

**Funding and Service Agreement<sup>1</sup>****Factory for the Blind****I Service Definition**

The Factory for the Blind provides gainful employment for the visually impaired persons and workers with other disabilities who are unable to compete in the open market. The Factory also runs a sheltered workshop section providing persons with mental and/or physical disabilities a working environment specially designed to accommodate the limitations arising from their disabilities, in which they can be trained to engage in income-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. While the factory section is run as a real factory employing people with disabilities under an employment contract, the sheltered workshop section is a welfare-oriented service without an employer/employee relationship between the Hong Kong Society for the Blind and the sheltered workers.

**Purpose and objectives**

The objective of sheltered workshop is to provide vocational rehabilitation service through:

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

The Factory also runs a production-oriented workshop, providing real employment opportunities for people with disabilities, including the visually impaired, and allowing them to earn a level of income as well as enjoy employment-related benefits

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<sup>1</sup> This Funding and Service Agreement is a sample document for reference only.

comparable to their counterparts in the open market.

**Nature of service**

The services provided by the Factory for the Blind include:

- (i) Sheltered workshop section:
  - a) provision of income-generating work process;
  - b) provision of work habits and skills training and on-going assessment of workers;
  - c) provision of work-related referrals and referrals for other appropriate services where required; and
  - d) provision of activities to meet developmental and social needs.
- (ii) In addition to the above, the factory section provides employment for people with disabilities who are unable to compete in the open market.

**Target group**

The target clients are visually impaired persons and persons with other disabilities aged 15 and above with a need for sheltered work.

**Eligibility criteria**

To be eligible for a sheltered workshop placement, an applicant should:

- be capable of basic self-care;
- be mentally and emotionally stable with no active infectious disease and severe disturbing behaviour; and
- demonstrate to have work motivation/ ability through an assessment prior to admission.

Referrals for the sheltered workshop section are via the Central Referral System for Rehabilitation Services (CRSRehab) operated by SWD. As for the factory section,

referrals are received from the Selective Placement Unit of the Labour Department and other welfare and rehabilitation service units.

## **II Performance Standards**

The service operator will meet the following performance standards:

### **Outputs**

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

### *Essential Statistics*

- average income per man-day

### **Essential Service Requirement**

- Registered social worker required on the staff

### **Quality**

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

## **III Obligations of SWD to Service Operators**

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

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 Subvention**

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

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.

**Notes and Definitions**

1. **Enrollment** refers to the total number of enrolled person as at the end of each month.

2. **Enrollment rate** =

$$\frac{\text{Sum of month-end enrollments of the 12 months} \div 12}{\text{Capacity}} \times 100\%$$

3. **Progress review** completed by sheltered workshop is to meet individual sheltered worker's needs. It includes work-related, social and developmental needs.