

Gainful Employment and Self-reliance



The Support for Self-reliance Scheme is to encourage and assist eligible able-bodied unemployed Comprehensive Social Security Assistance recipients and low-earnings recipients who are not working full-time to move towards self-reliance.

The Support for Self-reliance (SFS) Scheme

The SFS Scheme is a programme under the Comprehensive Social Security Assistance (CSSA) Scheme, which aims to encourage and assist eligible able-bodied unemployed adults and low-earning persons who are not working full-time (thereafter collectively called the applicant) to move towards full-time paid employment and self-reliance while providing them with financial assistance.

An applicant has the right to apply for CSSA. In addition to satisfying the residence requirement and financial tests, he also has to enroll in the SFS Scheme as a condition of receiving assistance.

Components of the SFS Scheme

With the aim of assisting an applicant to improve his employability and maximize his chances to obtain paid employment, the SFS Scheme comprises three main components:

1. **The Active Employment Assistance (AEA) programme**
2. **The Community Work (CW) programme**
3. **Disregarded Earnings**

1. The Active Employment Assistance programme

- Provide personalised employment assistance
- Access to up-to-date labour market information through Online Active Employment Information Services
- Match with job vacancies
- Provide post-placement services

2. The Community Work programme

- Develop work habit
- Pave way for eventual gainful employment
- Contribute to society

3. Disregarded Earnings

- Total disregard of first month's income earned from new job
- Partial disregard of monthly income
- CSSA can be supplemented up to a prescribed level if the family income, including wages earned from employment, is below the level of recognised basic and special needs under the CSSA Scheme (Disregarded earnings benefit is only granted to people meeting the eligibility requirement)

Moving towards self-reliance

Participation in paid employment can help people build better lives and provide their children with an active, valuable role model

Related undertaking

Once an applicant agrees to enroll in the SFS Scheme, it means that he is willing to prove himself to be making substantial efforts to participate in all activities designed by the Social Welfare Department (SWD) to lead him to employment while receiving CSSA. To acknowledge his obligation, he is required to sign a Job Seeker's Undertaking to indicate that he fully understands his 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 refuses to sign the Job Seeker's Undertaking or if he 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 to process his application for CSSA;
- terminate further CSSA payment to him and other members of his household if his application for CSSA has been approved; and
- request him to repay the amount of CSSA payment, if any, overpaid to him/his family arising from such non-compliance.

1. The AEA programme

Under the AEA programme, personalised employment assistance will be rendered to individual applicant by SWD staff to meet his needs. The programme aims to empower the applicant to overcome his work barriers, enhance his employability and find a paid job. Through the provision of these services, the applicant will be:

- able to get access to up-to-date labour market information and training opportunities through the Online Active Employment Information Services available at each Social Security Field Unit;
- assisted to develop action plans to find employment and to review the plans regularly;
- matched with available suitable job vacancies;
- arranged to participate in employment assistance programmes run by operating agencies commissioned by SWD; and
- helped to sustain employment in the initial period after successfully finding paid work.

2. The CW programme

An applicant is also required to perform community work up to a maximum of three days or 24 hours a week as and when arranged to help him:

- develop a work habit;
- improve his employability;

- widen his social network;
- enhance his self-esteem;
- pave the way for eventual gainful employment; and
- contribute to society, in parallel to his job search process.

3. Disregarded Earnings (DE)

With an aim to encourage CSSA recipients to take up employment and continue working, a provision of DE is set under the CSSA Scheme. The eligibility criteria for DE is as follows:

- monthly income that a recipient earns from his 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 the applicant has not enjoyed this benefit more than once during a two-year-period).

Note: This provision is only applicable to recipients who have been on CSSA for not less than three months.

The 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 applicant has to understand that the granting of CSSA payment is only a temporary measure to assist him to tide over a period of financial hardship. He has the obligation to work and support himself/his family through assistance offered to him to reduce his/his family's dependence on public funds.

Appeals

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

Enquiries

Enquiries on the SFS Scheme or details of the Job Seeker's Undertaking under the Scheme can be made at the nearest Social Security Field Unit

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For information about the Scheme, please contact Social Security Field Units

Office	Address	Tel. No.
Hong Kong		
Central and Western / Islands Social Security Field Unit	3/F-4/F, Tung Che Commercial Centre, 246 Des Voeux Road West	2546 8003
Chai Wan Social Security Field Unit	Level 3 & 4, Government Offices, New Jade Garden, (Chai Wan MTR), 233 Chai Wan Road	2557 7868
Causeway Bay Social Security Field Unit	Rm 1105-1107, 11/F, Stanhope House, 734-738 King's Road, North Point	2562 4788
Wan Chai Social Security Field Unit	Rm 2201, 22/F, Southorn Centre, 130 Hennessy Road, Wan Chai	2835 1900
Aberdeen Social Security Field Unit	Unit 1105, 11/F, Tower A, Southmark, 11 Yip Hing Street, Wong Chuk Hang, Aberdeen	2553 1486
Pokfulam Social Security Field Unit	Unit 1522, 15/F, Tower A, Southmark, 11 Yip Hing Street, Wong Chuk Hang, Aberdeen	2554 6323
Kowloon		
Lam Tin Social Security Field Unit	Wings B & C, G/F, Ping Mei House, Ping Tin Estate, Lam Tin	2347 1888
Ngau Tau Kok Social Security Field Unit	Rm 16-19, 17/F, Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay	2750 2659
Sau Mau Ping Social Security Field Unit	3/F, Shop CX310, Sau Mau Ping Shopping Centre, Sau Ming Road, Sau Mau Ping	2348 9312
Kwun Tong Social Security Field Unit	Unit 1301-1305, Tower II, World Trade Square, 123 Hoi Bun Road, Kwun Tong	2775 1158
San Po Kong Social Security Field Unit	G13, G/F, Kai Tak Government Building, 5 Arrivals Road, Kowloon City	2322 9999
Tseung Kwan O Social Security Field Unit	Room 304-307, 3/F, Po Ning House, Po Lam Estate, Tseung Kwan O	2701 8843
Tsz Wan Shan Social Security Field Unit	Unit No. 3, G/F, Ching Fai House, Tsz Ching Estate, Tsz Wan Shan	2327 5002
Wong Tai Sin Social Security Field Unit	Units 103-106, 1/F, Stelux House, 698 Prince Edward Road East	2382 3738
Kowloon City Social Security Field Unit	G14, G/F, Kai Tak Government Building, 5 Arrivals Road, Kowloon City	2715 0395
To Kwa Wan (South) Social Security Field Unit	G16, G/F, Kai Tak Government Building, 5 Arrivals Road, Kowloon City	2365 1516
To Kwa Wan (North) Social Security Field Unit	G15, G/F, Kai Tak Government Building, 5 Arrivals Road, Kowloon City	2365 0530
Sham Shui Po Social Security Field Unit	Rm 804-805, Tower 1, Cheung Sha Wan Plaza, 833 Cheung Sha Wan Road	2725 6381
Shek Kip Mei Social Security Field Unit	5/F & 6/F, West Coast International Building, 290-296 Un Chau Street, Sham Shui Po	2776 3443

Lai Chi Kok Social Security Field Unit	Room 801-803, Tower 1, Cheung Sha Wan Plaza, 833 Cheung Sha Wan Road	2720 8613
Yau Tsim Social Security Field Unit	G/F, Yaumatei Carpark Building Stage II, 250 Shanghai Street	2384 6800
Mong Kok Social Security Field Unit	22/F & Unit 2302-3, 23/F, One Mongkok Road Commercial Centre, 1 Mongkok Road, Mong Kok	2396 4813

The New Territories

Fanling Social Security Field Unit	2/F, North District Government Offices, 3 Pik Fung Road, Fanling	2669 1071
Sheung Shui Social Security Field Unit	Shop 202, 2/F, Tin Ping Shopping Centre, Tin Ping Estate, Sheung Shui	2682 5412
Tai Po (South) Social Security Field Unit	4/F, Tai Po Government Offices Building, 1 Ting Kok Road, Tai Po	2654 1285
Tai Po (North) Social Security Field Unit	G/F, Shop B, Mei Sun Building, 4-20, Kau Hui Chik Street, Tai Po	2665 1336
Sha Tin (South) Social Security Field Unit	Rm 834, 8/F, Shatin Government Offices 1 Sheung Wo Che Road, Shatin	2158 6720
Sha Tin (North) Social Security Field Unit	Rm 511-518, 5/F, Citimark, 28 Yuen Shun Circuit, Siu Lek Yuen, Sha Tin	2637 2415
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	12/F, Yuen Long Government Offices and Tai Kiu Market, 2 Kiu Lok Square, Yuen Long	2443 2500
Tin Shui Wai Social Security Field Unit	G/F, Wah Yuet House, Tin Wah Estate, Tin Shui Wai, Yuen Long	2476 4993
Kwai Chung (East) Social Security Field Unit	Rm 1712-1722, Metroplaza, Tower 1, 223 Hing Fong Road, Kwai Fong	2428 4444
Kwai Chung (South) Social Security Field Unit	Rm 3507-3517, Metroplaza, Tower 1, 223 Hing Fong Road, Kwai Fong	2429 2614
Kwai Chung (West) Social Security Field Unit	8/F, Kwai Hing Government Offices, Kwai Hing MTR Station, Kwai Chung	2422 9510
Tsuen Wan Social Security Field Unit	14/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan	2417 6318
Tuen Mun Social Security Field Unit	4/F, Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun	2404 5300
Butterfly Social Security Field Unit	Unit 11-18, 27/F, Tuen Mun Parklane Square, 2 Tuen Hi Road, Tuen Mun	2469 4424
Tai Hing Social Security Field Unit	3/F, Tai Hing Government Offices, 16 Tsun Wen Road, Tuen Mun	2467 7636

SWD Hotline : 2343 2255
Website : <http://www.info.gov.hk/swd>