

OPEN DOOR

OPPORTUNITY • ENABLED

OPEN DOOR Fund

Enable Persons with Disabilities with Fair Employment Opportunities

Launched in May 2007, the OPEN DOOR Fund provides a comprehensive package of incentives to support companies' initiatives to implement job redesign, workplace modification, integration and apprenticeship programmes for persons with disabilities.



GENERAL INFORMATION ON PERSONS WITH DISABILITIES

Persons with disabilities are defined as those whose prospects of securing, retaining places and advancing in education and training institutions, employment and recreation as equal members of the community are substantially reduced as a result of physical, sensory, intellectual and developmental impairments.

In Singapore, persons with disabilities are classified under four broad categories of disabilities - sensory disabilities (hearing and visual impairment), intellectual disabilities (with an IQ of 70 and below), physical disabilities (e.g. amputee, polio) and other global development delay (e.g. Autism Spectrum Disorder).



ELIGIBILITY CRITERIA

- Company registered or based in Singapore
- Commitment to employ persons with disabilities who are Singaporean/Singapore PRs on at least a one-year contract or more.
- Minimum of 1 person with disability has to be hired.



HOW COMPANIES CAN BENEFIT FROM THE FUND

Companies can seek funding to subsidise the following components:

└ *Redesign of Job Scope/Process*

Redesign the job scope or work processes to make it more suitable for persons with disabilities.

└ *Workplace Modification*

Make building modifications and install equipment at the workplace to make the environment more accessible.

└ *Integration Programmes*

Organise adjustment programmes such as training for supervisors on how to manage persons with disabilities or training of co-workers on how to effectively interact and work with persons with disabilities.

└ *Apprenticeship Programmes*

Apprenticeship funding is given to companies providing job-specific company training for the persons with disabilities to enable them to perform effectively at workplace.

GRANT DISBURSEMENT

The ODF grant to the companies will be disbursed in three disbursements.

The 1st disbursement is allocated for all job redesign expenditure incurred by the company during the project period, whereby companies can claim up to S\$20,000 in reimbursement.

Companies can also tap on the grant to provide apprenticeship opportunities for persons with disabilities which is allocated in the 2nd disbursement. Companies can claim for apprenticeship funding which will be disbursed in 3 separate payouts.

90% of the balance job redesign expenditure incurred can be claimed in the 3rd disbursement after the person with disability has achieved at least 6 months of full employment.

See table for details:

FUND DISBURSEMENT SCHEDULE

DISBURSEMENT SCHEDULE	OUTCOMES
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1st Disbursement

<p>Companies can claim up to S\$20,000 in reimbursements for job modification and job redesign.</p>	<ol style="list-style-type: none"> 1. Submit a copy of Letter of Appointment stating terms of apprenticeship/employment 2. Submit copies of certificates of staffs who have completed the SNEF Induction Program 3. Submit all invoices pertaining to the Job Redesign project
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2nd Disbursement

<p>Companies can claim up to 6 months of apprenticeship allowance* at</p> <ul style="list-style-type: none"> • 60% of actual payable allowance per person with disability per month, capped at S\$600 whichever is lower • subject to a cap of S\$80,000 in total <p><i>*There will be three payouts to the companies:</i></p> <ul style="list-style-type: none"> - First and second payouts in 4th and 6th month of the apprenticeship; and - Third payout after the 2nd month of the official employment. 	<ol style="list-style-type: none"> 1. For 1st and 2nd payouts, <ul style="list-style-type: none"> - Submit individual assessment report of PWD* in 2nd and 4th month of the apprenticeship 2. For 3rd payout, <ul style="list-style-type: none"> - Retain at least 60% of committed PWDs to be hired for at least 2 months from the date of commencement of employment <p><i>*PWD – Person with Disability</i></p>
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Capped at S\$80,000

3rd Disbursement

<p>90% of the balance of job-redesign expenditure incurred,</p> <ul style="list-style-type: none"> • subject to a cap of S\$100,000 in total (inclusive of 1st and 2nd disbursements) 	<ol style="list-style-type: none"> 1. Complete Job Redesign project 2. Retain at least 60% of committed PWDs to be hired for at least 6 months from the date of commencement of employment
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CASE STUDY ON GRANT COMPUTATION

Company XYZ has embarked on the OPEN DOOR Fund and is committed to hire 3 PWDs*. The company is also offering a 6 months apprenticeship programme to the 3 PWDs.

The company incurred a total of S\$30,000 for the job redesign project and gave a monthly allowance of S\$1,200 to each person with disability during the 6 months apprenticeship programme. The company has successfully retained all 3 PWDs for more than 6 months since start of their official employment after completion of the apprenticeship programme.

For 1st disbursement

Company can claim up to S\$20,000 in reimbursements for job modification and job redesign

Of the S\$30,000 job redesign expenditure incurred, the company is eligible to claim up to S\$20,000 in reimbursements for the job redesign,

Grant amount for 1st disbursement = S\$20,000

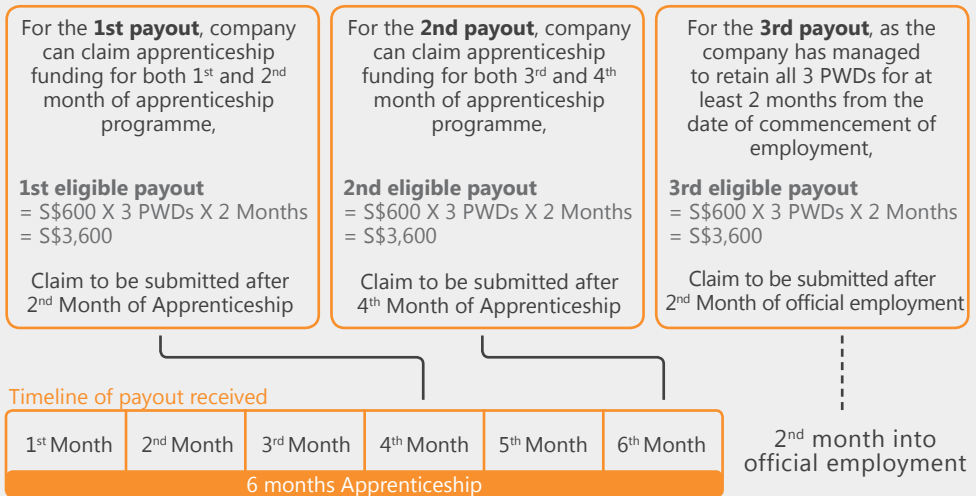
For 2nd disbursement

(comprising 3 payouts) - Company can claim up to 6 months of apprenticeship allowance

Based on the monthly allowance of S\$1,200 given to each of the three PWDs, the company is eligible to claim:

Fundable monthly apprenticeship allowance per PWD before capping
= S\$1,200 X 60% = S\$720

However, fundable monthly apprenticeship allowance per PWD after capping
= S\$600 (maximum)



Therefore, grant amount for 2nd disbursement (total claimable allowance for the 6 months apprenticeship programme) = S\$3,600 + S\$3,600 + S\$3,600 = S\$10,800

*PWD – Person with Disability

For 3rd disbursement

Company can claim 90% of the balance of job-redesign expenditure incurred

Out of the S\$30,000 job redesign expenditure incurred, S\$20,000 has already been claimed under the 1st disbursement. Therefore, the 3rd disbursement is computed as below:

$$\text{Grant amount for 3rd disbursement} = \text{S\$}10,000 \times 90\% = \text{S\$}9,000$$

Total grant received by the company under the OPEN DOOR Fund

$$\begin{aligned} \text{Total grant received} &= \text{S\$}20,000 + \text{S\$}10,800 + \text{S\$}9,000 \\ &= \text{S\$}39,800 \end{aligned}$$

THE GRANT CAN BE USED TO SUBSIDISE:

- Cost of IPR (Intellectual Property and Rights) such as licensing and royalties;
- Salaries of company staff engaged in the job redesign and consultancies paid to third parties;
- Cost of leasing (up to 12 months) or purchase cost of equipment and building modifications;
- Training cost of staffs; and
- Other items such as other adjustment programmes to integrate the persons with disabilities into the company.

ABOUT THE OPEN DOOR FUND

The OPEN DOOR Fund is set up by the Ministry of Community Development, Youth and Sports (MCYS); supported by the Singapore Workforce Development Agency (WDA); and administered by the Singapore National Employers Federation (SNEF).

HOW TO APPLY

Kindly email SNEF at opendoor@snef.org.sg or visit our website at www.jobs-odf.com.sg for more information.

Hotline: 65 6827 6944 and **Fax:** 65 6737 7587

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