

Funding and Service Agreement¹

Sheltered Workshop

I Service Definition

Introduction

1. A sheltered workshop (SW) provides persons with disabilities a training environment specially designed to accommodate the limitations arising from their disabilities, in which they can be trained to engage in allowance-generating work process, learn to adjust to normal work requirements, develop social skills and relationships and prepare for potential advancement to supported/ open employment where possible. It is a welfare-oriented service without an employer/employee relationship between the workshop operators and the trainees.

Purpose and objectives

2. The objective of Sheltered Workshop is to provide vocational rehabilitation service through:

- training opportunity in a planned environment
- opportunities for work adjustment and advancement with the ultimate objective of enabling persons with disabilities to move on to supported and open employment where possible
- training to persons with disabilities to develop and maintain social and economic potential

Nature of service

3. The services provided by Sheltered Workshop include, but not limited to the following:

- a) training in work habits
- b) allowance-generating work skills training;
- c) on-going assessment on progress of trainees;
- d) provision of activities to meet developmental and social needs; and

¹ This Funding and Service Agreement is a sample document for reference only.

- e) provision of work-related referrals and referrals for other appropriate services where required.

Target group

4. The target group for Sheltered Workshop is persons with disabilities aged 15 or above with a need for sheltered workshop training.

Eligibility criteria

5. To be eligible for a Sheltered Workshop place, an applicant should be:
- capable of basic self-care (disabled persons requiring personal care but with bowel and bladder control could be admitted to sheltered workshops for persons with severe physical handicap);
 - mentally and emotionally stable with no active infectious disease and severe disturbing behaviour; and
 - having work motivation/ ability through an assessment prior to admission.
6. Referrals are via the Central Referral System for Rehabilitation Services (CRSRehab) operated by Social Welfare Department (SWD).

II Performance Standards

7. The service operator will meet the following performance standards:

Outputs

<u>Output Standard</u>	<u>Output Indicator</u>	<u>Agreed Level</u>
1	Average enrolment rate in a year *	98%
2	Rate of progress review completed in a year*	95%

(* Please refer to Notes and Definitions)

Essential service requirements

- Registered social worker is the essential staff of the service and
- Nursing service should be provided.

Quality

8. Service operators will meet the requirements of the 16 Service Quality Standards (SQSs).

III Obligations of SWD to Service Operators

9. SWD will undertake the duties set out in the General Obligations of SWD to service operators.

10. In addition, SWD will meet the following service-specific standard of performance. The actual performance of the department in relation to this obligation is expected to affect the ability of the service operator to meet its required standard of performance.

- to provide a referral from the Central Referral System for Rehabilitation Services (CRSRehab) within **28 days** of written notification of a vacancy, provided that there is a referral with updated and complete information in hand. Should a referral not be in hand, SWD will negotiate with the service operator as appropriate.

IV Basis of Subvention²

11. The basis of subvention is set out in the offer and notification letters issued by the SWD to the agency.

12. The service unit is required to comply with the rules on the use of the social welfare subventions in accordance with the latest Lump Sum Grant Manual and circular letters in force issued by the SWD on subvention policies and procedures.

² This Funding and Service Agreement (FSA) is a sample document for reference only, and there are longer versions of Section IV in some FSAs.

V Validity Period *(Applicable to time-defined projects only)*

13. This FSA is valid for a defined period. Should the service operator be in breach of any terms of condition of the Agreement and fail to remedy the same in such manner and within such time as shall be specified in a written notice from SWD that the same be remedied, SWD may after expiry of such notice, terminate this Agreement by giving 30 days' notice in writing to the service operator.

14. Where there is any change to the performance standards within the agreement period, SWD will seek mutual agreement with the service operator and the service operator will be required to achieve new requirements in accordance with the specified implementation schedule.

15. Continuation of service for the next term will be subject to the relevant considerations such as the prevailing policy directive, service needs and the performance of the service operator. SWD reserves the right to reallocate the project.

VI. Other References

16. Apart from this FSA, the service operator should also comply with the requirements / commitments set out in the respective Service Specification, and the service operator's proposals and supplementary information, if any. Where these documents are in conflict, this FSA shall prevail. The service operator's compliance to all these documents will be closely monitored by SWD.

Notes and Definitions

1. **Enrolment** refers to the total number of enrolled person as at the end of each month.
2. **Average enrolment rate** =
$$\frac{\text{Sum of month-end enrolments of the 12 months} \div 12}{\text{Capacity}} \times 100\%$$
3. **Progress review** completed by sheltered workshop is to meet individual trainee's needs. It includes work-related, social and developmental needs.