

## **CAREER SUPPORT PROGRAMME CLAIM INSTRUCTION FOR EMPLOYERS**

### **SECTION A – CHECKLIST FOR CLAIM**

Employers can submit claims for wage support under the Career Support Programme (CSP) in two tranches. Employers will be reimbursed based on % proportion of the actual gross monthly salary paid out by employers for the employment period claimed for.

**1<sup>st</sup> tranche:** Claim for wage support for the first 6 months of employment within 12 months from new hire work commencement date

**2<sup>nd</sup> tranche:** Claim for wage support for the next 6 months of employment within 18 months from new hire work commencement date

Please kindly go through the following checklist to ensure you have fulfilled the criteria before submitting your claim for CSP:

<b>Acknowledgement of Registration</b>	
<input type="checkbox"/>	Submitted a registration for CSP and received an acknowledgement from WSG / e2i
<b>Submission of Terms and Conditions</b>	
<input type="checkbox"/>	Acknowledged and submitted the Terms and Conditions for CSP to WSG/e2i before submission of claims
<b>Employer Bank Details</b>	
<input type="checkbox"/>	<p>Provided the completed Direct Credit Authorisation (DCA) form to WSG for Payment before or during claim submission– [See Annex A]</p> <p><i>*Applicable only for employers who do not have existing vendor account with WSG</i></p>
<b>EASY Account</b>	
<input type="checkbox"/>	<p>Have a registered EASY account to submit a claim through WSG Feedback portal (<a href="https://portal.ssg-wsg.gov.sg/feedback">https://portal.ssg-wsg.gov.sg/feedback</a>). EASY stands for e-services Authorisation System managed by IRAS that allows companies to authorise their employees or a third party to access Government e-services</p>

### Claim for 1<sup>st</sup> Tranche

[ ]	Provided eligible new hire with either structured On-The-Job training or sends him/her for external WSG-approved training courses.
[ ]	Employed and paid the eligible new hire with a monthly gross salary of at least \$4,000 (basic salary plus allowances attracting CPF contribution) for the period claiming for under CSP
[ ]	Have not applied for or received other wage support or equivalent (e.g. absentee payroll) for the same new hire under CSP or other WSG or e2i programmes for the period claimed under CSP

### Claim for 2<sup>nd</sup> Tranche

[ ]	Employed and paid the eligible new hire with a monthly gross salary of at least \$4,000 (basic salary plus allowances attracting CPF contribution) for the period claiming for under CSP
[ ]	Have not applied for or received other wage support or equivalent (e.g. absentee payroll) for the same new hire under CSP or other WSG or e2i programmes for the period claimed under CSP

## **SECTION B – INFORMATION AND DOCUMENTS REQUIRED FOR CLAIM**

Please submit claim for wage support for CSP through WSG Feedback portal (<https://portal.ssg-wsg.gov.sg/feedback>).

Please follow the steps below:

- i. Company representative to login using SingPass/EASY
- i. Select “Others” for type
- ii. Select “Grant, Funding & Awards” for category
- iii. Type “CSP Claim” in subject title
- iv. Provide requisite information and supporting documents (see below) in the Feedback section

***Employers are required to provide the requisite information and supporting documents below when submitting claims through WSG’s portal feedback:***

1. Completed Claims Request Form [Annex B]
2. Payslips / Salary Records corresponding with the claim period with the following details:
  - a. Name of employee and NRIC Number
  - b. Monthly gross salary of at least \$4,000 (basic salary and allowances attracting CPF contribution)
3. CPF Contribution Statement corresponding with the claim period

WSG will verify the claim submission and liaise with employer on the necessary follow up, if any, upon receipt of the claim request. WSG will require 30 working days to verify the claims submission and processing of the claims payout.

### **Contact Information**

Employers who wish to find out more on the claim status can contact WSG at Tel: 6883 5885 or make an enquiry through WSG feedback portal at <https://portal.ssg-wsg.gov.sg/feedback>.



## CAREER SUPPORT PROGRAMME CLAIM FORM

I. Application Details						
<b>Company name</b> <small>(as per ACRA records)</small>						
<b>UEN</b>						
<b>Payee name</b>	<i>(Name as per bank account)</i>					
<b>Payee bank account number</b>	_____  <i>Please attach the completed Direct Credit Authorisation (DCA) form to WSG. *Applicable for employers who do not have an existing vendor account with WSG.</i>					
II. Contact Person Details (for clarification on claim form)						
<b>Name</b>				<b>Designation</b>		
<b>Email address</b>				<b>Contact number</b>		
III. Claim Details						
Name and NRIC No	Employment start date <small>(in DDMMYYYY format)</small>	Claim period <small>(DDMMYYYY to DDMMYYYY)</small>	Computation and remarks <small>(Please state reasons if gross monthly salary of the new hire is less than \$4,000)</small>	Amount for new hire (\$)	Tranche	Supporting documents attached? <small>(E.g. Salary records, CPF contribution statements)</small>
	e.g. 01102015	e.g. 01102015 to 30062016	e.g. 40% x the actual gross monthly salary paid out by employers, capped at \$2,800 a month X claim period  Refer to Annex for wage support for employers.	e.g. \$X	1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/>	Yes    N.A. <input type="checkbox"/> <input type="checkbox"/>
					1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/>	Yes    N.A. <input type="checkbox"/> <input type="checkbox"/>
					1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/>	Yes    N.A. <input type="checkbox"/> <input type="checkbox"/>
<b>Total</b>						



**WAGE SUPPORT TO EMPLOYERS**

	<b>Wage support for first six months of employment</b>	<b>Wage support for next six months of employment</b>
<b>For SC PMETs aged 50 and above, <u>made redundant or unemployed</u> for six months or more</b>	40% of gross monthly salary, capped at \$2,800/month	20% of gross monthly salary, capped at \$1,400/month
<b>For SC PMETs who are:</b> <b>(i) Aged 40 to 49, made <u>redundant or unemployed</u> for six months or more; or</b> <b>(ii) Aged below 40, made <u>redundant and unemployed</u> for six months or more</b>	20% of gross monthly salary, capped at \$1,400/month	10% of gross monthly salary, capped at \$700/month

Employers would be able to claim for higher tier salary support of 40-20%, for those hiring Singaporean PMETs 50 years and above, made redundant, from 22 Sept 2016.