMILY MEMBER 1		
Name (as in NRIC/FIN)	ID Number	ID Type
Benny Tan	S9064426B	Singapore Birth Certificate
Date of Birth 10/10/2013	Relationship to Beneficiary Sibling	
Employment Status Not Working (Student)		

SCFA APPLICATION - APP130051 NOT PROCESSED

Submitted On 10/02/2023 Received On 10/02/2023

Name of Beneficiary Benny Tan <Unregistered>	ID Number of Beneficiary S9064426B	Application Category Normal applications
Name of Applicant Tan Aik Chuan <Unregistered>	ID Number of Applicant S2477374D	Case Owner -

PARTICULARS OF IMMEDIATE FAMILY MEMBERS

There are immediate family member(s) living with the applicant.
Yes

FAMILY MEMBER 1		
Name (as in NRIC/FIN)	ID Number	ID Type
Jimmy Tan	S1302684Z	Singapore Birth Certificate
Date of Birth 09/11/2009	Relationship to Beneficiary Sibling	
Employment Status Not Working (Student)		

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).

Step 6: Fill in the particulars of the primary applicant

3. PARTICULARS OF APPLICANT
^

Title	<input type="text" value="x"/>	Name (as in NRIC/FIN)	<input type="text"/>
ID Number	<input type="text"/>	ID Type	<input type="text" value="x"/>
Citizenship Status	<input type="text" value="x"/>	Date of Birth	<input type="text" value="dd/mm/yyyy"/>
Relationship to Beneficiary	<input type="text" value="x"/>		
Employment Status of Applicant	<input type="text" value="x"/>		
Marital Status	<input type="text" value="x"/>		

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

Relationship to Beneficiary	Guardianship Type
<input type="text" value="Guardian"/>	<input type="text" value="x"/>

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

Employment Status of Applicant	Employment Type
<input type="text" value="Working"/>	<input type="text" value="- Select -"/>
Employment Status of Applicant	Not Working (Others)
<input type="text" value="Not Working - Others"/>	<input type="text" value="- Select -"/>

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

Marital Status	Marriage Type
<input type="text" value="Married"/>	<input type="text" value="x"/>
Particulars of Spouse	
Name (as in NRIC/FIN)	
<input type="text"/>	
ID Number	ID Type
<input type="text"/>	<input type="text" value="Singapore Birth Certificate"/>
Citizenship Status	Date of Birth
<input type="text" value="x"/>	<input type="text" value="dd/mm/yyyy"/>
Relationship to Beneficiary	
<input type="text" value="x"/>	
Employment Status of Spouse	
<input type="text" value="x"/>	

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*

Postal Code* Blk/Hse No.* Street*

Building Level Unit

Correspondence Address same as Residential Address

CORRESPONDENCE ADDRESS

Country*

Postal Code* Blk/Hse No.* Street*

Building Level Unit

APPLICANT CONTACT DETAILS

Country Code Mobile Number*

+65

Country Code Home Number (Optional)

+65

Email Address (Optional)

SPOUSE CONTACT DETAILS

Country Code Mobile Number*

+65

Country Code Home Number (Optional)

+65

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

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

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

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

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) *

<p style="margin: 0;">ID Number *</p> <input style="width: 95%;" type="text"/>	<p style="margin: 0;">ID Type *</p> <input style="width: 95%;" type="text"/>
<p style="margin: 0;">Date of Birth *</p> <input style="width: 95%;" type="text"/>	<p style="margin: 0;">Relationship to Beneficiary *</p> <input style="width: 95%;" type="text"/>
<p style="margin: 0;">Current Employment Status *</p> <input style="width: 95%;" type="text"/>	

+ ADD FAMILY MEMBER

7. TERMS & CONDITIONS

CONSENT OF APPLICANT

Date of Consent *

CONSENT OF BENEFICIARY

Name:

Date of Consent *

CONSENT OF SPOUSE

Date of Consent *

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

8. DETAILS OF SCFA SUBSIDY AND START-UP GRANT
↑

Centre Name *

Multiple children enrolled in Special Student Care Centre * ?

Yes No

APPLICATION PERIOD FOR SCFA SUBSIDY
↑

Child Admission Date *

Application Period

Start Month * Start Year *

Backdated Application

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

Applying for Start-Up Grant

Applying for Start-Up Grant

BREAKDOWN OF START-UP GRANT (INCLUSIVE OF GST, IF APPLICABLE)

Registration Fee *

Deposit *

Insurance * ?

Uniform/PE attire *

Application Period

Start Month * Start Year *

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 *

Application Period

Start Month * Start Year *

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 *

Application Period

Start Month * Start Year *

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).

Step 12: Fill in the declaration of acknowledgement and consent

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

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

Step 13: Upload the supporting documents for the application

Step 14: Indicate the document type of the uploaded attachments

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

9. DECLARATION BY THE SCC/SSCC

Name of Centre Supervisor *

Date of Consent *

I acknowledge and consent to the terms of data sharing *

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

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	sample doc.docx	0.017 MB	<input style="width: 100%;" type="text"/>

REMOVE DOCUMENT
SUBMIT

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

Home > Applications > APP131072

SCFA APPLICATION [APP131072](#) NOT PROCESSED

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

Name of Beneficiary Jimmy Tan <Unregistered>	ID Number of Beneficiary S8496073Z	Application Category Normal applications
Name of Applicant Tan Lim Lim <Unregistered>	ID Number of Applicant S1256892D	Case Owner -

APPLICATION DETAILS

Application Details

APPLICATION TYPE

Supporting Documents

Application Type
New application

Applying for Operator Grant only
No

Category
Normal applications

PARTICULARS OF BENEFICIARY

Name (as in NRIC/FIN) Jimmy Tan	ID Number S8496073Z	ID Type 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 New Application Form. 2.2 Retrieving Details from a Prior Application.

If you are submitting a new SCFA Application form for a beneficiary who has an existing SCFA New Application in SSNet One, you can retrieve details from that prior application to be used in the application you would be submitting.

SCFA APPLICATION FORM
Mandatory Fields *

1. APPLICATION TYPE
2. PARTICULARS OF BENEFICIARY
3. PARTICULARS OF APPLICANT
4. CONTACT DETAILS
5. INCOME DETAILS
6. PARTICULARS OF IMMEDIATE FAMILY MEMBER
7. TERMS & CONDITIONS
8. DETAILS OF SCFA SUBSIDY AND START-UP GRANT
9. DECLARATION BY THE SCC/SSCC
10. SUPPORTING DOCUMENTS

1. APPLICATION TYPE

Note: Application can only be submitted up to 4 months prior to subsidy start month and year, e.g. earliest submission for subsidy period starting in Feb 2023 would be Oct 2022.

Applying For Operator Grant Only * ?
 Yes No

Category *

2. PARTICULARS OF BENEFICIARY

Note: Click 'Retrieve' to use details from a prior application in this application.

BENEFICIARY 1

Name (as in NRIC/FIN) *

ID Number *

ID Type *

Citizenship Status *

Date of Birth *

School Name *

RETRIEVE

SUBMIT
SAVE AS DRAFT
EXIT

ADD BENEFICIARY

Step 1: Click the 'Retrieve' button

Step 2: Enter the ID Number of the relevant beneficiary and click 'Search'

If the ID Number you have indicated does not match a beneficiary of any application under your location/parent organisation in SSNet One, you will be prompted with this error message

RETRIEVE DETAILS FROM PRIOR APPLICATION

ID Number of Beneficiary from prior application *

SEARCH

There is no prior application with the Beneficiary Birth Certificate Number you have entered. Please verify your input.

ID Number of Beneficiary from prior application *

SEARCH

2. Submit SCFA Application Form

2. Submit SCFA New Application Form.

2.2 Retrieving Details from a Prior Application (*continued*).

If there are siblings indicated in the prior application, you will also be able to select the relevant sibling and auto-fill the new application form with the sibling as the beneficiary for the new application.

Step 3: Select the beneficiary for the new application. The options will include the beneficiary of the prior application and siblings of the beneficiary, if any

Step 4: Click 'Retrieve'

The application form will be auto-filled with available details from the latest submitted SCFA New Application for the beneficiary with the ID Number you have searched for. Applications in 'Draft' and 'Cancelled' statuses will not be considered.

The following sections of the application form will be auto-filled:

- Section 2: Particulars of Beneficiary
- Section 3: Particulars of Applicant
- Section 4: Contact Details
- Section 6: Particulars of Immediate Family Members
- Section 7: Terms & Conditions (Consent for each member in the form will be created)
- Section 8: Details of SCFA Subsidy and Start-Up Grant (excluding Application Period and SUG Details)

If a sibling (e.g. Tan Lee Lee in this example) is selected to be the beneficiary for the new application, the details of the beneficiary (e.g. Tan Ah Sio in this example) of the prior application (e.g. APP69120 in this example) will be auto-filled in 'Section 6: Particulars of Immediate Family Members' as a sibling.

2. Submit SCFA Application Form

2. Submit SCFA Application Form.

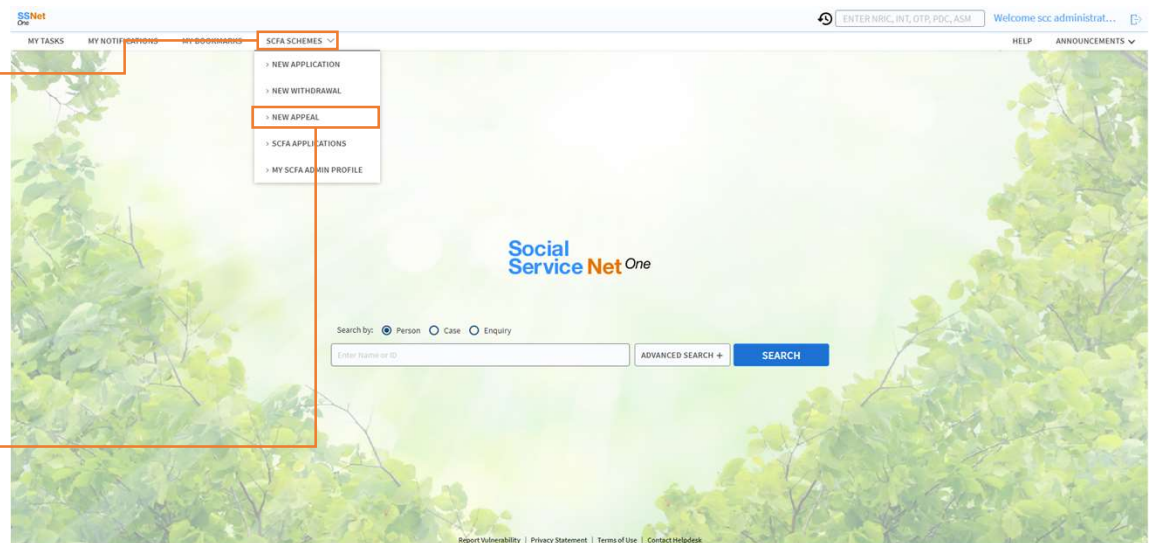
2.3 Submit SCFA Appeal Form.

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.

2.3 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

You can select between 'SCFA Subsidy' or 'Waiver of Attendance Requirement' under the 'Appeal For' category

The screenshot shows the 'SCFA APPEAL FORM' with two main sections: '1. PARTICULARS OF BENEFICIARY' and '2. SUPPORTING DOCUMENTS'. In the first section, there are fields for 'Beneficiary ID Number', 'Centre Name', 'Appeal For' (with a dropdown menu), and 'Appeal Subsidy Start Period'. A 'SCFA Application ID' field is also present. The second section, '2. SUPPORTING DOCUMENTS', lists allowed document types (ZIP, PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX, JPG, JPEG, PNG), a maximum file size of 4 MB, and a maximum upload file count of 10 documents. It includes a 'Drop documents here' area with a 'BROWSE' button and a table for 'Uploaded Document' with columns for '#', 'Document', 'Size', and 'Document Type'. A 'REMOVE DOCUMENT' button is located below the table.

This close-up shows the 'Appeal For' dropdown menu with two visible options: 'SCFA Subsidy' and 'Waiver of Attendance Requirement'.

The first screenshot shows the '1. PARTICULARS OF BENEFICIARY' section with 'Appeal For' set to 'Waiver of Attendance Requirement' and 'Appeal Subsidy Start Period' set to '01/11/2023'. A red error message below the date field reads: 'Input date not in allowed date range'. The second screenshot shows the same section with 'Appeal For' set to 'SCFA Subsidy' and 'Appeal Subsidy Start Period' set to '01/11/2023'.

Note: If you are submitting an appeal for waiver of attendance requirement (AR), you will only be able to select an appeal subsidy start period from the month before, e.g., Feb 2024 is the latest month you can submit an appeal for waiver of AR with subsidy start period in Jan 2024. If an invalid date is selected, you will be prompted with the following error: Input date not in allowed date range.

There are no restrictions to the appeal subsidy start period if submitting an appeal for SCFA subsidy

2. Submit SCFA Application Form

2. Submit SCFA Application Form.

2.3 Submit SCFA Appeal Form (*continued*).

The screenshot shows the 'SCFA APPEAL FORM' interface. On the left, a sidebar contains a 'Mandatory Fields' section with two tabs: '1. PARTICULARS OF BENEFICIARY' and '2. SUPPORTING DOCUMENTS'. Below these are buttons for 'SUBMIT', 'SAVE AS DRAFT', and 'EXIT'. The main content area is divided into two sections:

- 1. PARTICULARS OF BENEFICIARY:** Contains a note about the 2024 appeal deadline, input fields for 'Beneficiary ID Number', 'Centre Name', 'Appeal For', and 'Appeal Subsidy Start Period', and a dropdown for 'SCFA Application ID'.
- 2. SUPPORTING DOCUMENTS:** Lists allowed document types (ZIP, PDF, DOC, etc.), maximum file size (4 MB), and maximum upload count (10 documents). It features a 'Drop documents here' area with a 'BROWSE' button. Below is a table of 'Uploaded Document' with columns for '#', 'Document', 'Size', and 'Document Type'. A 'REMOVE DOCUMENT' button is at the bottom left of this section.

Three callout boxes provide instructions:

- Step 4:** Upload the supporting documents (points to the 'BROWSE' button).
- Step 5:** Indicate the document type of the uploaded attachments (points to the 'Document Type' dropdown in the table).
- Step 6:** Click 'Save as Draft' if you want to save your application as a draft. Click 'Submit' if you are ready to submit the appeal application (points to the 'SAVE AS DRAFT' and 'SUBMIT' buttons).

2. Submit SCFA Application Form

2. Submit SCFA Application Form.

2.3 Submit SCFA Appeal Form (*continued*).

There is another Appeal of the same type for this beneficiary with the same subsidy start month being processed. Please verify the details you have entered.

Home > SCFA Appeal Form

SCFA APPEAL FORM
Mandatory Fields *

1. PARTICULARS OF BENEFICIARY

Note: With effect from 1 Jan 2024, MSF will not accept appeals for waiver of attendance requirement (AR) that are backdated for more than 1 month, e.g., appeal for waiver of AR for Jan 2024 has to be submitted by Feb 2024.

Beneficiary ID Number *
T9447168G

Centre Name *
Demo Dedicated SCC

Appeal For *
SCFA Subsidy

Appeal Subsidy Start Period *
01/01/2024

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

EXIT SAVE AS DRAFT SUBMIT

Note: You will not be able to submit an appeal form if there is an existing SCFA Appeal in SSNet One, that is not in the Approved or Rejected Application statuses, with the same details below:

1. Beneficiary ID Number
2. Centre Name
3. Appeal For category
4. Appeal Subsidy Start Month and Year

Please verify the details entered in the appeal form before submission. If you require further clarification, you may contact the MSF Comcare SCFA Team.

2. Submit SCFA Application Form

2. Submit SCFA Application Form.

2.3 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 S2635894I	Case Owner Estee SCFA
Appeal Subsidy Start Period 15/02/2023	Appeal For SCFA Subsidy	SCFA Application Linked -
Centre Name Student Care A	SCFA Intervention Ref -	Intervention Status -

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

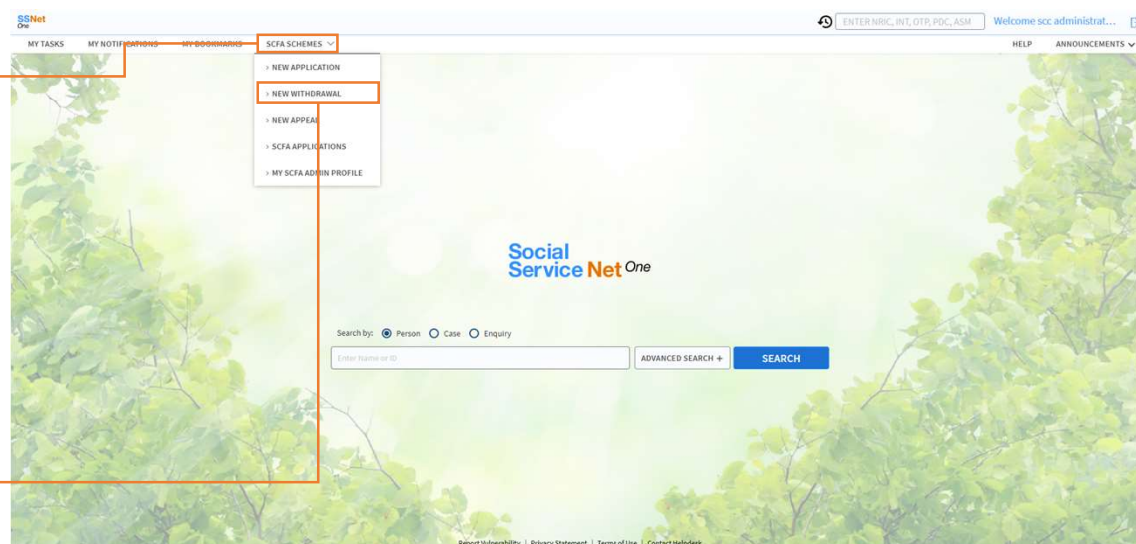
2. Submit SCFA Application Form. 2.4 Submit SCFA Withdrawal Form.

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.

2.4 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

The screenshot shows the 'SCFA WITHDRAWAL FORM' interface. On the left is a sidebar menu with the following items: 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, and 6. OTHER COMMENTS AND DECLARATION BY THE CENTRE. The main content area is divided into two sections: '1. PARTICULARS OF BENEFICIARY' and '2. REASON FOR WITHDRAWAL'. The first section contains three input fields: 'Beneficiary ID Number *', 'Centre Name *', and 'SCFA Application ID'. The second section contains a 'Withdrawal Reason *' dropdown menu with '- Select -' as the current selection and a note 'This is a required field'. Two callout boxes are present: one on the left pointing to the 'SCFA Application ID' field, and one at the bottom pointing to the 'Withdrawal Reason' dropdown.

2. Submit SCFA Application Form

2. Submit SCFA Application Form.

2.4 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)

SCFA WITHDRAWAL FORM
Mandatory Fields *

- PARTICULARS OF BENEFICIARY
- REASON FOR WITHDRAWAL
- DATE OF LAST ATTENDANCE BY BENEFICIARY**
- REFUND OF SUG DEPOSIT FROM MSF TO CENTRE
- COMPUTATION OF SUBSIDIES DISBURSED

3. DATE OF LAST ATTENDANCE BY BENEFICIARY

Notice of Withdrawal *
The Centre has received at least one month's notice of Beneficiary's intended withdrawal

Date of Last Attendance *
dd/mm/yyyy

Date of Withdrawal Notice *
dd/mm/yyyy

4. REFUND OF SUG DEPOSIT FROM MSF TO CENTRE

Not applicable as beneficiary withdrew from centre with at least 1 month's notice.

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

3. DATE OF LAST ATTENDANCE BY BENEFICIARY

Notice of Withdrawal *
The Centre has received at least one month's notice of Beneficiary's intended withdrawal

Date of Last Attendance *
dd/mm/yyyy

Date of Withdrawal Notice *
dd/mm/yyyy

4. REFUND OF SUG DEPOSIT FROM MSF TO CENTRE

Not applicable as beneficiary withdrew from centre with at least 1 month's notice.

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

3. DATE OF LAST ATTENDANCE BY BENEFICIARY

Notice of Withdrawal *
The Centre has received less than one month's notice of Beneficiary's intended withdrawal

Date of Last Attendance *
dd/mm/yyyy

Date of Withdrawal Notice *
dd/mm/yyyy

4. REFUND OF SUG DEPOSIT FROM MSF TO CENTRE

The Centre is applying for SUG Deposit to be released by MSF to Centre

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

3. 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 Last Attendance *
dd/mm/yyyy

4. REFUND OF SUG DEPOSIT FROM MSF TO CENTRE

The Centre is applying for SUG Deposit to be released by MSF to Centre

2. Submit SCFA Application Form

2. Submit SCFA Application Form. 2.4 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

SCFA WITHDRAWAL FORM
Mandatory Fields *

- PARTICULARS OF BENEFICIARY
- REASON FOR WITHDRAWAL
- DATE OF LAST ATTENDANCE BY BENEFICIARY
- REFUND OF SUG DEPOSIT FROM MSP TO CENTRE

5. COMPUTATION OF SUBSIDIES DISBURSED

Period of Subsidy
Start Month* Start Year* End Month* End Year*

Beneficiary's Attendance During Period of Approved Subsidy*
Note: Attendance rate requirement is met when beneficiary registers an attendance of 50% for all calendar months, except for June and December at 30%.

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

5. COMPUTATION OF SUBSIDIES DISBURSED

Period of Subsidy
Start Month* Start Year* End Month* End Year*

Beneficiary's Attendance During Period of Approved Subsidy*
Note: Attendance rate requirement is met when beneficiary registers an attendance of 50% for all calendar months, except for June and December at 30%.

The Beneficiary has not met attendance rate requirements for at least 1 month during entire period of approved subsidy

Please indicate the calendar months during which the attendance rate was not met (in a MM/YYYY format).

Month*	Year*
- Select -	- Select -
Month	Year
Month	Year
Month	Year
Month	Year

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

5. COMPUTATION OF SUBSIDIES DISBURSED

Period of Subsidy
Start Month* Start Year* End Month* End Year*

Beneficiary's Attendance During Period of Approved Subsidy*
Note: Attendance rate requirement is met when beneficiary registers an attendance of 50% for all calendar months, except for June and December at 30%.

The Beneficiary has met attendance rate requirements for entire period of approved subsidy

2. Submit SCFA Application Form

2. Submit SCFA Application Form.

2.4 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

The screenshot shows the 'SCFA WITHDRAWAL FORM' interface. On the left is a sidebar with a list of sections: 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 (highlighted in blue), and 7. SUPPORTING DOCUMENTS. Below the list are 'SUBMIT' and 'EXIT' buttons. The main content area is divided into two sections: '6. OTHER COMMENTS AND DECLARATION BY THE CENTRE' and '7. SUPPORTING DOCUMENTS'. Section 6 includes a 'Name of Centre Supervisor' field, a text area for 'Other comments by Centre' (1000/1000 Characters Left), a 'Date of Declaration' field (set to 30/01/2023), and a declaration checkbox. Section 7 lists allowed document types (ZIP, PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX, JPG, JPEG, PNG), a 4 MB maximum file size, and a maximum of 10 documents. It features a 'Drop documents here' area with a 'BROWSE' button. At the bottom of the form are 'EXIT' and 'SUBMIT' buttons. Three orange callout boxes with lines pointing to the form indicate: Step 8 points to the 'SUBMIT' button in the sidebar; Step 9 points to the 'BROWSE' button in the document upload area; Step 10 points to the 'SUBMIT' button at the bottom right of the form.

2. Submit SCFA Application Form

2. Submit SCFA Application Form.

2.4 Submit SCFA Withdrawal Form (*continued*).

There is another Withdrawal for this beneficiary being processed. Please verify the details you have entered.

NS MY INTERVENTIONS MY OUTCOME PLANS

ENTER NRIC, INT, OTP, PDC, /

SCFA WITHDRAWAL FORM

Mandatory Fields *

- PARTICULARS OF BENEFICIARY
- REASON FOR WITHDRAWAL
- DATE OF LAST ATTENDANCE BY BENEFICIARY
- REFUND OF SUG DEPOSIT FROM MSF TO CENTRE
- COMPUTATION OF SUBSIDIES DISBURSED
- OTHER COMMENTS AND DECLARATION BY THE CENTRE**
- SUPPORTING DOCUMENTS

6. OTHER COMMENTS AND DECLARATION BY THE CENTRE

Name of Centre Supervisor *

Jenny Lim

Other comments by Centre 997/1000 Characters Left

N/A

Date of Declaration *

14/06/2023

I, the undersigned declare that the information provided in this form is true and correct, and I furnish the information knowing that I may be liable to criminal prosecution if I have stated any information that I know to be false or not believe to be true. I agree to notify MSF of any changes to information provided *

7. 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

EXIT SUBMIT

Note: You will not be able to submit a withdrawal form if there is an existing SCFA Withdrawal in SSNet One, that is not in the Approved or Rejected Application statuses, with the same details below:

- Beneficiary ID Number
- Centre Name

Please verify the details entered in the withdrawal form before submission. If you require further clarification, you may contact the MSF Comcare SCFA Team.

2. Submit SCFA Application Form

2. Submit SCFA Application Form.

2.4 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

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

ASSIGNED

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 SJG 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 S2635894I	SCFA Application ID -	Centre Name 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

2. Submit SCFA Application Form

- 2. Submit SCFA Application Form.
 - 2.5 Save SCFA Application as Draft.

You will also be able to save an existing SCFA Application as a draft while editing the form.

SCFA APPLICATION FORM
Mandatory Fields *

- 1. APPLICATION TYPE
- 2. PARTICULARS OF BENEFICIARY
- 3. PARTICULARS OF APPLICANT
- 4. CONTACT DETAILS
- 5. INCOME DETAILS
- 6. PARTICULARS OF IMMEDIATE FAMILY MEMBER
- 7. TERMS & CONDITIONS
- 8. DETAILS OF SCFA SUBSIDY AND START-UP GRANT
- 9. DECLARATION BY THE SCC/SSCC
- 10. SUPPORTING DOCUMENTS

1. APPLICATION TYPE

Note: Application can only be submitted up to 4 months prior to subsidy start month and year, e.g. earliest submission for subsidy period starting in Feb 2023 would be Oct 2022.

Applying For Operator Grant Only * ?

Yes No

Category *

2. PARTICULARS OF BENEFICIARY

BENEFICIARY 1

Name (as in NRIC/FIN) *

ID Number * ID Type *

Citizenship Status * Date of Birth *

School Name *

+ ADD BENEFICIARY

10. SUPPORTING DOCUMENTS

MANDATORY DOCUMENTS

#	Document Category	Document Description
1	Applicant's Consent	Applicant Consent Form
2	Household Members' Consent	Household Member Consent Form

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

If you intend to edit the form on a separate instance, click on Save As Draft to save the Application form.

Beneficiary NRIC and Applicant NRIC are mandatory fields to be filled in before saving as draft.

2. Submit SCFA Application Form

2. Submit SCFA Application Form.

2.5 Save SCFA Application as Draft (continued).

You will also be able to edit if the draft is still needed, or cancel an existing draft Application form if the draft is no longer needed.

The screenshot shows the SCFA Application Form interface. At the top, the application is identified as 'SCFA APPLICATION - APD6940' with a status of 'DRAFT'. Below this, there are fields for Name of Beneficiary, Name of Applicant, and SCFA Intervention Ref, along with their respective IDs and application categories. At the bottom of this section are 'EDIT' and 'CANCEL' buttons. A callout box points to the 'DRAFT' status, stating: 'After saving as draft, the application will be in the 'Draft' status'. Another callout points to the 'EDIT' button, stating: 'Click Edit to continue editing your draft application form'. A third callout points to the 'CANCEL' button, stating: 'If the draft is no longer needed, you may click Cancel instead.' Below the application details is a section for 'APPLICATION TYPE' with sub-sections for 'Supporting Documents' and 'Email Outcome'. A 'CANCEL APPLICATION?' dialog box is shown in the center, with a 'Comments' field (300/300 Characters Left) and 'NO' and 'YES, CANCEL' buttons. Callouts for the dialog box state: 'Step 1: Click "Yes, Cancel" to cancel the draft application form', 'Step 2: Fill up cancellation comments', and 'Step 3: Click "Yes, Cancel" to confirm'. At the bottom, the application is shown in 'CANCELLED' status. A callout box points to this status, stating: 'After cancelling, the application will be in the 'Cancelled' status'.

2. Submit SCFA Application Form

2. Submit SCFA Application Form. 2.6 Save SCFA Withdrawal as Draft.

You will also be able to save an existing SCFA Withdrawal as a draft while editing the form.

The screenshot shows the 'SCFA WITHDRAWAL FORM' interface. On the left is a sidebar with a table of contents and three buttons: 'SUBMIT', 'SAVE AS DRAFT', and 'EXIT'. The 'SAVE AS DRAFT' button is highlighted with a blue border. The main form area is divided into sections: '1. PARTICULARS OF BENEFICIARY' (with fields for Beneficiary ID Number, Centre Name, and SCFA Application ID), '2. REASON FOR WITHDRAWAL' (with a dropdown for Withdrawal Reason), '3. DATE OF LAST ATTENDANCE BY BENEFICIARY' (with a field for Notice of Withdrawal), and '4. REFUND OF SUG DEPOSIT FROM MSF TO CENTRE' (with a checkbox). Below this is section '7. SUPPORTING DOCUMENTS', which lists allowed document types (ZIP, PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX, JPG, JPEG, PNG), a 4 MB file size limit, and a 10-document upload limit. It features a large grey drop zone with a 'BROWSE' button. At the bottom of the form are 'EXIT', 'SAVE AS DRAFT', and 'SUBMIT' buttons. A callout box on the left points to the 'SAVE AS DRAFT' button, and another callout box points to the '7. SUPPORTING DOCUMENTS' section.

If you intend to edit the form on a separate instance, click on Save As Draft to save the Withdrawal form.

Beneficiary NRIC is a mandatory field to be filled in before saving as draft.

2. Submit SCFA Application Form

2. Submit SCFA Application Form.

2.6 Save SCFA Withdrawal as Draft (continued).

You will also be able to edit if the draft is still needed, or cancel an existing draft Withdrawal form if the draft is no longer needed.

After saving as draft, the Withdrawal form will be in the 'Draft' status

Home > Applications > APD6942

SCFA APPLICATION - APD6942 WITHDRAWAL

Submitted On - Received On 21/06/2023

Name of Beneficiary	ID Number of Beneficiary	Case Owner
-	S8786630J	-
Linked SCFA Application	Date of Withdrawal Notice	Date of Last Attendance
-	-	-
Release SUG Deposit	Met Attendance Requirement	Centre Name
No	No	-
SCFA Intervention Ref	Intervention Status	
-	-	

DRAFT

EDIT
CANCEL

APPLICATION DETAILS

Application Details

PARTICULARS OF BENEFICIARY

Beneficiary ID Number	SCFA Application ID	Centre Name
S8786630J	-	-

WITHDRAWAL REASONS

Withdrawal Reasons

Click Edit to continue editing your draft Withdrawal form

If the draft is no longer needed, you may click Cancel instead.

Step 1: Click "Yes, Cancel" to cancel the draft Withdrawal form

Step 2: Fill up cancellation comments

Step 3: Click 'Yes, Cancel' to confirm

After cancelling, the Withdrawal will be in the 'Cancelled' status

CANCEL APPLICATION?

Comments* 300/300 Characters Left

Enter here

NO
YES, CANCEL

Home > Applications > APD6942

SCFA APPLICATION - APD6942 WITHDRAWAL

Submitted On - Received On 21/06/2023

Name of Beneficiary	ID Number of Beneficiary	Case Owner
-	S8786630J	-
Linked SCFA Application	Date of Withdrawal Notice	Date of Last Attendance
-	-	-
Release SUG Deposit	Met Attendance Requirement	Centre Name
No	No	-
SCFA Intervention Ref	Intervention Status	
-	-	

CANCELLED

2. Submit SCFA Application Form

2. Submit SCFA Application Form. 2.7 Save SCFA Appeal as Draft

You will also be able to save an existing SCFA Appeal as a draft while editing the form.

Home > SCFA Appeal Form

SCFA APPEAL FORM
Mandatory Fields *

1. PARTICULARS OF BENEFICIARY

Note: With effect from 1 Jan 2024, MSF will not accept appeals for waiver of attendance requirement (AR) that are backdated for more than 1 month, e.g. appeal for waiver of AR for Jan 2024 has to be submitted by Feb 2024.

Beneficiary ID Number *

Centre Name *

Appeal For *

Appeal Subsidy Start Period *

SCFA Application ID

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

SUBMIT

SAVE AS DRAFT

EXIT

EXIT

SAVE AS DRAFT

SUBMIT

If you intend to edit the form on a separate instance, click on Save As Draft to save the Appeal form.

Beneficiary NRIC is a mandatory field to be filled in before saving as draft.

2. Submit SCFA Application Form

2. Submit SCFA Application Form.

2.7 Save SCFA Appeal as Draft (continued).

You will also be able to edit if the draft is still needed, or cancel an existing draft Appeal form if the draft is no longer needed.

The screenshot shows the SCFA Application Form interface. At the top, the breadcrumb is 'Home > Applications > APD6943'. The main header is 'SCFA APPLICATION - APD6943' with a red 'APPEAL' tag. Below this is a table with fields: Name of Beneficiary, ID Number of Beneficiary, Case Owner, Appeal Subsidy Start Period, Appeal For, SCFA Application Linked, Centre Name, SCFA Intervention Ref, and Intervention Status. A 'DRAFT' button is in the top right. Below the table are 'EDIT' and 'CANCEL' buttons. A callout box points to the 'DRAFT' button with the text: 'After saving as draft, the appeal will be in the 'Draft' status'. Below the table is the 'APPLICATION DETAILS' section with a 'Supporting Documents' tab. The 'SUPPORTING DOCUMENTS' section shows 'There is no Attachment. To add an Attachment, please click 'Add Attachment''. An 'ADD ATTACHMENT' button is in the bottom right. A 'CANCEL APPLICATION?' dialog box is open, with a 'Comments*' field (300/300 Characters Left) and 'NO' and 'YES, CANCEL' buttons. A callout box points to the 'CANCEL' button with the text: 'Click Edit to continue editing your draft appeal form'. Another callout box points to the 'CANCEL' button with the text: 'If the draft is no longer needed, you may click Cancel instead.' Below the dialog box, two callout boxes provide instructions: 'Step 1: Click "Yes, Cancel" to cancel the draft appeal form' and 'Step 2: Fill up cancellation comments'. A third callout box points to the 'YES, CANCEL' button with the text: 'Step 3: Click "Yes, Cancel" to confirm'. At the bottom, the 'CANCELLED' status is shown in a button. A callout box points to the 'CANCELLED' button with the text: 'After cancelling, the appeal will be in the "Cancelled" status'.

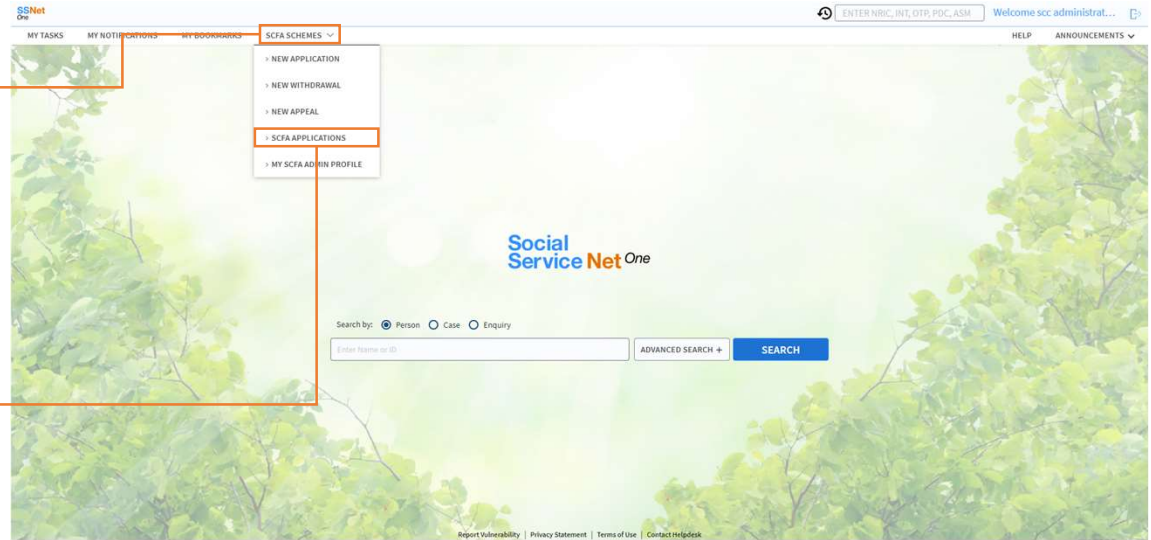
3. Search SCFA Applications

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

3. Search SCFA Applications (*continued*).

The screenshot shows the SSNet One 'Application Search' page. At the top, there are navigation links: MY TASKS, MY NOTIFICATIONS, MY BOOKMARKS, and SCFA SCHEMES. Below this is a breadcrumb trail: Home > Application Search. The main content area contains two sections: 'Application Type' and 'Search By:'. The 'Application Type' section has four radio buttons: 'All' (selected), 'New Application', 'Withdrawal', and 'Appeal'. The 'Search By:' section has three radio buttons: 'Beneficiary's Birth Certificate Number' (selected), 'Applicant's NRIC/FIN', and 'Application ID'. Below these is a search input field containing the text 'e.g.20042TSL or APP123' and a blue 'SEARCH' button. At the bottom of the search area, it says 'There are no search records found.' Two callout boxes are present: one on the left titled 'Step 3: Select the Application Type' pointing to the radio buttons, and another below it titled 'Step 4: Select the criteria to perform the search' pointing to the 'Search By:' radio buttons. A third callout box below Step 4 explains the search criteria options.

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

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

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

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

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.

3.1.2 Search via Applicant's NRIC/FIN.

The screenshot shows the 'Application Search' page in SSNet One. The interface includes a navigation bar with 'MY TASKS', 'MY NOTIFICATIONS', 'MY BOOKMARKS', and 'SCFA SCHEMES'. The search criteria are set to 'All' for Application Type and 'Applicant's NRIC/FIN' for Search By. The search input field contains 'S4869576J' and the 'SEARCH' button is highlighted. Below the search bar is a table of results.

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

Step 1: Select 'All' - Points to the 'All' radio button under 'Application Type'.

Step 2: Select 'Applicant's NRIC/FIN' - Points to the 'Applicant's NRIC/FIN' radio button under 'Search By'.

Step 3: Enter the Applicant's NRIC/FIN - Points to the search input field containing 'S4869576J'.

Step 4: Click to search for the SCFA Applications submitted - Points to the 'SEARCH' button.

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.

The screenshot shows a table of application results. A callout box points to the 'APPLICATION ID' column header, stating 'You can sort the columns when viewing the list of Applications'. Another callout box points to the 'APP125185' application ID in the first row, stating '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.

3.1.3 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

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

For SGW submitted applications, you will be able to retrieve all applications tagged under a SCFA Reference ID by indicating the SCFA Ref ID

APPLICATION ID	APPLICATION TYPE	BENEFICIARY'S NAME	BENEFICIARY'S ID NUMBER	APPLICANT'S NAME	APPLICANT'S ID NUMBER	DATE/TIME SUBMITTED	STATUS	CASE OWNER
SCFA-000112RT1-8448	New Application	Manfred Tan	T9266447Z	Tan Lim Beng	S5440755F	07/03/2024 03:55 PM	Not Processed	-
SCFA-000112RT1-8449	New Application	Irene Tan	T0318848A	Tan Lim Beng	S5440755F	07/03/2024 03:55 PM	Not Processed	-

You will be able to view the SCFA Application tagged to the Application ID, e.g. APD7083 or APP902100.

You can sort the columns when viewing the list of Applications

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

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

4. View New SCFA Application

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
- Email Outcome

APPLICATION TYPE

Application Type
New Application

Applying for Operator Grant only
No

Category
Normal applications

PARTICULARS OF BENEFICIARY

Name (as in NRIC/FIN) S1144161J bene	ID Number S1144161J	ID Type Singapore Birth Certificate
Citizenship Status Singapore Citizen		
Date of Birth 12/06/2014	School Name ADMIRALTY PRIMARY SCHOOL	

PARTICULARS OF APPLICANT

Name (as in NRIC/FIN) S4869576J app	ID Number S4869576J	ID Type Singapore Pink Identification Card
Citizenship Status Singapore Citizen		
Date of Birth 04/06/1976		
Relationship to Beneficiary Parent		
Employment Status of Applicant Looking for Work		
Marital Status Married	Marriage Type First Marriage	

PARTICULARS OF SPOUSE

Name (as in NRIC/FIN) S3211858E spouse	ID Number S3211858E	ID Type Singapore Pink Identification Card
Citizenship Status Singapore Citizen		
Date of Birth 15/10/1953		
Relationship to Beneficiary Parent		
Employment Status of Spouse Not working (Permanently Medically Unfit)		

CONTACT DETAILS

Residential Address

Country SINGAPORE	Postal Code 789555	Blk/Hse No. 1
Street 1	Building -	Level -
Unit -		

Correspondence Address same as Residential Address
Yes

Contact Details of Applicant

Mobile Number +65 91111111	Home Number -	Email -
-------------------------------	------------------	------------

Contact Details of Spouse

Mobile Number +65 91111111	Home Number -	Email -
-------------------------------	------------------	------------

4. View New SCFA Application

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	Date of Consent	
S0539073G bene	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. 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

APPLICATION DETAILS

SUPPORTING DOCUMENTS

#	Document	Document Description	Receipt Date	Created By	Action
1	Test Document 2.docx	Others - SCC 1	13/02/2023	scc.administrators	[Remove] [Refresh]
2	Test Document 1.docx	Others - SCC 1	15/02/2023	scc.administrators	[Remove] [Refresh]

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

Uploaded Documents

#	Document	Size	Document Type *
1	Sample Document.docx	0.00 MB	[Dropdown]

REMOVE DOCUMENT

EXIT

SAVE

4. View New SCFA Application

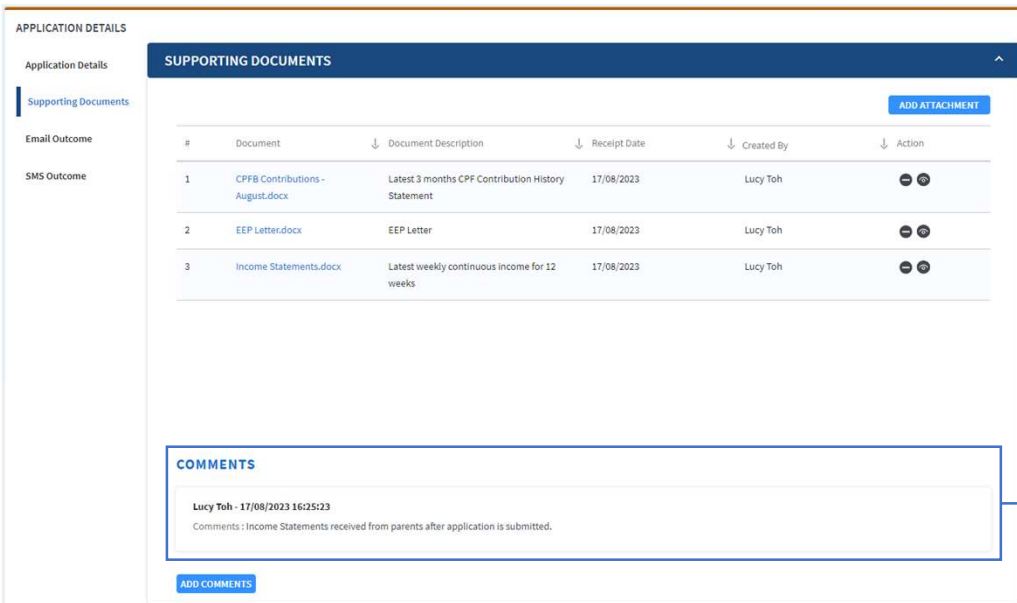
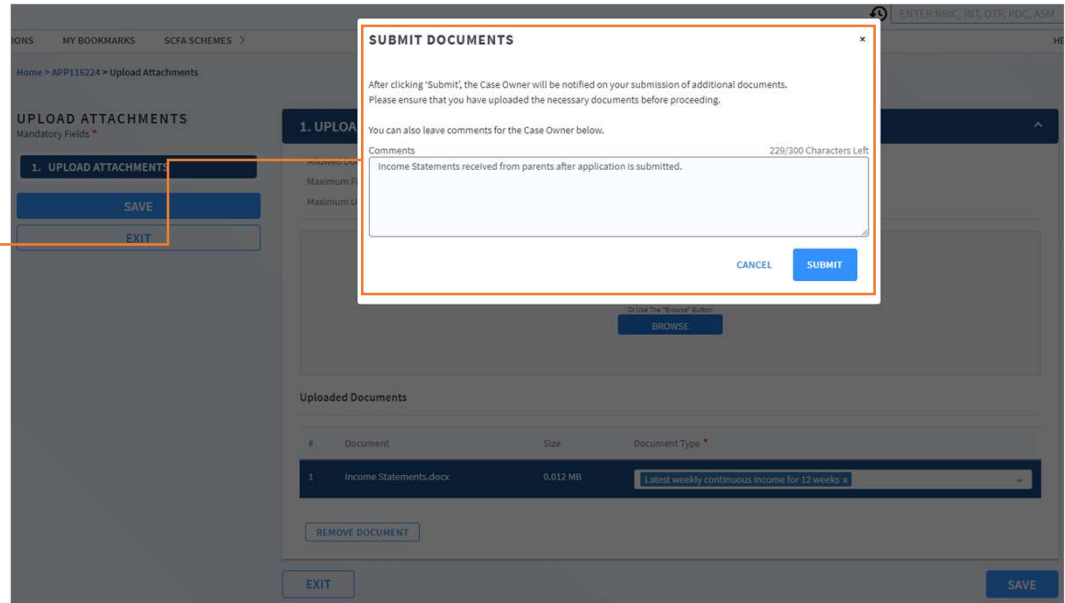
4. View New SCFA Application.

4.1 View New SCFA Application Details.

4.1.2 Supporting Documents - Add Attachment (*continued*).

Step 5: You will be prompted to verify that all the necessary documents have been uploaded. You can leave comments for the Case Owner before clicking 'Submit'.

The Case Owner will be alerted on the new documents and/or comments submitted



The comments logged will be displayed below the list of supporting documents



After new attachments are uploaded to an application, an 'Updates from SCC' indicator will be displayed on the application details page to alert the Case Owner. It will be removed after the Case Owner has responded with comments

4. View New SCFA Application

4. View New SCFA Application.

4.1 View New SCFA Application Details.

4.1.2 Supporting Documents - Add Attachment (*continued*).

You will not be able to upload additional attachments to a new application that has been processed, i.e., if all SCFA Interventions linked to the application are in the 'Active' or 'Closed' intervention statuses. Upon clicking 'Add Attachment', you will be prompted with the error message below.

The screenshot shows the SSNet One user interface. A red error message box is overlaid on the page, stating: "You will not be able to add new attachments to an application that has been processed." Below the error message, the details for an SCFA application (APP103424) are visible. The application is marked as "ASSIGNED". The details include:

SCFA APPLICATION - APP103424		
Submitted On 13/07/2023 Received On 13/07/2023		
Name of Beneficiary	ID Number of Beneficiary	Application Category
hideAttachmentBene	S6456780B	Normal
Name of Applicant	ID Number of Applicant	Case Owner
hideAttachmentApp	S0514650Z	SSOD SCFA Caseworker
SCFA Intervention Ref	Intervention Status	
PDC343808	Active	
PDC346114	Active	

At the bottom of the application details card, there is a blue button labeled "CHANGE OWNER".

4. View New SCFA Application

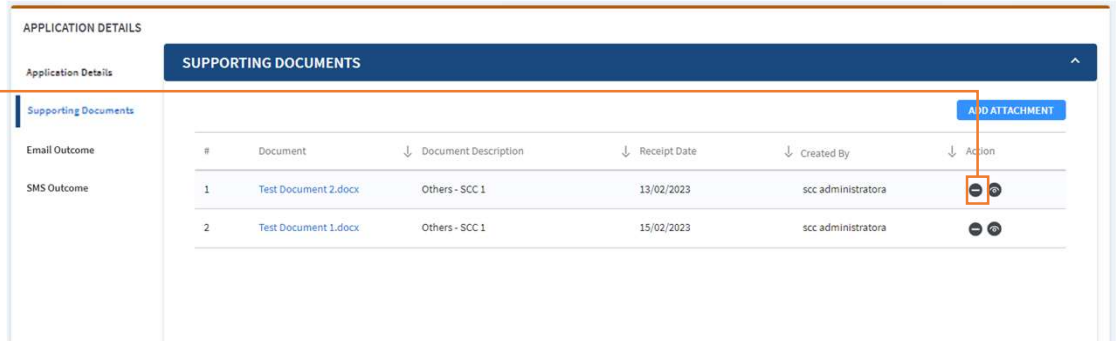
4. View New SCFA Application.

4.1 View New SCFA Application Details.

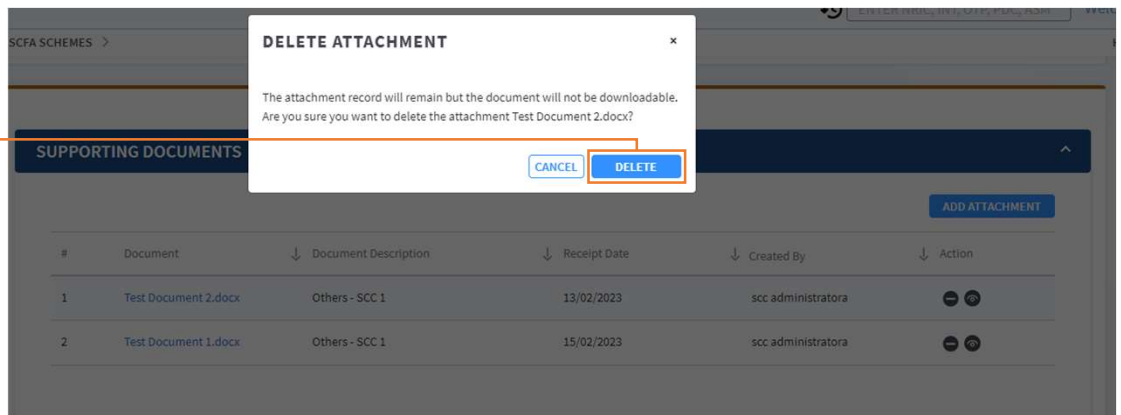
4.1.3 Supporting Documents - Delete Attachment.

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

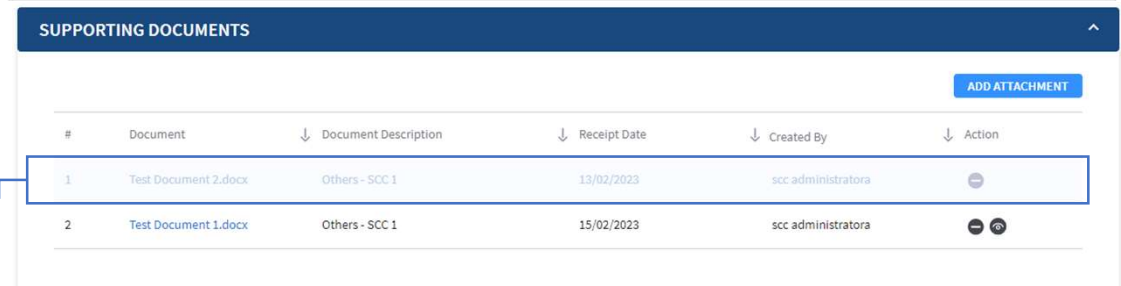
Step 1: For documents uploaded in error, click on the '-' icon to disable the document



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

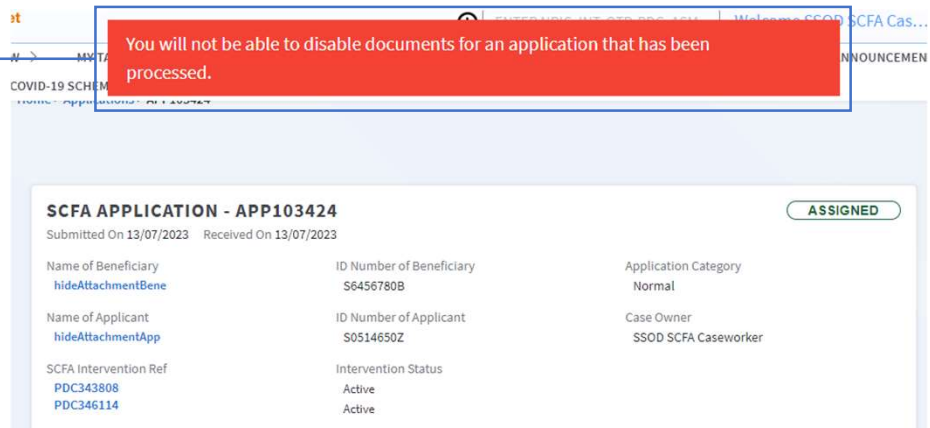


The disabled document will still be listed in the Supporting Documents tab but will not be downloadable



You will not be able to disable documents for an application that has been processed.

You will not be able to delete attachments for a new application that has been processed, i.e., if all SCFA Interventions linked to the application are in the 'Active' or 'Closed' intervention statuses



4. View New SCFA Application

4. View New SCFA Application.

4.1 View New SCFA Application Details.

4.1.4 Supporting Documents - Comments.

You will be able to check if additional documents are required for your submitted applications by referring to the comments logged by the Case Owner (MSF Officer).

The screenshot displays the 'APPLICATION DETAILS' page for a SCFA application. The left sidebar contains navigation options: 'Application Details', 'Supporting Documents', 'Email Outcome', and 'SMS Outcome'. The main content area is titled 'SUPPORTING DOCUMENTS' and includes an 'ADD ATTACHMENT' button. Below this is a table with the following data:

#	Document	Document Description	Receipt Date	Created By	Action
1	CPF Contributions - August.docx	Latest 3 months CPF Contribution History Statement	17/08/2023	Lucy Toh	[Icons]
2	EEP Letter.docx	EEP Letter	17/08/2023	Lucy Toh	[Icons]
3	Income Statements.docx	Latest weekly continuous income for 12 weeks	17/08/2023	Lucy Toh	[Icons]

Below the table is a 'COMMENTS' section with two entries:

- SSOD SCFA Caseworker - 17/08/2023 16:36:28**
Pending Outstanding Documents : Divorce And Custody Papers, Care And Control Paper By 31/08/2023
Comments : Require Divorce papers and Care and Control papers to determine eligibility of application
- Lucy Toh - 17/08/2023 16:25:23**
Comments : Income Statements received from parents after application is submitted.

An 'ADD COMMENTS' button is located at the bottom of the comments section.

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 also be sent to the Centre Email Address(es) indicated on SCFA Admin Profiles.

4. View New SCFA Application

4. View New SCFA Application.

4.1 View New SCFA Application Details.

4.1.4 Supporting Documents - Comments (*continued*).

You can also leave comments for the Case Owner (MSF Officer) via the Comments section.

Step 1: Click the 'Add Comments' button

COMMENTS

SSOD SCFA Caseworker - 17/08/2023 16:36:28
 Pending Outstanding Documents : Divorce And Custody Papers, Care And Control Paper By 31/08/2023
 Comments : Require Divorce papers and Care and Control papers to determine eligibility of application

Lucy Toh - 17/08/2023 16:25:23
 Comments : Income Statements received from parents after application is submitted.

ADD COMMENTS

COMMENTS

SSOD SCFA Caseworker - 17/08/2023 16:36:28
 Pending Outstanding Documents : Divorce And Custody Papers, Care And Control Paper By 31/08/2023
 Comments : Require Divorce papers and Care and Control papers to determine eligibility of application

Lucy Toh - 17/08/2023 16:25:23
 Comments : Income Statements received from parents after application is submitted.

Comments * 1000/1000 Characters Left

Enter here

CANCEL
SUBMIT

Step 2: Enter comments and click 'Submit'

SCFA APPLICATION - APP116224 ASSIGNED

Submitted On 17/08/2023 Received On 17/08/2023 Updates from SCC

Name of Beneficiary Toh Ling Feng	ID Number of Beneficiary S9598853I	Application Category Normal
Name of Applicant Jeffery Toh	ID Number of Applicant S0365537G	Case Owner SSOD SCFA Caseworker
SCFA Intervention Ref -	Intervention Status -	

After new comments are logged for an application, an 'Updates from SCC' indicator will be displayed on the application details page to alert the Case Owner. It will be removed after the Case Owner has responded with comments.

4. View New SCFA Application

4. View New SCFA Application.

4.1 View New SCFA Application Details.

4.1.5 View Email Outcomes.

You will be able to sort, view and download SCFA Application/Intervention related email outcomes under the Email Outcome Tab of SCFA Application Overview Page.

The screenshot displays the 'APPLICATION DETAILS' page with the 'Email Outcome' tab selected. The table below shows the data presented in the interface:

EMAIL TYPE	EMAIL TRIGGERED DATE	EMAIL SENT DATE	REFERENCE NUMBER	STATUS
Intervention Closure	06/09/2023 06:27 PM	06/09/2023 06:27 PM	PDC696862	Sent
OTHER INFORMATION				
Email of SCC diondra_tan_from.acn@msf.gov.sg	Email of Primary Client yik.fong.siew@accenture.com	Email of LOR Agency p.chin@accenture.com wai.mun.tham@accenture.com		
Email Sent to SCC	Email Sent to Primary Client	Email Sent to LOR Agency		
Status: Sent	Status: Sent	Status: Sent		

Annotations and Steps:

- Step 1:** Sort emails according to any of the 5 sorters by clicking on the arrow button (indicated by arrows pointing to the dropdown arrows in the table header).
- Step 2:** Click on Eye Icon to view more information on individual email outcomes (indicated by an arrow pointing to the eye icon in the top right corner).
- Step 3:** Click on the PDF button if you wish to download a PDF copy of the email sent to SCC or Primary Client (indicated by an arrow pointing to the PDF icon in the top right corner).

Additional Callouts:

- If email is successfully sent, Status will display 'Sent'. If there is no email address, Status will display 'Not Applicable'.
- PDC number of linked SCFA Intervention is displayed for each email outcome.
- If no email outcomes are present, a static liner will be displayed.

Note: Status will display 'NA' in scenarios where email outcomes are sent to SCC/SSCC/Parent/LOR Agency. i.e. for Withdrawal and Appeals that are only sent to SCCs, the email status for Parents and LOR Agency field will be 'NA'.

4. View New SCFA Application

4. View New SCFA Application.

4.1 View New SCFA Application Details.

4.1.5 View Email Outcomes (*continued*).

The following email types may be displayed, and emails will be sent to SCC/ Primary Client/ LOR Agency:

SCFA Caseworker selects 'Pending Outstanding Document' - sent to SCC only

APPLICATION DETAILS	EMAIL TYPE ↓	EMAIL TRIGGERED DATE ↓	EMAIL SENT DATE ↓	REFERENCE NUMBER ↓	STATUS ↓
Assessment Checklist	Outstanding Document	22/08/2023 04:18 PM	22/08/2023 04:18 PM	Not Applicable	Sent
Application Details	OTHER INFORMATION				
Supporting Documents	Email of SCC szuhua.peng@accenture.com	Email of Primary Client -	Email of LOR Agency -		
Application Status History	Email Sent to SCC 📧	Email Sent to Primary Client Not Applicable	Email Sent to LOR Agency Not Applicable		
Email Outcome	Status Sent	Status Not Applicable	Status Not Applicable		
SMS Outcome					
MT Request					

If Application submitted by SCC is rejected due to:
1. Duplicate Application - sent to SCC only
2. Ineligible Citizenship - sent to SCC and Parent

APPLICATION DETAILS	EMAIL TYPE ↓	EMAIL TRIGGERED DATE ↓	EMAIL SENT DATE ↓	REFERENCE NUMBER ↓	STATUS ↓
Assessment Checklist	Application Rejection	24/08/2023 04:43 PM	24/08/2023 04:43 PM	Not Applicable	Sent
Application Details	OTHER INFORMATION				
Supporting Documents	Email of SCC vincent_joseph@awwa.org.sg	Email of Primary Client beebeetan@gmail.com	Email of LOR Agency -		
Application Status History	Email Sent to SCC 📧	Email Sent to Primary Client 📧	Email Sent to LOR Agency Not Applicable		
Email Outcome	Status Sent	Status Sent	Status Not Applicable		
SMS Outcome					

If intervention is created with LOR, email will be sent to all 3 parties after approval

APPLICATION DETAILS	EMAIL TYPE ↓	EMAIL TRIGGERED DATE ↓	EMAIL SENT DATE ↓	REFERENCE NUMBER ↓	STATUS ↓
Assessment Checklist	Intervention Approval	08/09/2023 06:11 PM	08/09/2023 06:11 PM	APP70400	Sent
Application Details	OTHER INFORMATION				
Supporting Documents	Email of SCC jomaine.li@accenture.com premi135rajaram@gmail.com ruien1@hotmail.com diondra.tan@accenture.com nicholas.n.chua@accenture.com	Email of Primary Client ang_yi_zhen@msh.gov.sg	Email of LOR Agency diondra.tre@gmail.com		
Application Status History	Email Sent to SCC 📧	Email Sent to Primary Client 📧	Email Sent to LOR Agency 📧		
Email Outcome	Status Sent	Status Sent	Status Sent		Reason for not sending Email/SMS -
SMS Outcome					
MT Request					

If intervention is created with LOR, email will be sent to all 3 parties after closure

APPLICATION DETAILS	EMAIL TYPE ↓	EMAIL TRIGGERED DATE ↓	EMAIL SENT DATE ↓	REFERENCE NUMBER ↓	STATUS ↓
Assessment Checklist	Intervention Closure	25/08/2023 11:27 AM	25/08/2023 11:27 AM	PDC361219	Sent
Application Details	OTHER INFORMATION				
Supporting Documents	Email of SCC maplebear@test.com	Email of Primary Client test@gmail.com	Email of LOR Agency szuhua.peng@accenture.com		
Application Status History	Email Sent to SCC 📧	Email Sent to Primary Client 📧	Email Sent to LOR Agency 📧		
Email Outcome	Status Sent	Status Sent	Status Sent		
SMS Outcome					
MT Request					

4. View New SCFA Application

4. View New SCFA Application.

4.1 View New SCFA Application Details.

4.1.6 View SMS Outcomes.

You will be able to sort, and view SCFA Intervention related SMS outcomes under the SMS Outcome Tab of SCFA Application Overview Page. The following SMS types may be displayed, and sent to Primary Client:

Step 1: Sort SMS according to any of the 5 sorters by clicking on the arrow button

SMS TYPE	SMS TRIGGERED DATE	SMS SENT DATE	REFERENCE NUMBER	STATUS
Intervention Approval	22/08/2023 02:56 PM	25/08/2023 11:21 AM	PDC361221	Sent
Intervention Closure	22/08/2023 02:47 PM	25/08/2023 11:27 AM	PDC361219	Sent

Step 2: Click on Eye Icon to view more information on individual SMS outcomes

SMS content sent to primary client will differ based on selected approval reasons

PDC number of linked SCFA Intervention is displayed for SMS email outcome

SMS content sent to primary client will differ based on selected closure reasons

5. SupportGoWhere Submitted New Applications

5. SupportGoWhere(SGW) Submitted New Applications.

5.1 Identification of SGW Submitted Applications in SSNet One.

SCFA applicants can also submit online applications via the SupportGoWhere(SGW) portal. SSNet One has been enhanced to support the viewing and processing of the online applications. This section details the differences you will encounter between SGW and SSNet One submitted applications.

Appeal and Withdrawal applications will continue to be submitted on SSNet One only.

SGW Submitted Application:

Home > Applications > SCFA-006V4SIAAC-2304

SCFA APPLICATION - SCFA-006V4SIAAC-2304 ASSIGNED

Submitted On 30/11/2023 Received On 30/11/2023

Name of Beneficiary Adam Lee	ID Number of Beneficiary ****092B	Application Category Normal
Name of Applicant Lee Sheng Jie	ID Number of Applicant ****427C	Case Owner SSOD SCFA Caseworker
SCFA Intervention Ref -	Intervention Status -	

Application IDs of applications submitted via SGW are in the format of <SGW's Application Reference No.>-<SSNet One's Reference No. for each beneficiary in the SGW application>, e.g., "SCFA-006V4SIAAC-2304", "SCFA-006V4SIAAC-2305"

SSNet One Submitted Application:

Home > Applications > APP135168

SCFA APPLICATION - APP135168 NEW

Submitted On 16/11/2023 Received On 16/11/2023

Name of Beneficiary Alenson Toh	ID Number of Beneficiary S2190457J	Application Category EEP (Enhanced Enrolment Protocol)
Name of Applicant Toh Alice	ID Number of Applicant S5777108I	Case Owner -
SCFA Intervention Ref -	Intervention Status -	

Application IDs of applications submitted on SSNet One are in the format of APP<SSNet One's Reference Number>, e.g., "APP135168"

5. SupportGoWhere Submitted New Applications

5. SupportGoWhere(SGW) Submitted New Applications. 5.2 SGW Submitted Application View.

For Personal Data Protection Act (PDPA) obligations in relation to SGW applications, you will only be able to view the 'Details of SCFA Subsidy and Start-up Grant' section in the 'Application Details' tab and supporting documents that your centre has uploaded in the 'Supporting Documents' tab.

SCFA APPLICATION - SCFA-006V4SIAAC-2304

Submitted On 30/11/2023 Received On 30/11/2023

ASSIGNED

Name of Beneficiary Adam Lee	ID Number of Beneficiary ****092B	Application Category Normal
Name of Applicant Lee Sheng Jie	ID Number of Applicant ****427C	Case Owner SSOD SCFA Caseworker
SCFA Intervention Ref -	Intervention Status -	

APPLICATION DETAILS

- Application Details
- Supporting Documents
- Email Outcome
- SMS Outcome

DETAILS OF SCFA SUBSIDY AND START-UP GRANT
^

Centre Name
Kidz Treehouse @ Cantonment Pri (088256)

Multiple children enrolled in Special Student Care Centre
-

APPLICATION PERIOD FOR SCFA SUBSIDY
^

Child Admission Date
-

Start Month January	Start Year 2024	Backdated Application No
------------------------	--------------------	-----------------------------

Monthly Student Care Fee (including GST, if applicable)
-

Applying For Start-Up Grant
No

5. SupportGoWhere Submitted New Applications

5. SupportGoWhere(SGW) Submitted New Applications. 5.2 SGW Submitted Application View (continued).

The applicant and beneficiary's ID Numbers will also be partially masked in the following areas:

View Application Details Page:

SCFA APPLICATION - SCFA-006V4SIAAC-2304 ASSIGNED

Submitted On 30/11/2023 Received On 30/11/2023

Name of Beneficiary Adam Lee	ID Number of Beneficiary ****092B	Application Category Normal
Name of Applicant Lee Sheng Jie	ID Number of Applicant ****427C	Case Owner SSOD SCFA Caseworker
SCFA Intervention Ref -	Intervention Status -	

APPLICATION DETAILS

- Application Details
- Supporting Documents
- Email Outcome
- SMS Outcome

DETAILS OF SCFA SUBSIDY AND START-UP GRANT

Centre Name
Demo Student Care Centre

Email Outcome
Multiple children enrolled in Special Student Care Centre

SMS Outcome
-

APPLICATION PERIOD FOR SCFA SUBSIDY

Child Admission Date
-

Start Month
January

Start Year
2024

Backdated Application
No

Monthly Student Care Fee (including GST, if applicable)
-

Applying For Start-Up Grant
No

Search Application Page:

Home > Application Search

Application Type:
 All New Application Withdrawal Appeal

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

APPLICATION ID ↓	APPLICATION TYPE	BENEFICIARY'S NAME ↓	BENEFICIARY'S ID NUMBER ↓	APPLICANT'S NAME ↓	APPLICANT'S ID NUMBER ↑	DATE/TIME SUBMITTED ↓	STATUS ↓	CASE OWNER ↓
SCFA-006V4SIAAC-2304	New Application	Adam Lee	****092B	Lee Sheng Jie	****427C	30/11/2023 06:30 PM	Assigned	SSOD SCFA Caseworker
SCFA-006V4SIAAC-2305	New Application	Beatty Lee	****307B	Lee Sheng Jie	****427C	30/11/2023 06:30 PM	Assigned	SSOD SCFA Caseworker

5. SupportGoWhere Submitted New Applications

5. SupportGoWhere(SGW) Submitted New Applications. 5.2 SGW Submitted Application View (continued).

The applicant and beneficiary's ID Numbers will also be partially masked in the following areas:

My Centre's Application Dashboard:

MY LISTING

MY NOTIFICATIONS 3 APPLICATION LISTNG

MY TASKS

MY BOOKMARKS

MY CENTRE'S APPLICATIONS

Application Type: - Select -

Application Status: - Select -

From: 18/09/2023 To: 18/10/2023

RESET 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 ↓
1	APD3584	New Application		T5189278F				Draft	
2	APD3329	New Application		T1521131D				Cancelled	
3	SCFA-112V4S1AHT-512	New Application	Ed Leong	*****131D	Lawrence Leong	*****204Z	01/10/2023	Pending Triage	

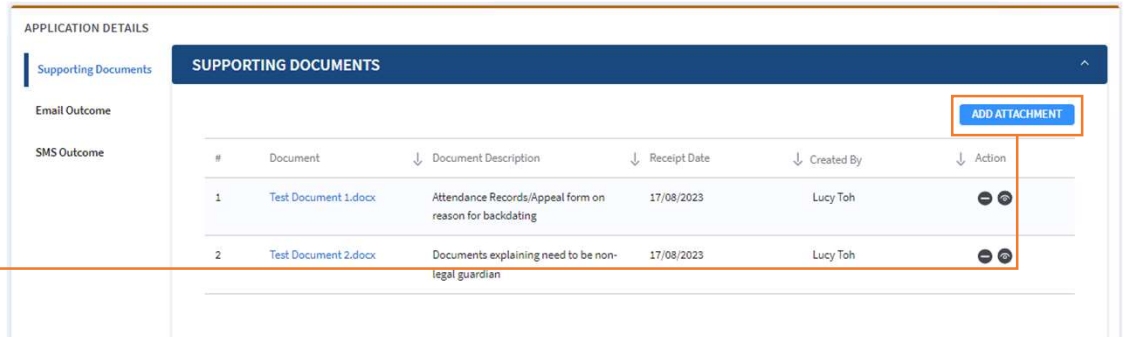
6. View SCFA Appeal Application

6. View SCFA Appeal Application.

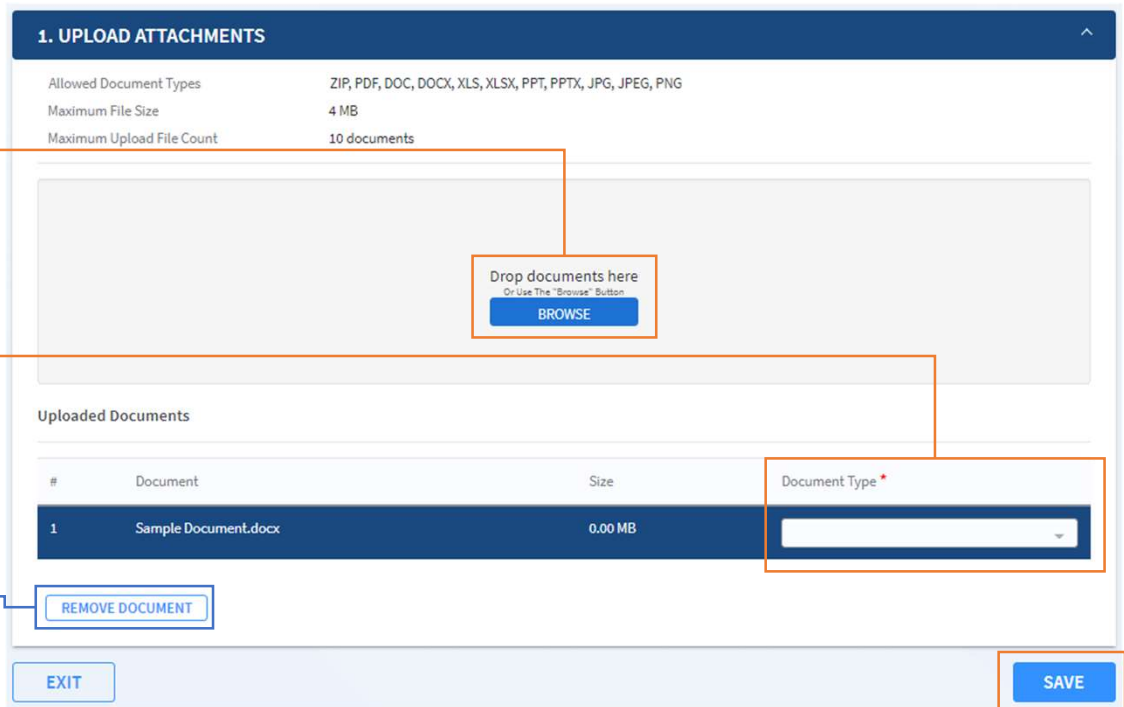
6.1 View SCFA Appeal Application Details.

6.1.1 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

6. View SCFA Appeal Application

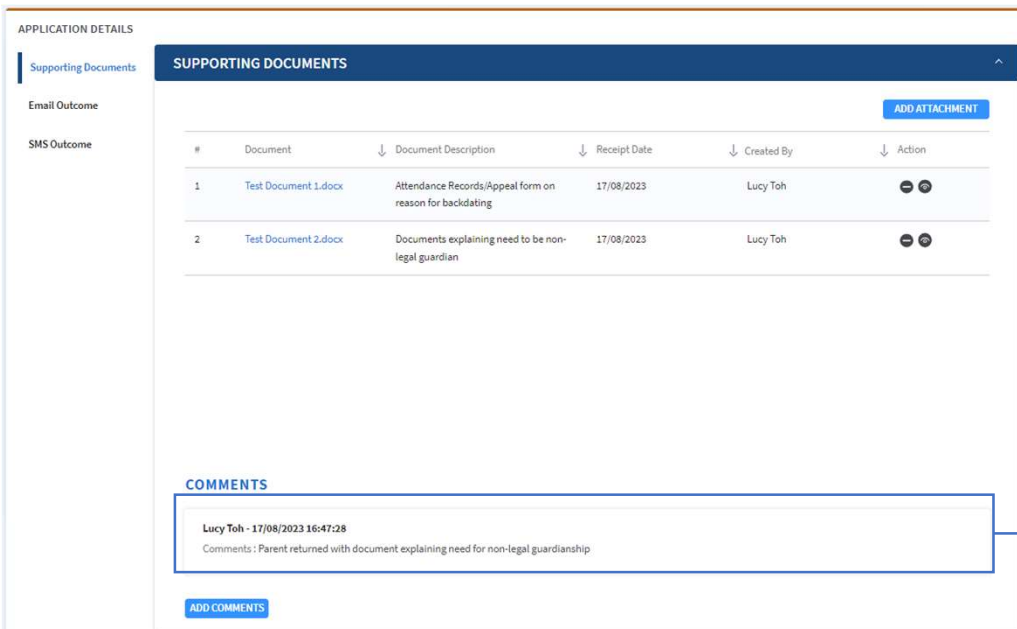
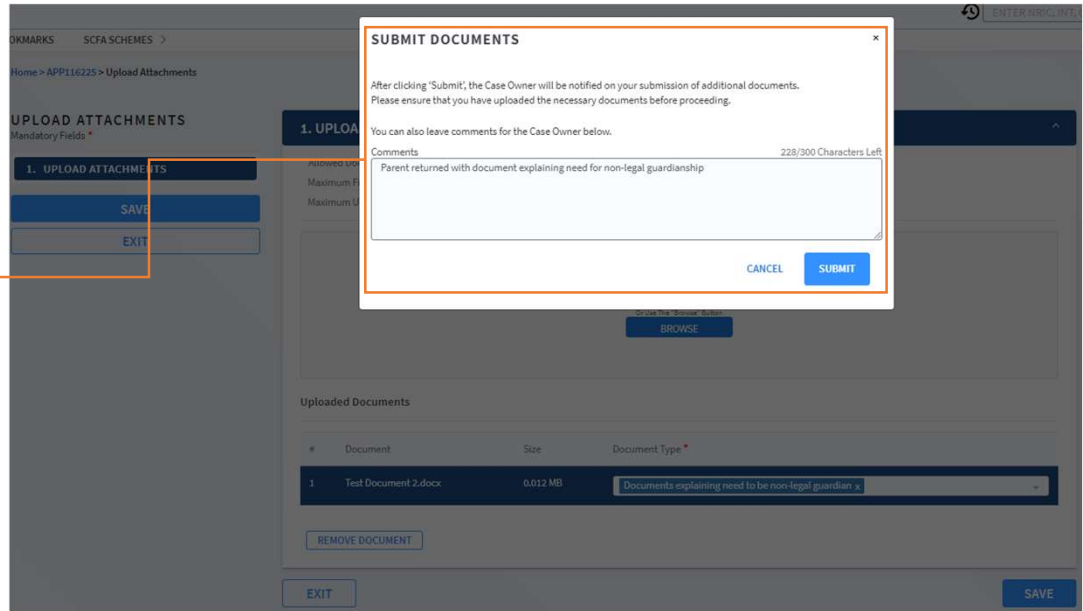
6. View SCFA Appeal Application.

6.1 View SCFA Appeal Application Details.

6.1.1 Supporting Documents - Add Attachment (*continued*).

Step 5: You will be prompted to verify that all the necessary documents have been uploaded. You can leave comments for the Case Owner before clicking 'Submit'.

The Case Owner will be alerted on those new documents and/ comments submitted



The comments logged will be displayed below the list of supporting documents



After new attachments are uploaded to an application, an 'Updates from SCC' indicator will be displayed on the application details page to alert the Case Owner. It will be removed after the Case Owner has responded with comments

6. View SCFA Appeal Application

6. View SCFA Appeal Application.

6.1 View SCFA Appeal Application Details.

6.1.1 Supporting Documents - Add Attachment (*continued*).

You will not be able to upload additional attachments to an appeal that has been processed, i.e., if the application is in the 'Approved' or 'Rejection' statuses. Upon clicking 'Add Attachment', you will be prompted with the error message below.

The screenshot shows the SCFA Application - APP116225 interface. A red error message states: "You will not be able to add new attachments to an application that has been processed." The application status is "APPROVED" with a note "Updates from SCC".

SCFA APPLICATION - APP116225 **APPEAL**
 Submitted On 17/08/2023 Received On 17/08/2023

Name of Beneficiary Toh Ling Feng	ID Number of Beneficiary S95988531	Case Owner SSOD SCFA Caseworker
Appeal Subsidy Start Period 17/08/2023	Appeal For SCFA Subsidy	SCFA Application Linked APP116224
Centre Name Sunshine Club SCC (469717)	SCFA Intervention Ref -	Intervention Status -

APPLICATION DETAILS

- Supporting Documents
- Email Outcome
- SMS Outcome

SUPPORTING DOCUMENTS ADD ATTACHMENT

#	Document	Document Description	Receipt Date	Created By	Action
1	Test Document 1.docx	Attendance Records/Appeal form on reason for backdating	17/08/2023	Lucy Toh	
2	Test Document 2.docx	Documents explaining need to be non-legal guardian	17/08/2023	Lucy Toh	

6. View SCFA Appeal Application

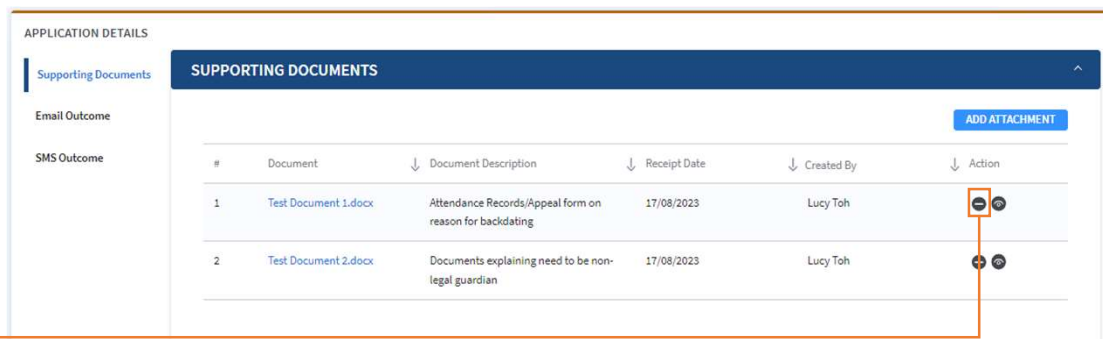
6. View SCFA Appeal Application.

6.1 View SCFA Appeal Application Details.

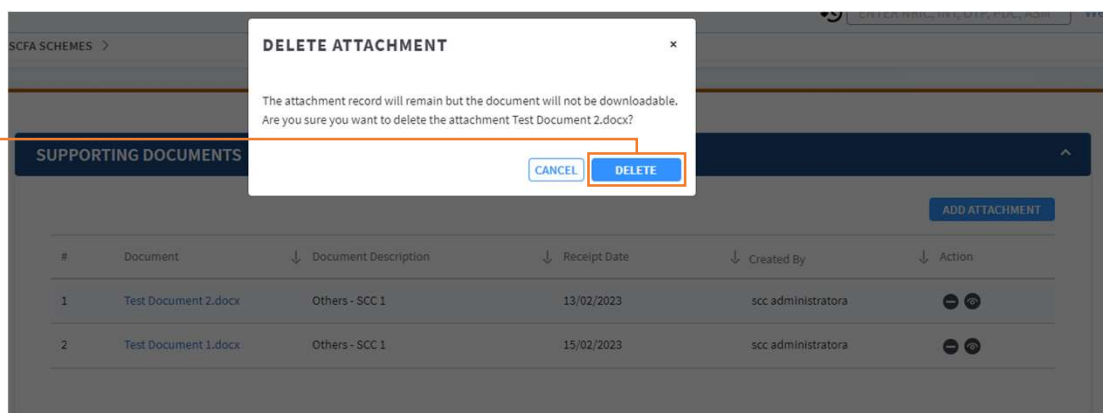
6.1.2 Supporting Documents - Delete Attachment.

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

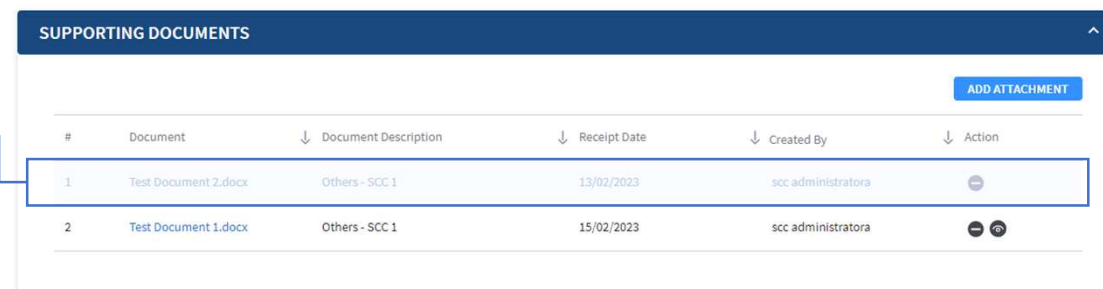
Step 1: For documents uploaded in error, click on the '-' icon to disable the document



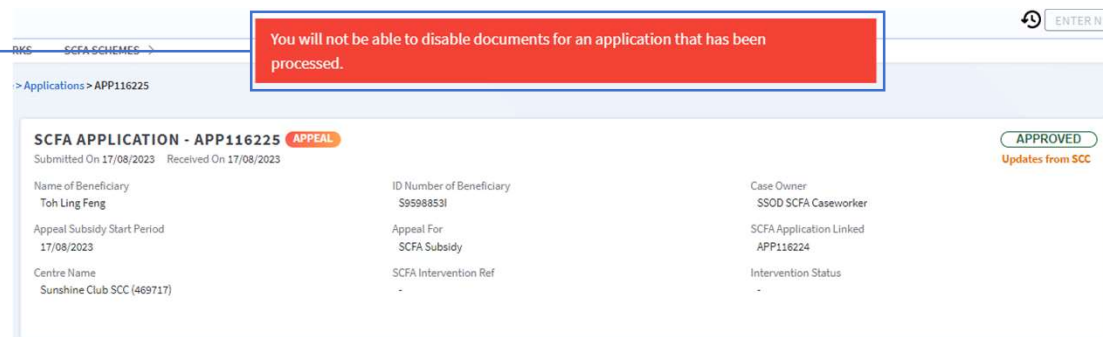
Step 2: Click on 'Delete' to confirm the disabling of the document



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



You will not be able to delete attachments for an appeal that has been processed, i.e., if the appeal is in the 'Approved' or 'Rejected' statuses



6. View SCFA Appeal Application

6. View SCFA Appeal Application.

6.1 View SCFA Appeal Application Details.

6.1.3 Supporting Documents - Comments.

You will be able to check if additional documents are required for your submitted applications by referring to the comments logged by the Case Owner (MSF Officer).

APPLICATION DETAILS

Supporting Documents

Application Status History

Email Outcome

SMS Outcome

SUPPORTING DOCUMENTS

ADD ATTACHMENT

#	Document	Document Description	Receipt Date	Created By	Action
1	Test Document 1.docx	Attendance Records/Appeal form on reason for backdating	17/08/2023	Lucy Toh	
2	Test Document 2.docx	Documents explaining need to be non-legal guardian	17/08/2023	Lucy Toh	

COMMENTS

SSOD SCFA Supervisor - 17/08/2023 16:52:36
 Pending Outstanding Documents : Attendance Records/Appeal Form On Reason For Backdating By 31/08/2023
 Comments : Document on Attendance Records insufficient. Please provide for months of May - Aug 2023

Lucy Toh - 17/08/2023 16:47:28
 Comments : Parent returned with document explaining need for non-legal guardianship

ADD COMMENTS

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 also be sent to the Centre Email Address(es) indicated on SCFA Admin Profiles.

6. View SCFA Appeal Application

6. View SCFA Appeal Application.

6.1 View SCFA Appeal Application Details.

6.1.3 Supporting Documents - Comments (*continued*).

You can also leave comments for your caseworker without attaching supporting documents

Step 1: Click the 'Add Comments' button

COMMENTS

SSOD SCFA Caseworker - 17/08/2023 16:36:28
 Pending Outstanding Documents : Divorce And Custody Papers, Care And Control Paper By 31/08/2023
 Comments : Require Divorce papers and Care and Control papers to determine eligibility of application

Lucy Toh - 17/08/2023 16:25:23
 Comments : Income Statements received from parents after application is submitted.

ADD COMMENTS

Step 2: Enter comments and click 'Submit'

COMMENTS

SSOD SCFA Caseworker - 17/08/2023 16:36:28
 Pending Outstanding Documents : Divorce And Custody Papers, Care And Control Paper By 31/08/2023
 Comments : Require Divorce papers and Care and Control papers to determine eligibility of application

Lucy Toh - 17/08/2023 16:25:23
 Comments : Income Statements received from parents after application is submitted.

Comments * 1000/1000 Characters Left
 Enter here

CANCEL **SUBMIT**

After new comments are logged for an application, an 'Updates from SCC' indicator will be displayed on the application details page to alert the Case Owner. It will be removed after the Case Owner has responded with comments

SCFA APPLICATION - APP116225 **APPEAL**

Submitted On 17/08/2023 Received On 17/08/2023

Name of Beneficiary Toh Ling Feng	ID Number of Beneficiary S9598853I	Case Owner SSOD SCFA Caseworker
Appeal Subsidy Start Period 17/08/2023	Appeal For SCFA Subsidy	SCFA Application Linked APP116224
Centre Name Sunshine Club SCC (469717)	SCFA Intervention Ref -	Intervention Status -

ASSIGNED
Updates from SCC

6. View SCFA Appeal Application

6. View SCFA Appeal Application.

6.1 View SCFA Appeal Application Details.

6.1.4 View Email Outcomes.

The following email types may be displayed, and emails will be sent to SCC only.

SCFA Caseworker selects 'Pending Outstanding Document'

APPLICATION DETAILS		EMAIL TYPE ↓	EMAIL TRIGGERED DATE ↓	EMAIL SENT DATE ↓	REFERENCE NUMBER ↓	STATUS ↓
Supporting Documents	Application Status History	Outstanding Document	22/08/2023 04:12 PM	22/08/2023 04:12 PM	Not Applicable	Sent
Email Outcome	SMS Outcome	OTHER INFORMATION Email of SCC: diondra.tan@accenture.com Email of Primary Client: - Email of LOR Agency: - Email Sent to SCC: [icon] Email Sent to Primary Client: Not Applicable Email Sent to LOR Agency: Not Applicable Status: Sent Status: Not Applicable Status: Not Applicable				

The email type is dependent on the reason for Appeal selected in the application

APPLICATION DETAILS		EMAIL TYPE ↓	EMAIL TRIGGERED DATE ↓	EMAIL SENT DATE ↓	REFERENCE NUMBER ↓	STATUS ↓
Supporting Documents	Application Status History	Appeal - Waiver of AR	22/08/2023 04:37 PM	22/08/2023 04:37 PM	Not Applicable	Sent
Email Outcome	SMS Outcome	OTHER INFORMATION Email of SCC: diondra.tan@accenture.com Email of Primary Client: - Email of LOR Agency: - Email Sent to SCC: [icon] Email Sent to Primary Client: Not Applicable Email Sent to LOR Agency: Not Applicable Status: Sent Status: Not Applicable Status: Not Applicable				

The email type is dependent on the reason for Appeal selected in the application

APPLICATION DETAILS		EMAIL TYPE ↓	EMAIL TRIGGERED DATE ↓	EMAIL SENT DATE ↓	REFERENCE NUMBER ↓	STATUS ↓
Supporting Documents	Application Status History	Appeal - SCFA subsidy	22/08/2023 04:10 PM	22/08/2023 04:10 PM	Not Applicable	Sent
Email Outcome	SMS Outcome	OTHER INFORMATION Email of SCC: diondra.tan@accenture.com Email of Primary Client: - Email of LOR Agency: - Email Sent to SCC: [icon] Email Sent to Primary Client: Not Applicable Email Sent to LOR Agency: Not Applicable Status: Sent Status: Not Applicable Status: Not Applicable				

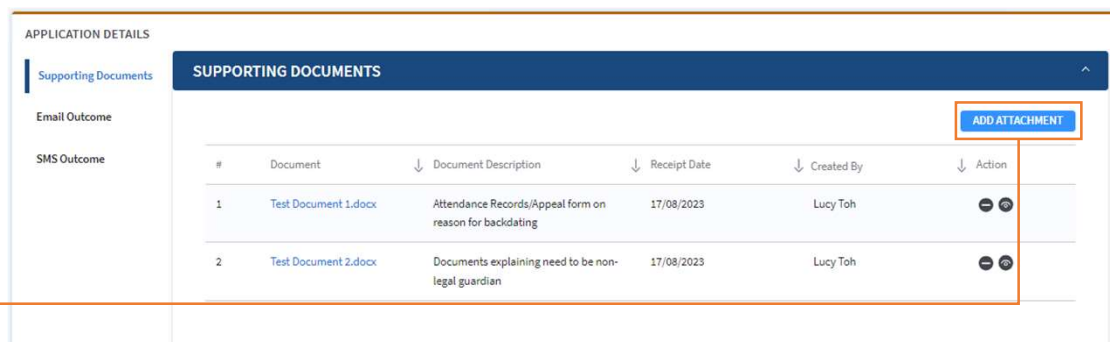
7. View SCFA Withdrawal Application

7. View SCFA Withdrawal Application.

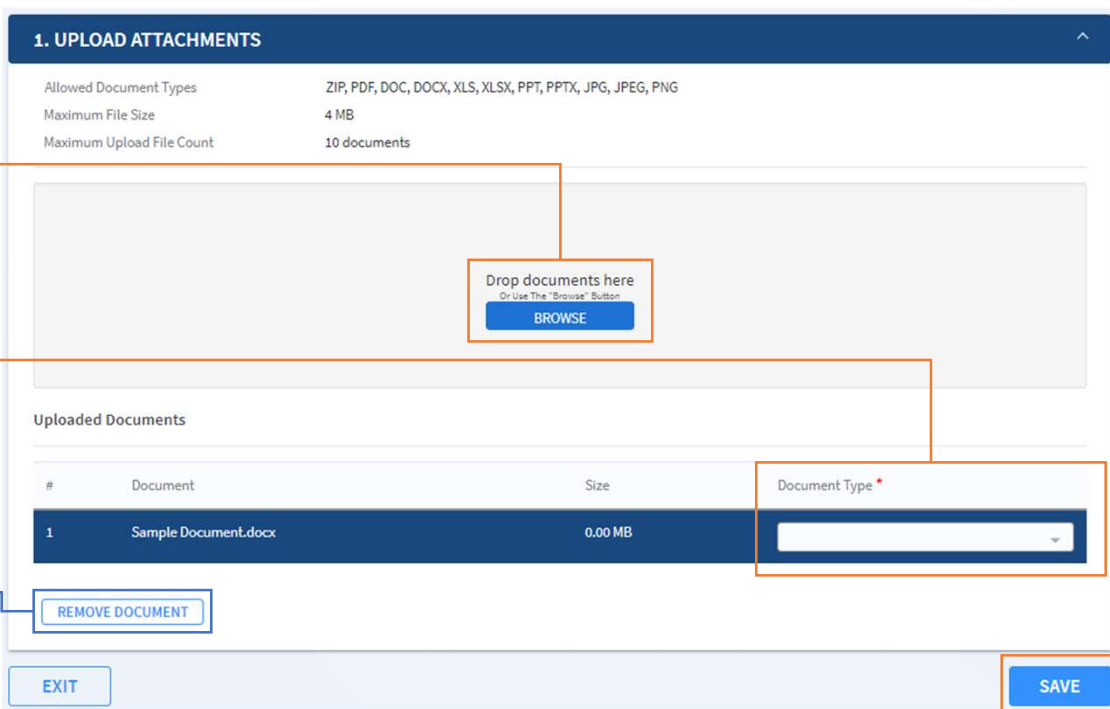
7.1 View SCFA Withdrawal Application Details.

7.1.1 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



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

7. View SCFA Withdrawal Application

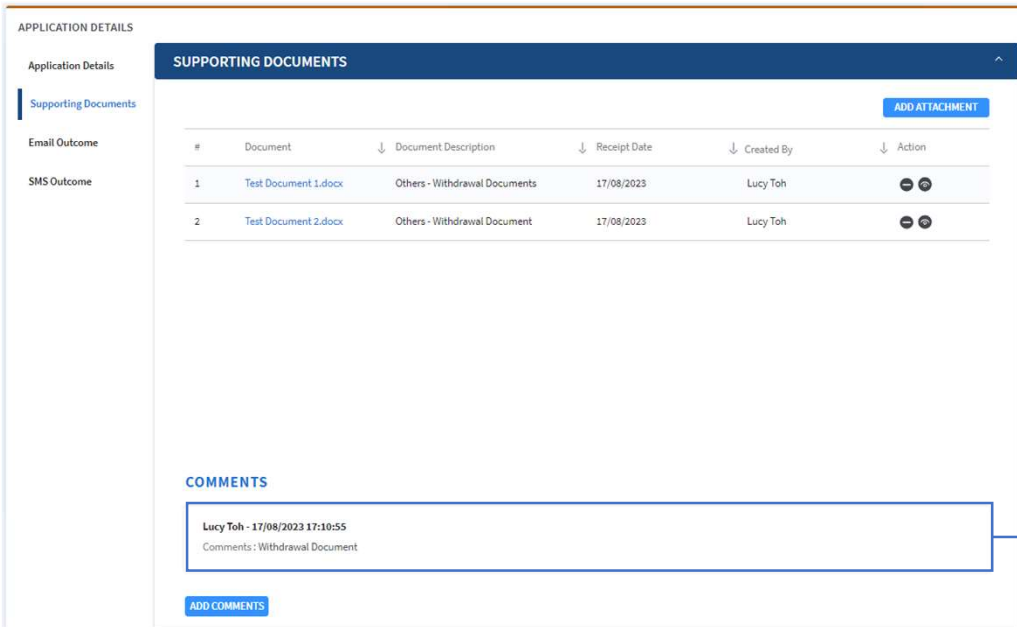
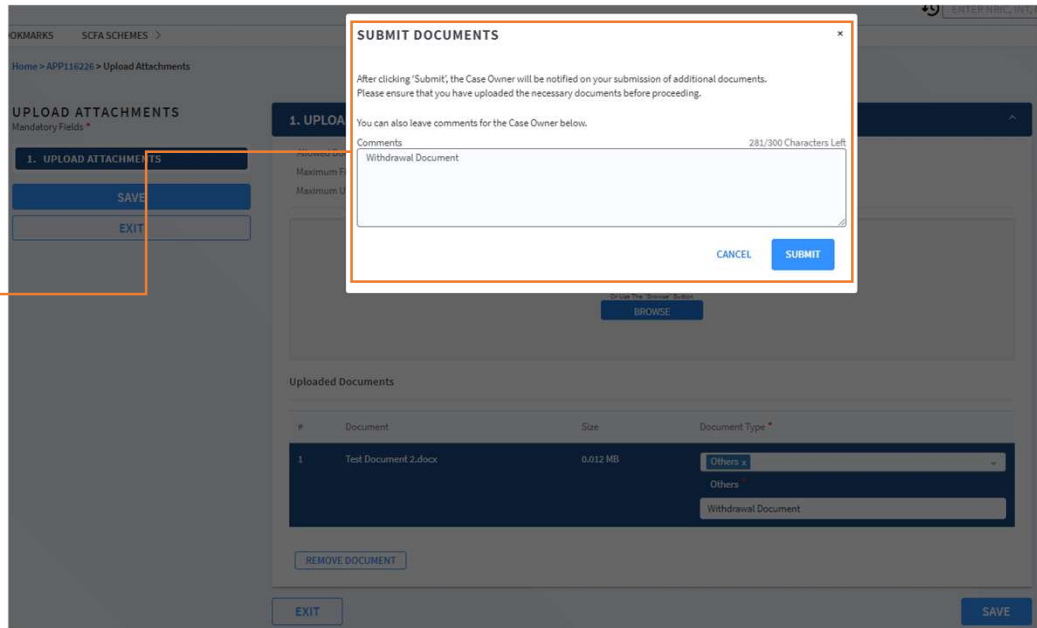
7. View SCFA Withdrawal Application.

7.1 View SCFA Withdrawal Application Details.

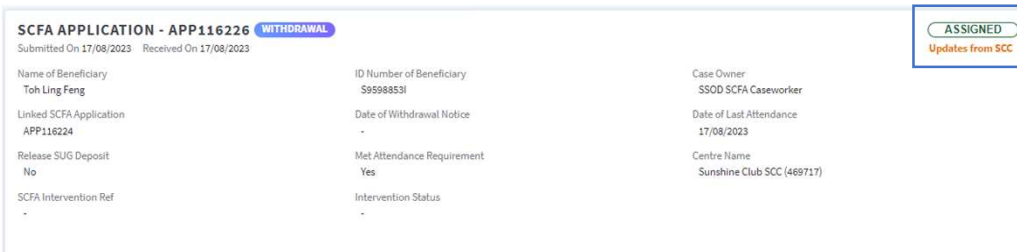
7.1.1 Supporting Document - Add Attachment (*continued*).

Step 5: You will be prompted to verify that all the necessary documents have been uploaded. You can leave comments for the Case Owner before clicking 'Submit'.

The Case Owner will be alerted on the new documents and/or comments submitted



The comments logged will be displayed below the list of supporting documents



After new attachments are uploaded to an application, an 'Updates from SCC' indicator will be displayed on the application details page to alert the Case Owner. It will be removed after the Case Owner has responded with comments

7. View SCFA Withdrawal Application

7. View SCFA Withdrawal Application.

7.1 View SCFA Withdrawal Application Details.

7.1.1 Supporting Document - Add Attachment (*continued*).

You will not be able to upload additional attachments to a withdrawal that has been processed, i.e., if the application is in the 'Approved' or 'Rejection' statuses. Upon clicking 'Add Attachment', you will be prompted with the error message below.

KS SCFA SCHEMES >
ENTER NRI

You will not be able to add new attachments to an application that has been processed.

> Applications > APP116226

SCFA APPLICATION - APP116226 WITHDRAWAL

Submitted On 17/08/2023 Received On 17/08/2023

Name of Beneficiary Toh Ling Feng	ID Number of Beneficiary S9598853I	Case Owner SSOD SCFA Caseworker
Linked SCFA Application APP116224	Date of Withdrawal Notice -	Date of Last Attendance 17/08/2023
Release SUG Deposit No	Met Attendance Requirement Yes	Centre Name Sunshine Club SCC (469717)
SCFA Intervention Ref -	Intervention Status -	

APPROVED

Updates from SCC

APPLICATION DETAILS

Application Details

Supporting Documents

Email Outcome

SMS Outcome

SUPPORTING DOCUMENTS
^

ADD ATTACHMENT

#	Document	Document Description	Receipt Date	Created By	Action
1	Test Document 1.docx	Others - Withdrawal Documents	17/08/2023	Lucy Toh	- ↻
2	Test Document 2.docx	Others - Withdrawal Document	17/08/2023	Lucy Toh	- ↻

7. View SCFA Withdrawal Application

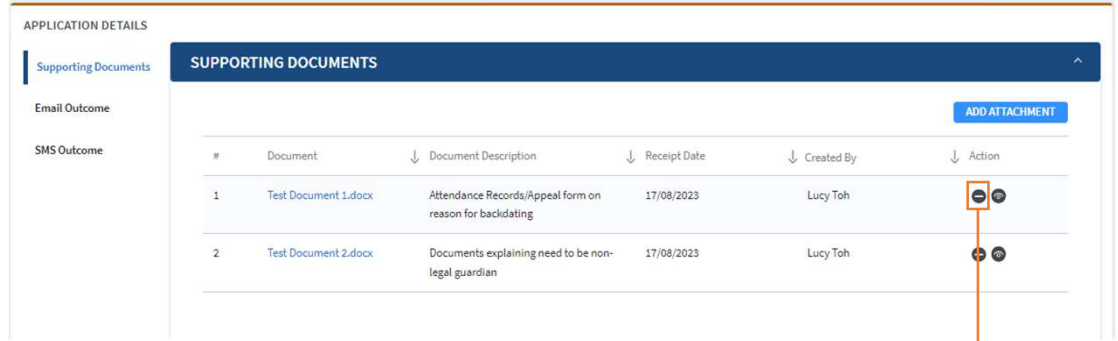
7. View SCFA Withdrawal Application.

7.1 View SCFA Withdrawal Application Details.

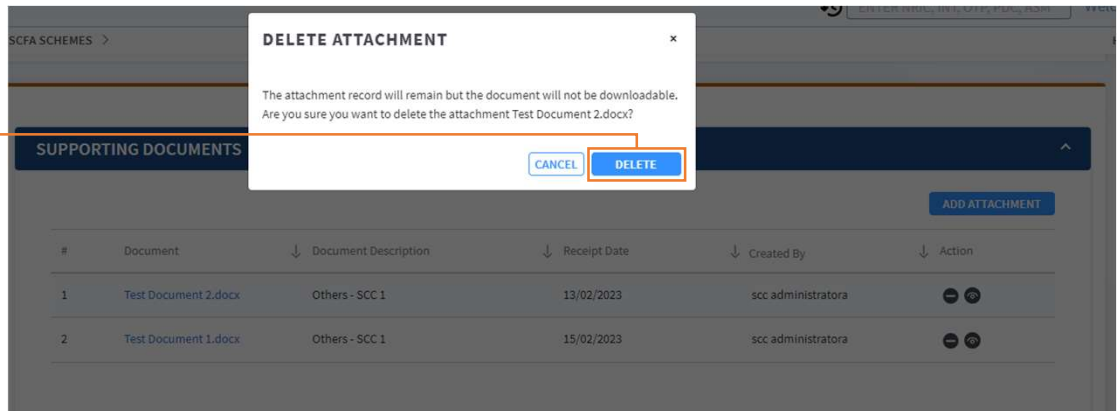
7.1.2 Supporting Document - Delete Attachment.

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

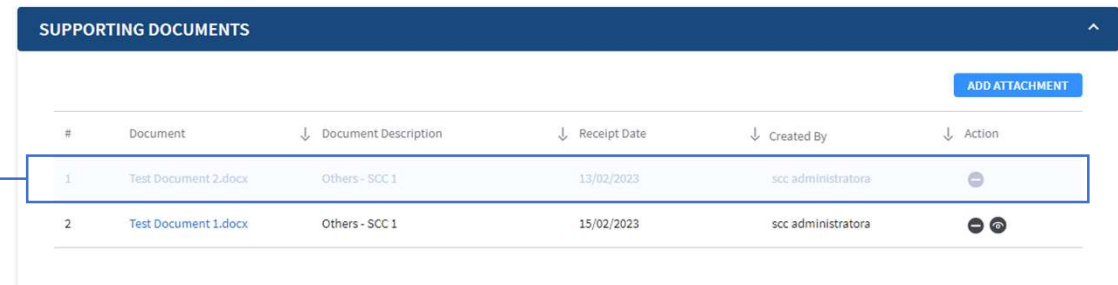
Step 1: For documents uploaded in error, click on the '-' icon to disable the document



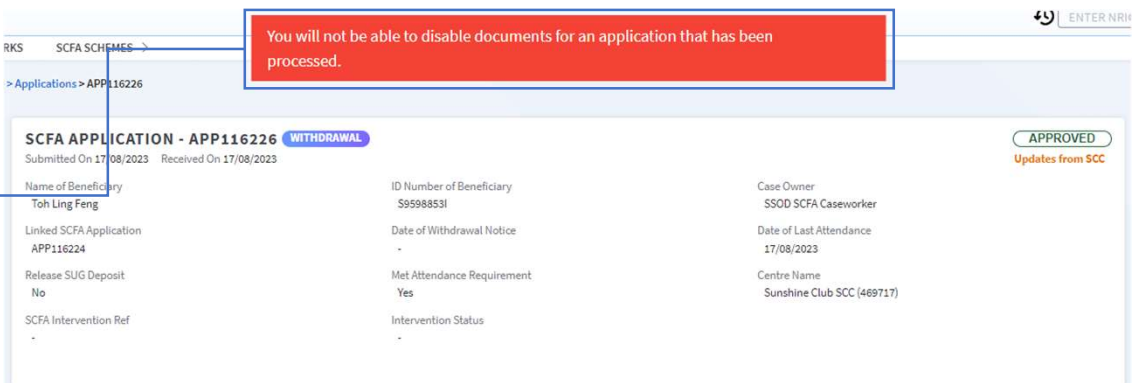
Step 2: Click on 'Delete' to confirm the disabling of the document



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



You will not be able to delete attachments for a withdrawal that has been processed, i.e., if the appeal is in the 'Approved' or 'Rejected' statuses



7. View SCFA Withdrawal Application

- 7. View SCFA Withdrawal Application.
 - 7.1 View SCFA Withdrawal Application Details.
 - 7.1.3 Supporting Document - Comments.

You will be able to check if additional documents are required for your submitted applications by referring to the comments logged by the Case Owner (MSF Officer).

The screenshot displays the 'APPLICATION DETAILS' page for a SCFA Withdrawal Application. The 'SUPPORTING DOCUMENTS' section contains a table with the following data:

#	Document	Document Description	Receipt Date	Created By	Action
1	Test Document 1.docx	Others - Withdrawal Documents	17/08/2023	Lucy Toh	[Icons]
2	Test Document 2.docx	Others - Withdrawal Document	17/08/2023	Lucy Toh	[Icons]

Below the table is the 'COMMENTS' section, which includes:

- SSOD SCFA Supervisor - 17/08/2023 17:15:10**
Pending Outstanding Documents : Others By 31/08/2023
Comments : Please attach the attendance record for the months of May - Aug 2023
- Lucy Toh - 17/08/2023 17:10:55**
Comments : Withdrawal Document

An 'ADD ATTACHMENT' button is located at the top right of the supporting documents section, and an 'ADD COMMENTS' button is at the bottom of the comments section.

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 also be sent to the Centre Email Address(es) indicated on SCFA Admin Profiles.

7. View SCFA Withdrawal Application

7. View SCFA Withdrawal Application.

7.1 View SCFA Withdrawal Application Details.

7.1.3 Supporting Documents - Comments (*continued*).

You can also leave comments for your caseworker without attaching supporting documents.

Step 1: Click the 'Add Comments' button

COMMENTS

SSOD SCFA Caseworker - 17/08/2023 16:36:28
 Pending Outstanding Documents : Divorce And Custody Papers, Care And Control Paper By 31/08/2023
 Comments : Require Divorce papers and Care and Control papers to determine eligibility of application

Lucy Toh - 17/08/2023 16:25:23
 Comments : Income Statements received from parents after application is submitted.

ADD COMMENTS

Step 2: Enter comments and click 'Submit'

COMMENTS

SSOD SCFA Caseworker - 17/08/2023 16:36:28
 Pending Outstanding Documents : Divorce And Custody Papers, Care And Control Paper By 31/08/2023
 Comments : Require Divorce papers and Care and Control papers to determine eligibility of application

Lucy Toh - 17/08/2023 16:25:23
 Comments : Income Statements received from parents after application is submitted.

Comments * 1000/1000 Characters Left
 Enter here

CANCEL **SUBMIT**

After new comments are logged for an application, an 'Updates from SCC' indicator will be displayed on the application details page to alert the Case Owner. It will be removed after the Case Owner has responded with comments

SCFA APPLICATION - APP116226 **WITHDRAWAL**

Submitted On 17/08/2023 Received On 17/08/2023

Name of Beneficiary Toh Ling Feng	ID Number of Beneficiary S9598853I	Case Owner SSOD SCFA Caseworker
Linked SCFA Application APP116224	Date of Withdrawal Notice -	Date of Last Attendance 17/08/2023
Release SUG Deposit No	Met Attendance Requirement Yes	Centre Name Sunshine Club SCC (469717)
SCFA Intervention Ref -	Intervention Status -	

ASSIGNED
Updates from SCC

7. View SCFA Withdrawal Application

- 7. View SCFA Withdrawal Application.
 - 7.1 View SCFA Withdrawal Application Details.
 - 7.1.4 View Email Outcomes.

The following email types may be displayed, and emails will be sent to SCC only.

SCFA Caseworker selects 'Pending Outstanding Document'

APPLICATION DETAILS		EMAIL TYPE ↓	EMAIL TRIGGERED DATE ↓	EMAIL SENT DATE ↓	REFERENCE NUMBER ↓	STATUS ↓
Supporting Documents		Outstanding Document	22/08/2023 04:12 PM	22/08/2023 04:12 PM	Not Applicable	Sent
Application Status History		OTHER INFORMATION				
Email Outcome	Email of SCC diondra.tan@accenture.com	Email of Primary Client -	Email of LOR Agency -			
SMS Outcome	Email Sent to SCC 📧	Email Sent to Primary Client Not Applicable	Email Sent to LOR Agency Not Applicable			
	Status Sent	Status Not Applicable	Status Not Applicable			

Email will be sent when status of Withdrawal application is updated to 'Approved' or 'Rejected'

APPLICATION DETAILS		EMAIL TYPE ↓	EMAIL TRIGGERED DATE ↓	EMAIL SENT DATE ↓	REFERENCE NUMBER ↓	STATUS ↓
Application Details		Withdrawal Application	22/08/2023 03:03 PM	22/08/2023 03:03 PM	Not Applicable	Sent
Supporting Documents		OTHER INFORMATION				
Application Status History	Email of SCC diondra.tan@accenture.com	Email of Primary Client -	Email of LOR Agency -			
Email Outcome	Email Sent to SCC 📧	Email Sent to Primary Client Not Applicable	Email Sent to LOR Agency Not Applicable			
SMS Outcome	Status Sent	Status Not Applicable	Status Not Applicable			

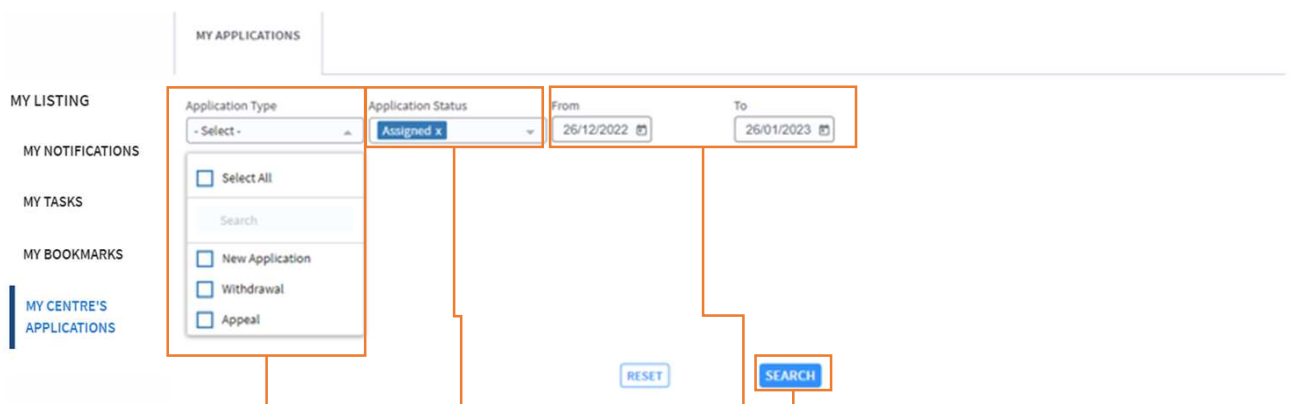
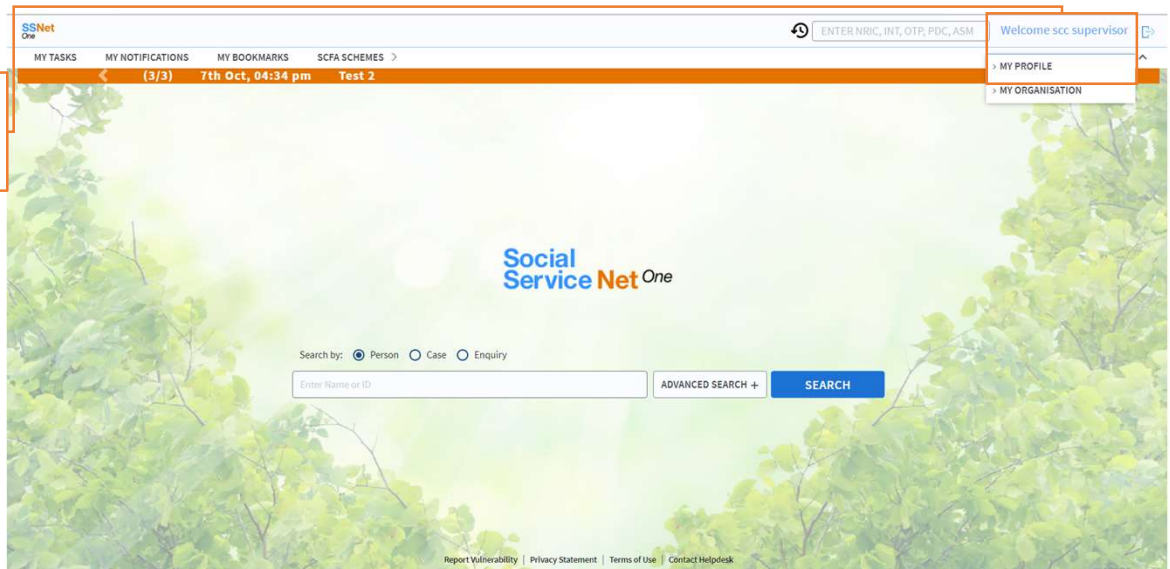
8. My Applications Dashboard

8. My Applications Dashboard.

8.1 My Centre's Applications Dashboard - (for SCCs).

As a SCC user, you can view the SCFA New, Appeal, and Withdrawal Applications listing that is with Cancelled / Draft / Assigned status from 'My Centre's Applications'. This will allow you to view Draft /Cancelled applications created by any user in your centre.

Step 1: Navigate to the 'My Profile' page



Step 2: Select the Application Type. You can select more than 1 option

Step 3: Select the Application Status. You can select more than 1 option, i.e. Draft, Cancelled, Assigned etc.

Step 4: Select the Application Submission Date Range

Step 5: Click 'Search'

8. My Applications Dashboard

8. My Applications Dashboard.

8.1 My Centre's Applications Dashboard - (for SCCs) (continued).

MY APPLICATIONS

Application Type: **New Application x** | Category: **- Select -** | Application Status: **Assigned x** | From: **26/12/2022** | To: **26/01/2023**

Select All

Search

EEP (Enhanced Enrolment Protocol) applications

LOR (Letter of

RESET **SEARCH**

If 'New Application' is selected, you can further refine your search by indicating the Category of New Application

MY LISTING

18 MY APPLICATIONS

Application Type: **New Application x** | Category: **EEP (Enhanced Enrolment Protocol) applications x** | Application Status: **Assigned x** | From: **26/12/2022** | To: **26/01/2023**

RESET **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 ↓
1	APP90885	SCC Closure Rejected Mum	T1184221B	SCC Closure Rejected Mum	S3801142A	20/06/2023	Assigned	Estee Chin
2	APP86785	Bene S1851599G	S1851599G	Applicant S9864723F	S9864723F	12/06/2023	Assigned	SSOD SCFA Caseworker
3	APP80419	Withdrawal	S4798431I			01/06/2023	Assigned	SSOD SCFA Caseworker
4	APP77315	bbb	S9373611G	NN	S2727090E	26/05/2023	Assigned	SCFA Supervisor&ReportUser 2

< 1 >

A list of SCFA Applications corresponding to the search criteria will be retrieved

A maximum of 100 applications will be retrieved per search (based on latest application submission date), with 20 applications displayed per page

Click on the hyperlink to the Application ID to be directed to the 'View Application Details' Page or 'View Intervention Details' Page respectively

Note: New SCFA Applications with an Active/Closed PDC linked will not be displayed in the dashboard as the application lifecycle has been completed. To view these applications, perform a search on the 'SCFA Applications' page instead.