

Funding and Service Agreement¹

Work Extension Programme

I Service Definition

Introduction

1. Work Extension Programme (WEP) aims to meet the service needs of the existing service users of sheltered workshops (SW) and integrated vocational rehabilitation services centres (IVRSC) who could no longer perform normal work tasks due to old age or deterioration in work abilities. The programme is attached to SW/IVRSC or SW/IVRSC with Hostel for Moderately Mentally Handicapped Persons to provide a continuation of training and care to these service users in a familiar environment.

Purpose and objectives

2. The purpose of WEP is to provide tailor-made activities to service users to meet their special needs, including nursing/health care need.

3. In addition, it is a welfare-oriented service without an employer–employee relationship between the service operator and the service users.

Nature of service

4. The service operator is required to meet the holistic and individual needs of service users by providing a range of well-planned and coordinated services meeting the training and health care needs of persons with disabilities. Services provided by WEP include but not limited to:

- (a) daily work activities for sustaining the residual work abilities of participants;
- (b) social and recreational programmes including outdoor visits and activities for enriching the social life of participants;
- (c) developmental programmes for facilitating participants to develop wholesome habits such as pottery, painting, art and craft; and
- (d) caring activities for meeting the health and physical needs of participants etc.

Target group

5. The target group is existing service users of SW/IVRSC who are in the

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

process of ageing and/or having deteriorating work abilities, and can no longer benefit from intensive vocational training.

Eligibility criteria

6. To be eligible for a WEP place, an applicant should be:
- 50 years old or above (frail cases aged under 50 may also be considered); and
 - in need of day care services other than vocational training due to ageing or deterioration in work ability.
7. SW/IVRSC service users at the age of 60 or above would be accepted for WEP with no requirement of vocational assessment. For those applicants who are at the age below 60, assessment by Vocational Training Council, occupational therapists/physiotherapists of the service operator or SWD’s Central Para-medical Support Service Unit certifying that they are no longer suitable for vocational training is required.
8. The service operator shall submit a list of eligible service users to CRSRehab for endorsement before transferring them from SW/IVRSC to WEP.

II Performance Standards

9. The service operator shall meet the following performance standards:

Outputs

<u>Output standard</u>	<u>Output Indicators</u>	<u>Agreed Level</u>
1	Average enrolment rate in a year	98%
2	Number of case reviews completed per service user in a year	1

(Please refer to Notes and Definitions)

Essential service requirements

10. The service operator is required to comply with the essential service requirement as follows:
- Nursing/health care service is the essential service of the programme; and
 - CRSRehab Manual of Procedures currently in force should be complied with.

Quality

11. The service operator shall meet the prevalent requirements of the Service Quality Standards (SQSs) as announced by the Social Welfare Department (SWD).

III Obligations of SWD to Service Operators

12. SWD will undertake the duties set out in the General Obligations of SWD to the service operator as specified in the Funding and Service Agreement (FSA) Generic Sections.

IV Basis of Subvention

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

Funding

14. An annual subvention will be allocated on a Lump Sum Grant (LSG) mode to the service operator for a time-defined period. This lump sum has taken into account personal emoluments, including provident fund for employing qualified professionals and supporting staff, and other charges (covering all other relevant operating expenses including employees' compensation insurance and public liability insurance) applicable to the operation of the project and recognized fee income, if any.

15. In receiving the LSG, the service operator is accorded flexibility in the use of the grant but required to observe the guidelines set out in the latest LSG Manual and the LSG Circulars in force on the use of subventions. The LSG will be subject to adjustments including salary adjustments in line with civil service pay adjustment and other charges in line with government-wide price adjustment factor. The Government will not accept any liabilities or financial implication arising from the project beyond the approved funding.

Payment Arrangement, Internal Control and Financial Reporting Requirements

16. Upon your acceptance of the Funding and Service Agreement (FSA), payment of the LSG subventions will be made on monthly basis.

17. The service operator is responsible for maintaining an effective and sound financial management system, including budget planning, projection, accounting, internal control system and auditing. It should maintain proper books and records

and supporting documents on income and expenditure relating to the project and make them available for inspection by the Government representative.

18. The service operator has to submit annual financial report (AFR) and statements reviewed by a certified public accountant registered under the Professional Accountants Ordinance (Cap 50) in accordance with the requirements as stipulated in the latest LSG Manual and LSG Circulars in force. The AFR should be prepared on cash basis and non-cash items like depreciation, staff leave accrual etc. should not be included in the AFR. Special or major capital expenditure items should only be included in the AFR if they had been thoroughly discussed in management board, well justified and documented.

V. Validity Period

19. This FSA is valid for a time-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.

20. 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.

21. Continuation of service for the next term will be subject to assessment on the need for the service and the performance of the service operator. SWD reserves the right to reallocate the project to another suitable service operator.

VI. Other References

22. Apart from this Funding and Service Agreement, the service operator shall also comply with the requirements/commitments set out in the respective Service Specifications, and the service operator's proposal 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 persons as at the end of each month.
2. **Average enrolment rate** = $\frac{\text{Sum of month-end enrolment of the 12 months} \div 12}{\text{Capacity}} \times 100\%$
3. **Progress review** refers to individual case plan review. A case plan should be formulated for each service user upon intake, to be reviewed at regular intervals. The review is to meet individual service user's various needs including health care, social and developmental aspects.