

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**

鼓勵及協助身體健全的綜合社會保障援助申請人尋找有薪的工作，從而達致自力更生。

Encourages and assists able-bodied Comprehensive Social Security Assistance applicants to secure paid employment to 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



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## 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，目的是為下列年齡介乎 15 至 64 歲，身體健全的綜援申請人，提供現金援助的同時，鼓勵及協助他們尋找工作，達致自力更生：

- (一) 失業或每月從工作中所賺取的收入或工作時數少於社會福利署(社署)所定標準的申請人(以下統稱失業綜援申請人\*)；以及
- (二) 最年幼子女年齡介乎 12 至 14 歲的單親家長和兒童照顧者。

The Support for Self-reliance (SFS) Scheme is a programme under the Comprehensive Social Security Assistance (CSSA) Scheme which aims to encourage and assist the following able-bodied CSSA applicants aged 15 to 64 to secure employment to move towards self-reliance while providing them with financial assistance:

- (1) applicants being unemployed or with monthly earnings or working hours less than the prescribed level set by the Social Welfare Department (SWD) (thereafter collectively referred to as unemployed CSSA applicants\*); and
- (2) single parents and child carers with their youngest child aged 12 to 14.

\*15 至 59 歲的失業綜援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 unemployed CSSA applicant aged 15 to 59 is required to participate in the SFS Scheme as a condition of receiving CSSA payment.

## 自力更生支援計劃的內容

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。計劃的內容包括兩個部分：

- (一)自力更生綜合就業援助計劃
- (二)豁免計算入息

## 相關的承諾

15 至 59 歲的申請人須承諾在領取綜援的同時，參與由社署委託非政府機構所營運的自力更生綜合就業援助計劃以協助他/她尋找有薪工作的相關活動。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 15 至 59 歲的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事項，社署會向失業綜援申請人：

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

社署亦會扣減 15 至 59 歲而其最年幼子女年齡介乎 12 至 14 歲的綜援單親家長和兒童照顧者的綜援金每月 200 元。

## 自力更生綜合就業援助計劃

由社署委託非政府機構營運的自力更生綜合就業援助計劃，為健全綜援申請人，透過以家庭為基礎，提供一站式的綜合就業援助服務，協助他們克服就業障礙，增強受僱能力，以便早日覓得有薪工作<sup>#</sup>。這些服務包括：

- ◆ 為失業綜援申請人及最年幼子女年齡介乎 12 至 14 歲的單親家長和兒童照顧者提供包括勞工市場資訊、定期面談以協助他們訂立尋找工作的工作計劃、安排工作配對等就業援助服務；
- ◆ 透過社工服務加強對上述服務使用者的支援；
- ◆ 評估上述服務使用者的需要並提供個人化及針對性的就業援助服務；以及
- ◆ 為最年幼子女年齡介乎 12 至 14 歲的綜援單親家長和兒童照顧者提供照顧子女的資訊。

<sup>#</sup>如 15 至 59 歲的失業綜援申請人覓得每個月不少於 120 小時及收入不少於社署所定標準的工作，或 60 至 64 歲的失業綜援申請人覓得每個月不少於 60 小時的工作，又或最年幼子女年齡介乎 12 至 14 歲的綜援單親家長和兒童照顧者覓得每個月不少於 32 小時的工作，他們便不需要參與自力更生支援計劃下的就業支援服務。

## 豁免計算入息

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

- ◆ 申請人每月從工作賺取的入息，部分可獲豁免計算至指定限額；以及
- ◆ 申請人從新工作所賺取的首月入息，可獲全數豁免計算，但申請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。健全而失業的綜援申請人必須明白綜援的發放是為他們解決經濟困難的暫時措施。透過為他們提供的各項就業援助服務，健全綜援申請人有責任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，從而減輕他們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) 至社署部門熱線或電郵至 [swdenq@swd.gov.hk](mailto:swdenq@swd.gov.hk)。

## **Components of the SFS Scheme**

The aim of the SFS Scheme is to assist applicants to improve their employability and the chance to secure employment. The Scheme comprises of two components:

- (1) Integrated Employment Assistance Programme for Self-reliance (IEAPS)
- (2) Disregarded Earnings

## **Related undertaking**

Applicants aged 15 to 59 are required to undertake to participate in related activities under the IEAPS operated by the non-governmental organisations (NGOs) commissioned by the SWD to help them secure employment while receiving CSSA. To acknowledge their obligation, they are required to sign a Job Seeker's Undertaking to indicate that they fully understand their obligations to comply with all the requirements under the SFS Scheme.

## **Consequences of non-compliance with the requirements in the Job Seeker's Undertaking**

If an applicant aged 15 to 59 refuses to sign the Job Seeker's Undertaking or fails to comply with any of the requirements stated in the Job Seeker's Undertaking, the SWD will, for the unemployed CSSA applicant:

- 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 overpaid CSSA payment, if any, arising from the non-compliance.

Also, the SWD will deduct \$200 per month from the CSSA payment of the single parents and child carers aged 15 to 59 on CSSA with their youngest child aged 12 to 14.

## **IEAPS**

The SWD has commissioned NGOs to operate the IEAPS to assist able-bodied CSSA applicants overcome work barriers and enhance their employability so that they can find paid employment<sup>#</sup> as soon as possible through the provision of a range of one-stop integrated employment assistance services on a family basis. The services include:

- to provide unemployed CSSA applicants and single parents and child carers on CSSA with their youngest child aged 12 to 14 with employment assistance services, including labour market information, regular interviews to help them develop action plans to find employment, arranging job matching, etc.;
- to strengthen support for the aforesaid service recipients through social work service;
- to assess the needs of the aforesaid service recipients and provide them with tailor-made and focused employment assistance services; and
- to provide information on child care to single parents and child carers on CSSA whose youngest child is aged 12 to 14.

<sup>#</sup>If unemployed CSSA applicants aged 15 to 59 have found employment with hours no less than 120 per month and earnings no less than the prescribed level set by the SWD, or unemployed CSSA applicants aged 60 to 64 found employment with hours no less than 60 per month, or single parents and child carers on CSSA with their youngest child aged 12 to 14 found employment with hours no less than 32 per month, they need not to participate in the SFS Scheme for employment support services.

## **Disregarded Earnings (DE)**

With the objective of encouraging CSSA applicants to secure and sustain employment, there is a provision of DE under the CSSA Scheme. The arrangements for DE are as follows:

- monthly income that an applicant earns from working will be partially disregarded up to a prescribed limit; and
- the first month's income that an applicant earns from a new job will be totally disregarded, provided that the applicant has not enjoyed this benefit during the past two years.

## **Work First Principle**

SWD is committed to providing a safety net for those who cannot support themselves. Unemployed able-bodied CSSA applicants should recognise that the granting of CSSA is only a temporary measure to assist them to tide over a period of financial hardship. Able-bodied CSSA applicants have the obligation to actively find and sustain employment and support themselves and their family to reduce their / their family's dependence on public funds and to become self-reliant through the employment assistance services provided to them.

## **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 by phone at 2343 2255, by fax at 2763 5874 or send an email to [swdenq@swd.gov.hk](mailto:swdenq@swd.gov.hk).