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Subsidised Items and Ceiling of Subsidy

- 5.1 For drawing up the "prescribed checklist of improvement items", the Programme refers to the general circumstances of the living environment and needs of SDU households with adopting principles of diversity and flexibility. The subsidy in kind can be used to cover three groups of items for (1) carrying out minor improvement/repair works; (2) purchasing furniture and household goods; and/or (3) pest control services.
- 5.2 The households may, based on their practical situations and needs, with reference to the "prescribed checklist of improvement items", choose one or more of the above groups. The ceiling of subsidy in kind is set out as follows:

SDU Household Size

(only Hong Kong residents will be accounted <Note 3>)

Ceiling of subsidy in kind (\$)

	One-person	_____	8,500
	Two-person	_____	10,000
	Three-person	_____	11,500
	Four-or-more person	_____	13,000

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Application and Operation Procedures

- 6.1 The applicants submit applications with required documents to approved agents.
- 6.2 The approved agents will check on applicants' eligibility, including financial tests.
- 6.3 The staff of the approved agents will arrange the first home visit to assess the living environment and needs of applicants.
- 6.4 The eligible households can use the subsidies within the six-month effective period, starting from the submission of completed application form with all necessary documents.
- 6.5 The staff of approved agents will assist the eligible households to select and place orders for the goods and services required with reference to the "prescribed checklist of improvement items".
- 6.6 The staff of the approved agents will conduct home visit again to confirm if the eligible households have received the services and/or goods.

Please find the details of the Programme such as target beneficiaries, application procedures, vetting of applications, subsidised items and ceiling of subsidy in kind in the programme brief.

NOTE

- Note 1 Under this programme, besides households living in subdivided units, the targeted beneficiaries also include households living in cubicles, bed spaces/cocklofts, rooftop structures, squatters, licensed structures for residential use, huts, industrial buildings and commercial buildings. The above-mentioned private residential housing units are collectively referred as SDUs under the Programme, not including housing or accommodation services provided/subsidized by the Government or non-governmental organisations, such as interim housing and hostel for single persons, or street sleeping locations.
- Note 2 The applicants must be Hong Kong residents, and must be ordinarily residents in Hong Kong.
- Note 3 Persons holding Hong Kong identity cards and are ordinarily residents in Hong Kong do not include those persons who come to Hong Kong for purposes other than residence, e.g. non-Hong Kong permanent residents and their dependents who come to Hong Kong to work, study and undergo training; and also not include those who come to Hong Kong as visitors, and those who come to work in Hong Kong under the working holiday scheme.
- Note 4 If the applicant or any household member(s) are not receiving Normal OALA or Higher OALA at the same time, the applicant and household members must undergo financial test together.

Please contact the nearest approved agents or the following service units for any enquiries:

The Hong Kong Council of Social Service

- ☎ 2876 2461
 🌐 www.hkcss.org.hk
 🕒 Mon to Fri, 9 am to 5 pm
 (Break time from 1 pm to 2 pm)
 (Except for public holidays)

Community Care Fund Team, Social Welfare Department

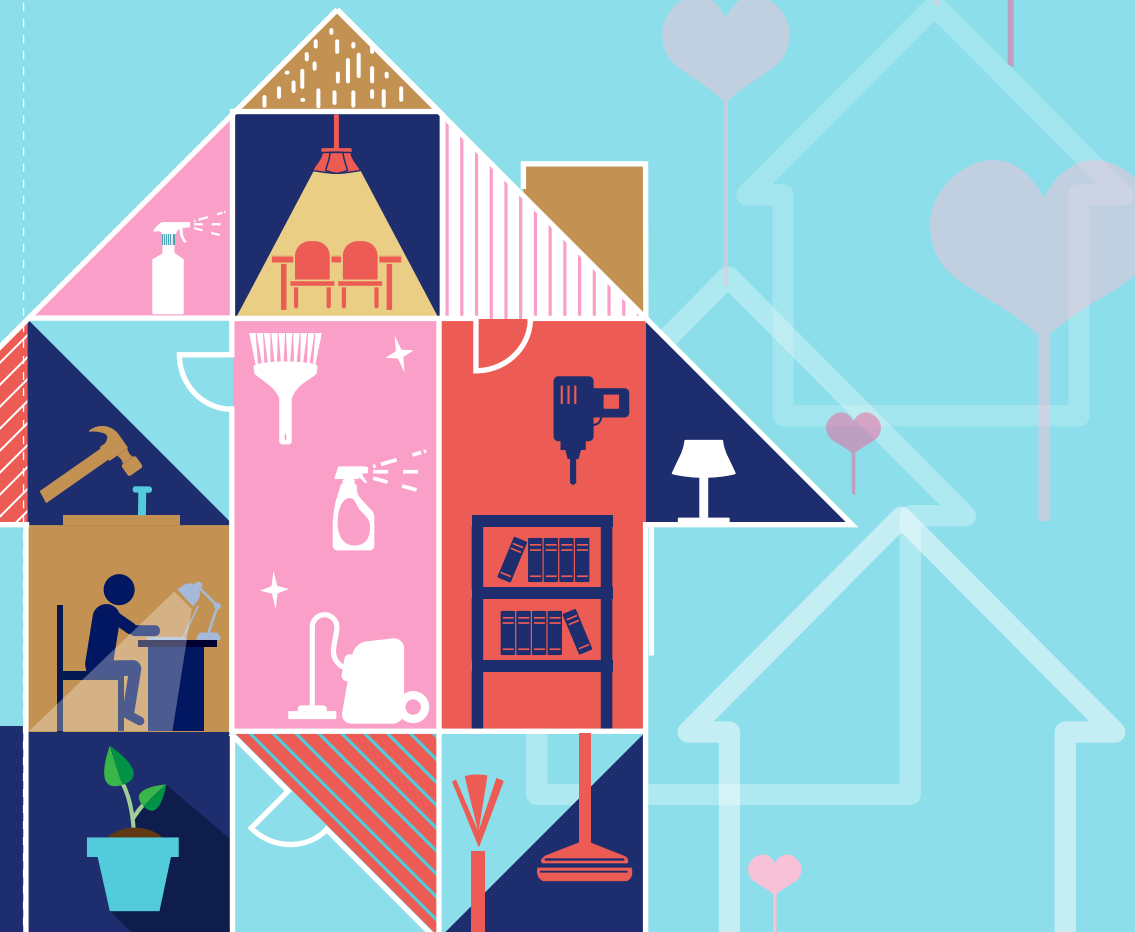
- ☎ 3422 3090
 🌐 www.swd.gov.hk (SWD)
www.communitycarefund.hk (CCF)
 🕒 Mon to Fri, 9 am to 6 pm
 (Break time from 1 pm to 2 pm)
 (Except for public holidays)

Scan QR Code to check List of Approved Agents



Community Care Fund

Assistance Programme to Improve the Living Environment of Low-income Subdivided Unit Households



社會福利署
Social Welfare Department

社聯
HKCSS

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Background and Objectives

The Community Care Fund (CCF) has launched a 24-month programme, the “Assistance Programme to Improve the Living Environment of Low-income Subdivided Unit Households” (the Programme) since June 2020. The Programme provides one-off subsidy in kind to low-income households living in subdivided units (SDUs)^{<Note 1>} for

- 1 Carrying out minor improvement/repair works, purchasing furniture and household goods and/or pest control services in order to improve their living environment.
- 2 Introducing community service/resources to them, and helping connect or referring needy SDU households to relevant organizations or units for assistance and support.

Social Welfare Department (SWD) has entrusted the Hong Kong Council of Social Service (HKCSS) as the approved service provider to co-ordinate the implementation of the Programme and partner with non-governmental organisations (NGOs) as approved agents to implement the Programme.

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Target Beneficiaries

2.1 Beneficiary households ^{<Note 2>} shall meet the following criteria:

- (i) living in SDUs;
- (ii) meeting the income requirement; and
- (iii) having at least one household member being a Hong Kong resident ^{<Note 3>}.

2.2 Households are deemed to have met the income requirement of the Programme for having passed the specific means tests if they are receiving assistance under any one of the following schemes:

- (i) Comprehensive Social Security Assistance Scheme (Applicant and household member(s) are currently receiving/had received the assistance in any of the three months prior to the submission of application);
- (ii) Normal Old Age Living Allowance and Higher Old Age Living Allowance under the Social Security Allowance Scheme ^{<Note 4>} (Applicant and household member(s) are currently receiving/had received the assistance in any of the three months prior to the submission of application);
- (iii) Working Family Allowance Scheme (Applicant and household member(s) had received the assistance in twelve months prior to the submission of application);
- (iv) Individual-based Work Incentive Transport Subsidy Scheme (Only applicable to one-person household, applicant had received the assistance in twelve months prior to the submission of application);
- (v) School Textbook Assistance Scheme (Applicant and household member(s) are currently receiving/had received the assistance in the previous academic year prior to the submission of application); or
- (vi) Kindergarten and Child-care Centre Fee Remission Scheme (Applicant and household member(s) are currently receiving/had received the assistance at any time in the previous academic year prior to the submission of application).

2.3 Applicants are required to submit the notification of application result of the above relevant assistance schemes, bank passbook records or other relevant documentary proof of receiving the subsidy of the above assistance schemes, in order to verify their eligibility. If applicants are unable to provide the relevant proof of receiving assistance from the Government under the six schemes as aforementioned, they may opt to undergo financial tests.

2.4 The Programme also covers low-income SDU households currently not receiving assistance from the Government under the six existing schemes as aforementioned. The income limits are set at 75% of the relevant median monthly domestic household incomes of economically active households, and no asset test will be conducted.

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Required Documents

Eligible SDU Households may obtain the programme briefs and application forms through the approved agents in the course of the Programme, or download from the website of SWD/HKCSS. After completing the application forms, applicants shall submit them together with all necessary documents to the respective approved agents for vetting.

- (i) Copies of the identity documents of applicants and household member(s);
 - (ii) Copies of identity documents of applicants' parent/guardian/appointee (applicable to applicants aged below 18 or have been medically certified to be unfit to make a statement);
 - (iii) Copies of Residence Card/ Tenancy Agreement;
- Copies of the proof of meeting the income requirement of applicants and household member(s) (submit documents listed below if applicable).**
- (iv) Receiving Comprehensive Social Security Assistance Scheme;
 - (v) Receiving Normal Old Age Living Allowance and Higher Old Age Living Allowance under the Social Security Allowance Scheme;
 - (vi) Receiving Working Family Allowance Scheme;
 - (vii) Receiving Individual-based Work Incentive Transport Subsidy Scheme;
 - (viii) Receiving School Textbook Assistance Scheme;
 - (ix) Receiving Kindergarten and Child care Centre Fee Remission Scheme; or
 - (x) Monthly income of applicants and household member(s).

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Vetting of Applications

- 4.1 The approved agents will process the applications with the information submitted by the eligible SDU households, and will also conduct home visits to affirm the applicants' eligibility. Upon completion of the vetting and approval procedure, HKCSS will issue notification of application result to applicants.
- 4.2 During home visits, the approved agents, based on the living environment and needs, will discuss with the households about home improvement plan and assist them to select and place orders for the goods and services required. Eligible SDU households will contact the approved agents and approved vendors to arrange for deliveries and installation to obtain directly the services for improvement of living environment. CCF will pay the vendors directly through HKCSS for the required expenses.
- 4.3 HKCSS will endorse and conduct random checks on applications through computer system in order to monitor the service records, receipts and other relevant forms, etc.