

## **Bought Place Scheme for Private Residential Care Homes for Persons with Disabilities**

### **Application Guide**

#### **Application Criteria**

1. Residential Care Home for Persons with Disabilities (RCHD) [including private RCHD and self-financing RCHD operating by non-governmental organisation (NGO) ] to join the Bought Place Scheme for Private Residential Care Homes for Persons with Disabilities (BPS) should be a licensed RCHD under the Residential Care Homes (Persons with Disabilities) Ordinance and has not applied for joining the BPS.

#### **Note for Application**

2. Applicant for the BPS should be the operator / responsible person of the organisation of the respective RCHD [Please refer to items 4(e), 4(f) and 4(g) below], should dispatch the completed application form (1 original copy and 6 photocopies) with all other necessary documents in person to Rehabilitation and Medical Social Services Branch at Room 901, 9/F, 213 Queen's Road East, Wan Chai, Hong Kong [Attn. : Social Work Officer (Rehabilitation and Medical Social Services)18].
3. Applicant should fill in the type of BPS RCHD and the number of places for BPS they intend to apply for in the application form. Based on the standard of the BPS for net floor area per resident, the ratio of the places for BPS against the total capacity of the RCHD refers to the table below:

Service Category	The maximum ratio of places for BPS against the total capacity of the RCHD	
	High Level of Care (Category 1)	Medium Level of Care
BPS	85%	70%
BPS and Designated Day/ Residential Respite Service	92%	78%

In parallel, Applicant should take note to the following items:

- (a) If the number of places for BPS to be applied as mentioned in the application form exceeds the ratio mentioned in the table above, Social Welfare Department (SWD) would only purchase the number of places according to the ratio as stipulated in the table above at the maximum even the application is successful. SWD would purchase the approved number of places by phase(s) and 20 places at the maximum would be purchased in each phase. The applicant and the responsible person of the RCHD should vacate the places in each phase according to the submitted plan [i.e. Item 6 of Application Form (Annex 9)] and the direction of SWD, with all reasonable measures in place to avoid disturbance to other non-BPS residents or to the operation of the RCHD.
- (b) If the number of places for BPS to be applied as mentioned in the application form is less than the ratio as stipulated in the table above, SWD would only purchase the number of places applied at the maximum.
- (c) SWD will consider the number of places to be purchased for individual homes based on resources and the quality of the RCHD. The final number of approved places to be purchased may be less than the number of places applied for.
- (d) If the RCHD intends to operate the Designated Day/Residential Respite Service (DD/RRS), please provide the number of places planned to operate for reference. The DD/RRS should be further approved by SWD, and commencing the service in 2024-25 tentatively.
- (e) For the RCHD under the standard of BPS with recognised capacity at 100 places or above, the RCHD could apply for 6 DD/RRS places at the maximum. For the RCHD with recognised capacity below 100 places, the RCHD could apply for 4 DD/RRS places at the maximum.
- (f) Notwithstanding any contrary provisions in the application documents and related terms, the Hong Kong Special Administrative Region Government reserves the right to disqualify an Applicant/Organisation on the grounds that the Applicant/Organisation has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety

4. Applicants should comply with the following items:

- (a) One RCHD submits one application form (Annex 9);
- (b) To indicate the type and number of BPS places applied for [i.e. High Level of Care (Category 1) or Medium Level of Care] in the application form;
- (c) Applicants may submit an attachment to elaborate a summary of the implementation of the 16 “Service Quality Standards” together with the application form;
- (d) To sign and stamp in the Item 8 (the part for “Declaration”) of the Application Form (Annex 9) with the seal of the RCHD/Organisation;
- (e) If the operator of the applied RCHD is a corporate body, a representative should be appointed as the applicant, and a letter of authorisation bearing the names and signatures of the principals (including all directors/shareholders or partners of the corporate body) should be provided. A photocopy of the certificate of incorporation issued by the Registrar of Companies, with the company/organisation seal stamped in the Item 8 (the part for “Declaration”) of the Application Form (Annex 9);
- (f) When submitting the application form, the private RCHD should submit a certified true copy of the business registration application issued by the Commissioner of Inland Revenue and a copy of the business registration certificate issued by the Commissioner of Inland Revenue to verify the identity of the operator;
- (g) When submitting the application form, the RCHD operated by NGO should submit proof of charitable institutions and charitable trusts exempted from tax under Section 88 of the Inland Revenue Ordinance;
- (h) The applicant must submit a valid RCHD license and a copy of the tenancy agreement/land title to prove that the relevant premises can be used for operating a residential care home; and
- (i) Applicant should submit a detailed plan for vacating the places for purchase under BPS in the Application Form (Annex 9).

## **Review mechanism**

5. SWD will set up a “Vetting Committee” to examine the applications and recommend a list of RCHDs and number of places to be purchased for the final decision and allocations by the Director of Social Welfare. The items for assessment include:
  - (a) environment of the RCHD (e.g. terraces and gardens attached to the premises), facilities (e.g. provision of accessible toilets and passages), services (e.g. provision of day training services, social and psychological activities, etc.);
  - (b) the implementation of the 16 “Service Quality Standards”;
  - (c) RCHD’s compliance with licensing requirements and previous performance;
  - (d) whether the RCHD will provide additional professional and nursing care manpower, staff training, etc.; and
  - (e) arrangements for vacating places for preparing the purchase of BPS places.

## **Agreement for BPS**

6. After completion of the vetting, SWD will notify the relevant RCHD of the application result and issue a provisional approval notice to the RCHD that has been approved for purchase of places. The approved RCHD should provide the first-phase approved places to be purchased within 3 months from the issue date of the provisional approval notice, and meet the relevant net floor area per resident and manpower requirements (including the number of permanent staff and duty situation). After confirming that the relevant conditions are met, SWD will arrange to sign an Agreement for BPS with the operator of the approved RCHD and make arrangements for allocation of placement.
7. If the operator of the RCHD that has been issued a provisional approval notice, intends to give up signing the Agreement for BPS, the operator should notify SWD as soon as possible for SWD to reallocate the places to be purchased.
8. The Hong Kong Special Administrative Region Government may terminate the contract immediately if any of the following circumstances occurs: (a) the service operator has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security; (b) the continued engagement of the service operator or the continued performance

of the service operator is contrary to the interest of national security; or (c) The Hong Kong Special Administrative Region Government reasonably believes that any of the events mentioned above is about to occur.

Social Welfare Department  
Rehabilitation and Medical Social Services Branch  
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