

SFS



綜合社會保障援助計劃

Comprehensive Social Security Assistance Scheme

自力更生支援計劃

Support for Self-reliance Scheme

鼓勵及協助健全的失業及從事非全職工作的
綜合社會保障援助受助人尋找有薪的全職工作，
從而達致自力更生。

Encourages and assists Comprehensive Social Security Assistance
able-bodied unemployed recipients and recipients who are
not working full-time to secure full-time paid employment and
move towards self-reliance.

工作是自力更生的最佳途徑

Working is the best way to achieve self-reliance

自力更生支援



社會福利署

Social Welfare Department

引言 Introduction

自力更生支援計劃是綜合社會保障援助（綜援）計劃下的一項計劃，目的是為15至59歲，身體健全的失業人士或是每月從工作中所賺取的收入或工作時數少於本署所定的標準的人士（以下統稱申請人）提供現金援助的同時，鼓勵及協助他們尋找有薪的全職工作，達致自力更生。

The Support for Self-reliance (SFS) Scheme is a programme under the Comprehensive Social Security Assistance (CSSA) Scheme, which aims to encourage and assist able-bodied persons aged 15 to 59 and being unemployed or with monthly working hours or earnings less than the prescribed level set by the Social Welfare Department (thereafter collectively called the applicant) to move towards full-time paid employment and self-reliance while providing them with financial assistance.

申請人除了要符合居港年期的要求及通過經濟審查外，亦必須參加自力更生支援計劃，才符合領取綜援的資格。

In addition to satisfying the residence requirement and financial tests, an applicant has to enroll in the SFS Scheme as a condition of receiving assistance.



自力更生支援計劃內容

推行自力更生支援計劃的目的是協助申請人增強受僱能力及增加受聘機會；計劃的內容包括三個主要部分：

- (一) 積極就業援助計劃及綜合就業援助計劃
- (二) 社區工作計劃
- (三) 豁免計算入息

相關的承諾

申請人需同意參加自力更生支援計劃，並表示他/她願意證明自己在領取綜援金的同時，盡全力參與由社會福利署(社署)安排，以協助他/她尋找有新的全職工作的所有活動，包括參加由非政府機構所營運的就業援助服務計劃。申請人必須簽署一份求職人士承諾書，以表示清楚明白他/她必須履行所有在自力更生支援計劃下所需要履行的承諾。

未能履行求職人士承諾書內所列明的事項的後果

若申請人拒絕簽署求職人士承諾書或未能履行該承諾書內所列明的任何事項，他/她將不符合資格領取綜援金。社署署長有權：

- 停止處理他/她的綜援個案申請；
- 終止向他/她及其家庭成員繼續發放已批核的綜援金；與及
- 要求他/她償還任何因未能履行承諾而引致多領的綜援金。

積極就業援助計劃及綜合就業援助計劃

申請人會被安排參與社署的積極就業援助計劃或由非政府機構協助營辦的綜合就業援助計劃，接受普通或深入就業援助服務。社署透過為申請人提供切合個人需要的就業援助服務，協助他們克服就業障礙，增強受僱能力，早日覓得有薪工作。這些服務包括：

(一) 普通就業援助服務

- 定期面談以協助訂立及檢討尋找工作的計劃；
- 協助取得最新的勞工市場資訊；
- 在有職位空缺時，安排工作配對；
- 如有需要，轉介至其他合適的機構接受福利服務；與及
- 提供就業後的支援服務，從而幫助持續工作。

(二) 深入就業援助服務

- 所有上列(一)項的普通就業援助服務；與及
- 提供與就業相關的訓練服務，例如基本社交技巧、求職技巧及技能提升訓練。

社區工作計劃

申請人必須參加每星期不超過三天或24小時的社區工作，目的是協助他們

- 培養工作習慣；
- 增強受僱能力；
- 擴闊社交圈子；
- 加強自尊自信；
- 為就業做好準備；與及
- 在積極找尋工作的同時，對社會作出貢獻。

豁免計算入息

綜援計劃設有豁免計算入息的安排，目的是鼓勵綜援受助人就業和持續工作。豁免計算入息的安排如下：

- 受助人每月從工作所得的入息，部分可獲豁免計算至指定限額；
- 受助人從新工作所賺取的首月入息，可獲全數豁免計算，惟受助人必須在過去兩年內未獲此項豁免。

工作為先的理念

社署會為那些在經濟上無法自給的人士提供安全網。健全而失業的申請人必須明白綜援金的發放是為他/她解決經濟困難的暫時措施。他/她有責任透過向他/她提供的各項就業援助服務，積極尋找及持續工作，自食其力，以應付自己及家人生活所需，從而減輕他/她及其家人在公共福利方面的依靠，繼而步向自力更生。

上訴程序

如申請人不同意社署所作的決定，可向「社會保障上訴委員會」提出上訴。上訴必須在社署發出有關通知書的日期起計四星期內提出。如需查詢上訴程序，可聯絡各社會保障辦事處。

查詢

如欲查閱自力更生支援計劃的其他資料，請瀏覽社署網頁 <http://www.swd.gov.hk>，或向就近的社會保障辦事處查詢，亦可致電 2343 2255或傳真2763 5874至社署部門熱線服務。

Components of the SFS Scheme

With the aim of assisting an applicant to improve his/her employability and maximise his/her chances to secure paid employment, the SFS Scheme comprises three main components:

- (1) Active Employment Assistance (AEA) Programme and Integrated Employment Assistance Scheme (IEAS)
- (2) Community Work (CW) Programme
- (3) Disregarded Earnings

Related undertaking

An applicant has to agree to enroll in the SFS Scheme and to prove himself/herself to be making substantial efforts to participate in all activities, including to participate in the employment assistance project operated by the non-governmental organisations (NGOs), as arranged by the Social Welfare Department (SWD) to help him/her secure employment while receiving CSSA. To acknowledge his/her obligation, he/she is required to sign a Job Seeker's Undertaking to indicate that he/she fully understands his/her obligations to comply with all the requirements under the SFS Scheme.

Consequences of non-compliance with the Job Seeker's Undertaking

An applicant is not eligible for CSSA if he/she refuses to sign the Job Seeker's Undertaking or if he/she fails to comply with any of the requirements stated in the Job Seeker's Undertaking. In such cases, the Director of Social Welfare is entitled to:

- cease processing his/her application for CSSA;
- terminate further CSSA payment to him/her and other members of his/her household if his/her application for CSSA has been approved; and
- request him/her to repay the overpaid CSSA payment, if any, arising from the non-compliance.

AEA Programme and IEAS

An applicant will be arranged to enroll in the AEA programme of SWD or the IEAS operated by NGOs to receive ordinary or intensive employment assistance services. Through the provision of personalised employment assistance service, SWD will assist the applicant to overcome work barriers, enhance employability and find a paid job. The services will include:

- (1) Ordinary employment assistance services
 - regular interviews to help develop and review personalised action plans to find employment;
 - assistance to get access to the up-to-date labour market information;
 - direct job matching when suitable job vacancies are available;
 - referral to other agencies for receiving welfare services, if necessary; and
 - providing of post placement support service to help sustain employment.
- (2) Intensive employment assistance services
 - all the ordinary employment assistance services mentioned in (1) above; and
 - providing job-related trainings including basic social skills, job seeking skills and skills upgrading trainings.

CW Programme

An applicant is required to perform community work up to a maximum of three days or 24 hours a week to help him/her

- develop a work habit;
- improve employability;
- widen social network;
- enhance self-esteem;
- pave the way for eventual gainful employment; and
- contribute to society, in parallel to job search process.

Disregarded Earnings (DE)

With an aim to encourage CSSA recipients to secure and sustain employment, there is the provision of DE under the CSSA Scheme. The arrangements for DE are as follows:

- monthly income that a recipient earns from his/her job will be partially disregarded up to a prescribed limit;
- the first month's income that a recipient earns from a new job will be totally disregarded, provided that the applicant has not enjoyed this benefit more than once during a two-year period.

Work First Principle

SWD is committed to providing a safety net for those who are in genuine need and cannot support themselves or their families. However, an able-bodied unemployed applicant has to understand that the granting of CSSA payment is only a temporary measure to assist him/her to tide over a period of financial hardship. He/She has the obligation to secure and sustain employment and support himself/herself and his/her family through the employment assistance services offered to him/her to reduce his/her and his/her family's dependence on public funds and to become self-reliant.

Appeals

If an applicant disagrees with a decision made by SWD, he/she has the right to lodge an appeal at the Social Security Appeal Board. An appeal must be lodged within four weeks from the date of the notification issued by SWD. Enquiries about appeal procedures can be made at any Social Security Field Unit.

Enquiries

For more information about the SFS Scheme, please visit SWD Homepage at <http://www.swd.gov.hk> or make enquiry at the nearest Social Security Field Unit. You may also contact the Departmental Hotline Service Unit by phone at 2343 2255 or by fax at 2763 5874.

社會保障辦事處地址及電話號碼

| 辦事處 | 地址 | 電話號碼 |
|----------------|---|------------------------|
| 港島 | | |
| 中西區及離島區社會保障辦事處 | 西營盤德輔道西246號東慈商業中心3樓 新界東涌逸東(1)邨舟逸樓側地下 | 2546 8003 3141 7134 |
| 柴灣社會保障辦事處 | 柴灣柴灣道233號 新翠花園政府合署第3層 | 2557 7868 |
| 銅鑼灣社會保障辦事處 | 北角英皇道734-738號 樂基中心11樓1107室 | 2562 4788 |
| 灣仔社會保障辦事處 | 灣仔軒尼詩道130號 修頓中心22樓2201室 | 2835 1907 |
| 香港仔社會保障辦事處 | 香港仔黃竹坑業興街11號南匯廣場 A座11樓1105室 | 2554 6324 |
| 東九龍 | | |
| 藍田社會保障辦事處 | 藍田平田邨平美樓地下C室 | 2346 7583 |
| 牛頭角社會保障辦事處 | 九龍灣臨樂街19號南豐商業中心17樓16室 | 2750 2659 |
| 秀茂坪社會保障辦事處 | 秀茂坪秀明道秀茂坪商場3樓CX310號舖 | 2348 9312 |
| 觀塘社會保障辦事處 | 觀塘海濱道123號九倉電訊廣場 電訊大廈13樓1305室 | 2775 1158 |
| 新蒲崗社會保障辦事處 | 新蒲崗太子道東698號寶光商業中心7樓701室 | 2322 9999 |
| 將軍澳社會保障辦事處 | 將軍澳厚德邨厚德商場2樓201A室 | 2701 8843 |
| 慈雲山社會保障辦事處 | 黃大仙龍翔道138號龍翔辦公大樓1樓101室 | 2327 5002 |
| 黃大仙社會保障辦事處 | 新蒲崗太子道東698號 寶光商業中心1樓103室 | 2382 3738 |
| 西九龍 | | |
| 九龍城社會保障辦事處 | 土瓜灣馬坑涌道5號B至5號F 中華商場2樓2號室 | 2760 1679 |
| 土瓜灣社會保障辦事處 | 土瓜灣馬頭圍道165號土瓜灣政府合署7樓 | 2334 5442 |
| 深水埗社會保障辦事處 | 深水埗長沙灣道303號 長沙灣政府合署13樓1310室 | 2725 5658 |
| 石硤尾社會保障辦事處 | 深水埗元州街290-296號西岸國際大廈6樓 | 2776 3443 |
| 荔枝角社會保障辦事處 | 長沙灣發祥街55號長沙灣社區中心地下 | 2720 8613 |
| 油尖社會保障辦事處 | 油麻地上海街250號 油麻地停車場大廈第二期地下 | 2384 6703 |
| 旺角社會保障辦事處 | 旺角旺角道1號旺角道壹號商業中心22樓 | 2396 4052 |

| 辦事處 | 地址 | 電話號碼 |
|-------------|-----------------------|-----------|
| 東新界 | | |
| 粉嶺社會保障辦事處 | 粉嶺璧峰路3號北區政府合署2樓233室 | 2675 1624 |
| 上水社會保障辦事處 | 上水天平邨天平商場2樓202號 | 2682 4853 |
| 南大埔社會保障辦事處 | 大埔大埔墟鄉事會街8號大埔綜合大樓4樓 | 3183 9302 |
| 北大埔社會保障辦事處 | 大埔汀角路1號大埔政府合署4樓 | 2665 2612 |
| 南沙田社會保障辦事處 | 沙田上禾輦路1號沙田政府合署8樓834室 | 2158 6721 |
| 北沙田社會保障辦事處 | 沙田小瀝源牛皮沙街2號愉翠商場M字樓1號 | 2605 2112 |
| 東元朗社會保障辦事處 | 元朗橋樂坊2號元朗政府合署暨大橋街市6樓 | 2477 2351 |
| 西元朗社會保障辦事處 | 元朗橋樂坊2號元朗政府合署暨大橋街市3樓 | 2443 2500 |
| 南天水圍社會保障辦事處 | 天水圍天耀邨耀豐樓地下 | 3595 2351 |
| 北天水圍社會保障辦事處 | 天水圍天華邨華悅樓地下 | 2443 2604 |
| 西新界 | | |
| 東葵涌社會保障辦事處 | 葵涌興芳路166-174號葵興政府合署5樓 | 2421 1028 |
| 南葵涌社會保障辦事處 | 青衣長發邨敬發樓地下101-105室 | 2429 2614 |
| 西葵涌社會保障辦事處 | 葵涌興芳路166-174號葵興政府合署8樓 | 2422 9510 |
| 荃灣社會保障辦事處 | 荃灣西樓角路38號荃灣政府合署14樓 | 2417 6316 |
| 屯門社會保障辦事處 | 屯門屯喜路1號屯門政府合署4樓 | 2441 7910 |
| 蝴蝶社會保障辦事處 | 屯門屯喜路2號栢麗廣場27樓11-18室 | 2467 3189 |
| 大興社會保障辦事處 | 屯門震寰路16號大興政府合署3樓304室 | 2467 2927 |

Addresses and telephone numbers of Social Security Field Units

| Office | Address | Tel No. |
|---|--|-----------|
| Hong Kong | | |
| Central and Western/Islands Social Security Field Unit | 3/F, Tung Che Commercial Centre, 246 Des Voeux Road West, Sai Ying Pun | 2546 8003 |
| | G/F, Adjacent to Chau Yat House, Yat Tung (1) Estate, Tung Chung N. T. | 3141 7134 |
| Chai Wan Social Security Field Unit | Level 3, Government Offices, New Jade Garden, 233 Chai Wan Road, Chai Wan | 2557 7868 |
| Causeway Bay Social Security Field Unit | Room 1107, 11/F, Stanhope House, 734-738 King's Road, North Point | 2562 4788 |
| Wan Chai Social Security Field Unit | Room 2201, 22/F, Southern Centre, 130 Hennessy Road, Wan Chai | 2835 1907 |
| Aberdeen Social Security Field Unit | Unit 1105, 11/F, Tower A, Southmark, 11 Yip Hing Street, Wong Chuk Hang, Aberdeen | 2554 6324 |
| East Kowloon | | |
| Lam Tin Social Security Field Unit | Wing C, G/F, Ping Mei House, Ping Tin Estate, Lam Tin | 2346 7583 |
| Ngau Tau Kok Social Security Field Unit | Room 16, 17/F, Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay | 2750 2659 |
| Sau Mau Ping Social Security Field Unit | Shop CX 310, 3/F, Sau Mau Ping Shopping Centre, Sau Ming Road, Sau Mau Ping | 2348 9312 |
| Kwun Tong Social Security Field Unit | Unit 1305, 13/F, Telecom Tower, Wharf T & T Square, 123 Hoi Bun Road, Kwun Tong | 2775 1158 |
| San Po Kong Social Security Field Unit | Unit 701, 7/F, Stelux House, 698 Prince Edward Road East, San Po Kong | 2322 9999 |
| Tseung Kwan O Social Security Field Unit | Shop 201A, 2/F, Hau Tak Shopping Centre, Hau Tak Estate, Tseung Kwan O | 2701 8843 |
| Tsz Wan Shan Social Security Field Unit | Unit 101, 1/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin | 2327 5002 |
| Wong Tai Sin Social Security Field Unit | Unit 103, 1/F, Stelux House, 698 Prince Edward Road East, San Po Kong | 2382 3738 |
| West Kowloon | | |
| Kowloon City Social Security Field Unit | Unit 2, 2/F, Chung Hwa Plaza, 5B-5F Ma Hang Chung Road, To Kwa Wan | 2760 1679 |
| To Kwa Wan Social Security Field Unit | 7/F, To Kwa Wan Government Offices, 165 Ma Tau Wai Road, To Kwa Wan | 2334 5442 |
| Sham Shui Po Social Security Field Unit | Room 1310, 13/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po | 2725 5658 |
| Shek Kip Mei Social Security Field Unit | 6/F, West Coast International Building, 290-296 Un Chau Street, Sham Shui Po | 2776 3443 |
| Lai Chi Kok Social Security Field Unit | G/F, Cheung Sha Wan Community Centre, 55 Fat Tseung Street, Cheung Sha Wan | 2720 8613 |
| Yau Tsim Social Security Field Unit | G/F, Yaumatei Carpark Building, Stage II, 250 Shanghai Street, Yau Ma Tei | 2384 6703 |
| Mong Kok Social Security Field Unit | 22/F, One Mongkok Road Commercial Centre, 1 Mongkok Road, Mong Kok | 2396 4052 |

| Office | Address | Tel No. |
|--|---|-----------|
| New Territories East | | |
| Fanling Social Security Field Unit | Room 233, 2/F, North District Government Offices, 3 Pik Fung Road, Fanling | 2675 1624 |
| Sheung Shui Social Security Field Unit | Shop 202, 2/F, Tin Ping Shopping Centre, Tin Ping Estate, Sheung Shui | 2682 4853 |
| Tai Po (South) Social Security Field Unit | 4/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po Market, Tai Po | 3183 9302 |
| Tai Po (North) Social Security Field Unit | 4/F, Tai Po Government Offices Building, 1 Ting Kok Road, Tai Po | 2665 2612 |
| Sha Tin (South) Social Security Field Unit | Room 834, 8/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin | 2158 6721 |
| Sha Tin (North) Social Security Field Unit | Unit 1, M/F, Yu Chui Shopping Centre, 2 Ngau Pei Sha Street, Siu Lek Yuen, Sha Tin | 2605 2112 |
| Yuen Long (East) Social Security Field Unit | 6/F, Yuen Long Government Offices and Tai Kiu Market, 2 Kiu Lok Square, Yuen Long | 2477 2351 |
| Yuen Long (West) Social Security Field Unit | 3/F, Yuen Long Government Offices and Tai Kiu Market, 2 Kiu Lok Square, Yuen Long | 2443 2500 |
| Tin Shui Wai (South) Social Security Field Unit | G/F, Yiu Fung House, Tin Yiu Estate, Tin Shui Wai | 3595 2351 |
| Tin Shui Wai (North) Social Security Field Unit | G/F, Wah Yuet House, Tin Wah Estate, Tin Shui Wai | 2443 2604 |
| New Territories West | | |
| Kwai Chung (East) Social Security Field Unit | 5/F, Kwai Hing Government Offices, 166-174 Hing Fong Road, Kwai Chung | 2421 1028 |
| Kwai Chung (South) Social Security Field Unit | Room 101-105, G/F., King Fat House, Cheung Fat Estate, Tsing Yi | 2429 2614 |
| Kwai Chung (West) Social Security Field Unit | 8/F, Kwai Hing Government Offices, 166-174 Hing Fong Road, Kwai Chung | 2422 9510 |
| Tsuen Wan Social Security Field Unit | 14/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan | 2417 6316 |
| Tuen Mun Social Security Field Unit | 4/F, Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun | 2441 7910 |
| Butterfly Social Security Field Unit | Unit 11-18, 27/F, Tuen Mun Parklane Square, 2 Tuen Hi Road, Tuen Mun | 2467 3189 |
| Tai Hing Social Security Field Unit | Room 304, 3/F, Tai Hing Government Offices, 16 Tsun Wen Road, Tuen Mun | 2467 2927 |