

Brief on “School-based After School Care Service Scheme (Expanded Programme)” (For Reference to New Applicants of the Expanded Programme)

1. Background and Objectives

The Government launched the “School-based After School Care Service Scheme” (the Scheme) subsidised by the Community Care Fund (CCF) in September 2023 for one year, which provides focused support for underprivileged families, especially single-parent families. Non-governmental organisations (NGOs) are responsible for operating the school-based after school care service at venues provided by schools (**Note 1**), with a view to allowing primary students in need to stay after school to receive care and learning support in a safe and familiar environment, while enabling parents, who used to be tied up with caring responsibilities for their children during after-school hours, to choose to work and improve their livelihood. As the Scheme has received positive feedback since its launch, the Government rolls out the “School-based After School Service Scheme (Expanded Programme)” (the Expanded Programme) in the 2024/25 school year based on the current mode of operation, with service places increased from 3 000 to 6 000 in total. The Expanded Programme continues to be jointly implemented by the Labour and Welfare Bureau/Social Welfare Department (SWD) and Education Bureau.

2. Target Beneficiaries and Eligibility Criteria

The Expanded Programme is implemented in a total of 100 primary schools in all 18 districts across the territory (Note 2). The beneficiary students shall be enrolled in Primary 1 to Primary 6 in the participating schools, and their families shall meet the following criteria in order to receive the service free of charge:

- The families meet the income requirements [Please refer to details of income requirements (**Note 3**) and the “Guide on Reporting Income” (**Annex**) for the method of calculating household income]; and
- The parents/guardian are unable to care for the beneficiary students during after-school hours due to work, job search, participation in retraining courses/job attachment, or other reasons (including social and medical reasons as assessed by approved service providers (ASPs), such as health issues of parents/guardian, special care needs of the children or other family members, or family relationship problems, etc.)

3. Application Procedures

The parents/guardian of eligible students shall submit an application to the participating schools or ASPs **on or before a specified date**¹ (For the list of participating schools and ASPs, please refer to SWD Homepage https://www.swd.gov.hk/en/svcdesk/funds/ccf/ccf_current/index.html). They shall submit a completed application form to ASPs for vetting, along with the following required documents:

¹ As regards the specified date, please make enquiry from the ASP/participating school concerned. Besides, applications received after deadline will be accepted if there are still service places as a whole. If the service quota is full, the applications will be put on waiting list.

- The student’s Hong Kong Identity Card/Birth Certificate (copy);
- The parents’/guardian’s document of identity proof (copy);
- A valid documentary proof that the student is confirmed having special educational needs (SENs) (copy) (if applicable);
- A valid documentary proof that the beneficiary student’s family is currently receiving the Comprehensive Social Security Assistance (“CSSA”) (copy) (if applicable);
- A valid documentary proof that the beneficiary student’s family has received full-rate allowance under the Working Family Allowance Scheme in the 6 months prior to the submission of this application (copy) (if applicable);
- A valid documentary proof that the beneficiary student’s family is currently receiving/has received full level assistance under the student financial assistance schemes (the School Textbook Assistance Scheme/Student Travel Subsidy Scheme/Subsidy Scheme for Internet Access Charges) in the academic year prior to the submission of this application (copy) (if applicable); and
- Low-income families reporting monthly household income shall retain relevant proof of household income to facilitate random checking by ASPs/SWD.

4. Application Approval

- Upon receiving the application forms, ASPs will contact the applicant families and review the relevant documents.
- After completing the approval process, ASPs will issue a notification of application result to the student’s parents/guardian. ASPs will also arrange for eligible students to receive school-based after school care service, based on the NGO’s available service capacity.

5. Responsibilities of the Parents/Guardian

- The parents/guardian of the student should thoroughly review Part 7 (“Declaration and Undertaking by the Parent/Guardian”) of the application form and sign to acknowledge before submitting the application. In addition, the information provided by the parents/guardian must be accurate and complete. If there are any changes to the relevant information, they should report to ASPs as soon as possible.
- ASPs/SWD will conduct random checks on beneficiaries to verify their eligibility for receiving service free of charge. The parents/guardian of beneficiary students are required to provide detailed income and other relevant information to ASPs/SWD for random inspection. If they fail to cooperate in providing the required information, or if ASPs/SWD determines upon review that they have violated the eligibility requirements for the Expanded Programme, they should pay the fixed standard fees for the Expanded Programme (i.e. \$1,325 per month for ordinary students and \$2,650 per month for students with SENs) for the period during which the student received the service for free.
- The beneficiary student’s parents/guardian are required to participate in questionnaire surveys and evaluation studies of the Expanded Programme conducted by SWD/ASPs.

6. Enquiries

- Community Care Fund Team, Social Welfare Department
Address: Room 1007, 10/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong
Telephone: 3422 3090
Fax: 3427 9890

Email: ccfenq@swd.gov.hk

Office hours: 9 a.m. to 6 p.m., Monday to Friday (lunch break from 1 p.m. to 2 p.m.)
(except on public holidays)

- SWD hotline: 2343 2255
- SWD website: www.swd.gov.hk
- CCF website: www.communitycarefund.hk

Notes

Note 1: Under normal circumstances, ASPs will provide school-based after school care service after school till 6 p.m. every Monday to Friday. Service hours may be extended to 7 p.m. if the school conditions permit. During school holidays (including public holidays) and class suspension where the school campus is not available, ASPs shall make arrangement to provide service in service unit(s) within the district, and flexibly adjust and/or extend their service hours based on the actual needs of the students and their parents. On Saturdays and Sundays, ASPs will also provide a total of 6 hours of after school care service daily at the service units in the district for students in need. The number of service places for each participating school is 12.

Note 2: The number of participating schools in each district may vary according to the actual service needs.

Note 3: Income requirements of the Expanded Programme are set out below:

- (a) The family of beneficiary student is receiving CSSA at the time of application; or
- (b) The family of beneficiary student has received full-rate allowance under the Working Family Allowance Scheme in the 6 months prior to the submission of this application; or
- (c) The family of beneficiary student is currently receiving/has received full level assistance under the student financial assistance schemes (including the School Textbook Assistance Scheme/Student Travel Subsidy Scheme/Subsidy Scheme for Internet Access Charges) in the academic year prior to the submission of this application; or
- (d) For families not covered by (a) - (c) above, their income is subject to a limit of not more than 55% of the Median Monthly Domestic Household Income (MMDHI) (no asset test). Please refer to the table below for the relevant income limit:

No. of Household Members	Monthly Household Income Limit (\$) <small>(Set based on 55% of MMDHI (Q1 2024) in the Quarterly Report on General Household Survey published by the Census and Statistics Department)</small>
1	5,800
2	11,900
3	19,600
4	26,800
5	35,600
6	38,300
7 or more	45,200

For the purposes of the Expanded Programme, “family” generally refers to the beneficiary student and his/her core family members living under the same roof in Hong

Kong, including (i) parents/legal guardian, (ii) dependent siblings [i.e. persons aged under 18; persons aged 18 to 25 and receiving full-time education; disabled adult siblings receiving disability allowances; or CSSA recipients who are 100% disabled or require constant attendance] and (iii) grandparents (with or without income). In the calculation of income, only income of the core family members living under the same roof in Hong Kong should be counted. The monthly household income refers to the income for the month or the average monthly income for 3 months prior to the submission of the application, whichever is lower (Income not paid on a monthly basis (e.g. double pay, bonuses, contract gratuities, etc.) should be apportioned for the period concerned). Income includes the following items:

1. Employment earnings: salaries, double pay/leave pay, work allowances, bonuses/prizes/commissions/tips/contract gratuities, income from rendering services and business profits, etc.
2. Other income: financial assistance from offspring and relatives/friends, alimonies, monthly pensions/widows' and orphans' payments or pensions, investment profits, interest income from fixed deposits, dividends and rental income, etc.

Income **excludes** the employee's mandatory contributions to the Mandatory Provident Fund (MPF) Scheme (i.e. 5% of MPF contributions by an employee), financial assistance provided by the Government, charitable donations, and allowances/subsidies from other assistance programmes under CCF, etc.

Community Care Fund
“School-based After School Care Service Scheme (Expanded Programme)”
(the Expanded Programme)
Guide on Reporting Income

I. Income reportable period/month:

The monthly household income refers to the income of the beneficiary student (“the student”) and his/her core family member(s) residing with him/her in Hong Kong for the month or the average monthly income for 3 months prior to the month of submission of the application, whichever is lower. For example, if an applicant submits his/her application in August 2024, the actual income received by the student and his/her core family member(s) residing with him/her in Hong Kong from May to July 2024 or in July 2024 shall be counted as household income. Examples of reportable period/month are set out below:

Month of submission	August 2024	September 2024	October 2024
Reportable Period/Month <i>(Report the period/month with the lower income)</i>	1 May to 31 July 2024 or July 2024	1 June to 31 August 2024 or August 2024	1 July to 30 September 2024 or September 2024

II. Reportable income:

1. **Employment earnings:** salaries, double pay/leave pay, work allowances, bonuses/prizes/commissions/tips/contract gratuities, income from rendering services and business profits, etc.; and
2. **Other income:** financial assistance from offspring and relatives/friends, alimonies, monthly pensions/widow’s and orphans’ payments or pensions, investment profits, interest income from fixed deposits, dividends and rental income, etc.

Income not paid on a monthly basis (e.g. double pay, bonuses, contract gratuities, etc.) shall be apportioned for the period concerned. Reportable income, however, **excludes** the employees’ mandatory contributions to the Mandatory Provident Fund (MPF) scheme (i.e. 5% of MPF contributions by an employee), financial assistance provided by the Government, charitable donations, and allowances/subsidies from other assistance programmes under the Community Care Fund, etc.

III. Calculation of income:

1. **Regular monthly income:** the total income for the month prior to the submission of the application, or the average income for the 3 months prior to the submission of the application (i.e. calculated by dividing the total income received in the 3-month reportable period by 3).
2. **Regular periodic income/irregular income:** the income received within the month prior to the submission of the application or that within one of the months during the reportable period is calculated by dividing the total income received by the length of the period covered. Income received outside the above period is not counted.
3. Income in foreign currency is calculated at the exchange rate of the currency to Hong Kong Dollars prevailing on the date of receipt of such income.

IV. Example of income calculation

A student lives with his/her mother, father and grandfather, forming a 4-person household. Assuming the student **submits the application form on 31 August 2024**, the income **reportable period should be May to July 2024 or July 2024 (whichever period with the lower income)**. The table below sets out the household income of the student during the period concerned, and how his/her parents/guardian should report their income in Part 4 “Monthly Household Income” of the application form:

	May 2024	June 2024	July 2024
Student	(i) Average monthly income for the 3 months prior to the submission of application = <u>HK\$0</u> (ii) Income for July 2024 = <u>HK\$0</u>		
Mother	• Currently attending a retraining programme		
	• Rental income: HK\$6,000	• Rental income: HK\$6,000	• Rental income: HK\$6,000
	(i) Average monthly income for the 3 months prior to the submission of application = <u>HK\$6,000</u> (ii) Income for July 2024 = <u>HK\$6,000</u>		
Father	• Full-time salary: HK\$8,000	• Full-time salary: HK\$7,700 and Year-end bonus: HK\$6,000	• Full-time salary: HK\$0
	(i) Average monthly income for the 3 months prior to the submission of application = average monthly value of the salary + average monthly value of the year-end bonus = $[(\text{HK}\$8,000 + \text{HK}\$7,700 + \text{HK}\$0) \div 3] + [\text{HK}\$6,000 \div 12]$ = <u>HK\$5,733</u> (ii) Income for July 2024 = <u>HK\$0</u>		
Grandfather	• Full-year dividends of HK\$1,200 received from Company A	• Half-yearly interest payment of RMB ¥1,000 received from Renminbi fixed deposit	• Profit of HK\$1,500 from selling shares of Company B
	• Contribution of HK\$500 from offspring/relatives living apart	• Contribution of HK\$500 from offspring/relatives living apart	• Contribution of HK\$500 from offspring/relatives living apart
	(i) Average monthly income for the 3 months prior to the submission of application = dividend income (average monthly value of dividends from Company A) + fixed deposit income (average monthly interest payments from Renminbi fixed deposits) + profits from stock trading (average monthly profit from selling shares of Company B) + monthly contribution of HK\$500 from children/relatives living apart = $(\text{HK}\$1,200 \div 12) + [\text{interest from fixed deposit RMB } \text{¥}1,000 \times 1.2 \text{ (assuming an exchange rate of RMB } \text{¥}1 = \text{HK}\$1.2 \text{ on the day of receipt)} \div 6] + (\text{HK}\$1,500 \div 3) + [(\text{HK}\$500 + \text{HK}\$500 + \text{HK}\$500) \div 3]$ = HK\$100 + HK\$200 + HK\$500 + HK\$500 = <u>HK\$1,300</u> (ii) Income for July 2024 = \$1,500 + \$500 = <u>HK\$2,000</u>		

Total average monthly income of the student and his/her core family members residing with him/her for the 3 months prior to the submission of the application:

= average monthly income of the student (\$0) + average monthly income of the mother (\$6,000) + average monthly income of the father (\$5,733) + average monthly income of the grandfather (\$1,300)
= **HK\$13,033**

Income of the student and his/her core family members residing with him/her for July 2024:

= income of the student (\$0) + income of the mother (\$6,000) + income of the father (\$0) + income of the grandfather (\$2,000)
= **HK\$8,000**

V. Reporting monthly household income:

As the income of the student and his/her core family members residing with him/her for the month prior to the submission of the application (July 2024) is lower than the average income for the 3 months prior to the submission of the application (May to July 2024), the parents/guardian of the student should report his/her income for the month prior to the submission of the application (July 2024) in the application form.

Attention: ASPs/ SWD will conduct random checks to verify the beneficiary student's eligibility for receiving service free of charge, and reserve the right to disqualify the student and/or request his/her parents/guardian to pay the fixed standard fees for the Expanded Programme for the period during which the student received the service. Any deliberate provision of false information or omission of information in order to obtain the subsidised service under the Expanded Programme by deception is a criminal offence. In addition to rendering the beneficiary student ineligible for the subsidised service under the Expanded Programme, his/her parents/guardian may be liable to prosecution and, on conviction, imprisonment for a maximum of 14 years under the Theft Ordinance (Cap. 210).