【The programme is subsidised by the Community Care Fund】

Social Welfare Department
Brief on the "Pilot Programme on Community Living Room" -
Yue Man Square Community Living Room Project

1. Background and Objectives

The Social Welfare Department ("SWD") launches the "Pilot Programme on Community Living Room" – Yue Man Square Community Living Room Project (hereafter referred as "the Project") subsidised by the Community Care Fund ("CCF") in August 2026. The Project aims to provide targeted support to households residing in subdivided units ("SDUs"), especially those with children, through provision of additional living space and interpersonal network, thereby enhancing their living standard and sense of belonging to the community. SWD has appointed Ngau Tau Kok Kaifong Welfare Association Limited as the Approved Service Provider ("ASP") responsible for operating the Project, which provides service content encompassing the following three components:

(i) Living space: Yue Man Square Community Living Room offers essential facilities such as shared pantry, dining room, living room, study/learning room for students, washing and drying machines. Yue Man Square Community Living Room will provide additional facilities, including children's play/ reading corner, multi-function room, shower facilities, etc.;

(ii) Community support: provision of homework guidance services, daily life information (e.g. diet and nutrition, health and sports, home safety, hygiene knowledge), and talks on community resources; organises medical seminars and provides free Chinese medicine services; conducts women mutual help group, and referrals to appropriate community services (e.g. integrated family service centres, integrated children and youth services centres, neighbourhood elderly centres, etc.) will also be made as required; and

(iii) Care and share: plans to collaborate with Food For Good Limited and Food Angel to provide self-service food machine for enhancing residents' meal quality; invites professionals from medical sector to act as consultants and provide advice and guidance on the health related activities, seminars and workshops.

The Project, which commences operation in August 2026, lasts for three years.

2. Target Beneficiaries and Eligibility Criteria

Households shall meet the following 3 criteria to enjoy the basic services and facilities[1] offered under the Project free of charge:

- Residing in a SDU in Kwun Tong District;
- Meeting the income requirements [Please refer to the details of income requirements (**Notes)** and the "Guide on Reporting Income" (**Annex**) for the method of calculating household income]; and
- Having at least 1 household member being a Hong Kong resident.

[1] To ensure optimal use of resources, ASP will charge fees for certain services (e.g. self-service laundry) on a nominal or cost-recovery basis.

3. Application Procedures

The eligible applicant/household[2] shall apply for membership from ASP during the implementation period of the Project. They shall submit a completed "Membership Application Form" to ASP for vetting, along with the following required documents:

- Proof of identification of the applicant and the core family member(s) residing with the applicant in Hong Kong ("relevant family member(s)") (if applicable) (copy); and
- Proof of residential address of the applicant/household; and
- A valid documentary proof that the applicant/household is currently benefitting/has benefitted from the Comprehensive Social Security Assistance ("CSSA") Scheme in any one of the 3 months prior to the submission of application (copy) (if applicable); or
- A valid documentary proof that the applicant/household is currently benefitting/has benefitted from Old Age Living Allowance under the Social Security Allowance Scheme in any one of the 3 months prior to the submission of application (copy) (if applicable); or
- A valid documentary proof that the applicant/household has benefitted from the Working Family Allowance Scheme in the 12 months prior to the submission of application (copy) (if applicable); or
- A valid documentary proof that the applicant/household is currently benefitting/has benefitted from the student financial assistance schemes (including the School Textbook Assistance Scheme/Student Travel Subsidy Scheme/Subsidy Scheme for Internet Access Charges) in the school year prior to the submission of application (copy) (if applicable); or
- A valid documentary proof that the applicant/household is currently benefitting/has benefitted from the Kindergarten and Child-care Centre Fee Remission Scheme at any time during the school year prior to the submission of application (copy) (if applicable).
- Low-income families who are not recipients of the aforementioned 5 existing government assistance schemes shall report monthly household income and retain relevant proof of household income to facilitate random checking by ASP.

4. Application Approval

- Upon receiving the application forms, ASP will contact the applicant/household for an interview and review the relevant documents.
- After completing the approval process, ASP will inform the applicant/household about the approval result and issue membership card(s) to facilitate their utilisation of the services and facilities.
- Members have to apply to ASP for annual renewal. ASP will review the eligibility of the applicant(s)/household. Those who remain eligible will be issued renewed membership cards for use in the new year.

5. Responsibilities of the Applicant

- The applicant and relevant family member(s) shall thoroughly review Part 4 ("Declaration and Undertaking by the Applicant") of the "Membership Application Form" and sign to acknowledge before submitting the application. In addition, the information provided by the applicant must be true, accurate and complete. If there are any changes to the relevant information, they should report them to ASP as soon as possible.

[2] A household only needs to nominate one family member as the applicant.

- ASP will conduct random checks on beneficiaries to verify the eligibility of the applicant and relevant family member(s). The applicant and relevant family member(s) are required to provide detailed income and other related information to ASP for random check. If they fail to provide the required information, or if ASP determines upon review that they have violated the eligibility requirements for the Project, the ASP reserves the right to disqualify their applications.
- The applicants/households are required to participate in questionnaire surveys and evaluation studies of the Project conducted by SWD/ASP.

6. Enquiries

- **Yue Man Square Community Living Room Project**

ASP	:	Ngau Tau Kok Kaifong Welfare Association Limited
Enquiry Telephone	:	9802 2100
Fax	:	2257 0096
Email	:	info@ymsclr.org
Address	:	Floor LG, Champion Court, No. 11 Hong Ning Road, Kwun Tong, Kowloon
Operating hours	:	11 a.m. to 10 p.m., Monday to Sunday, including public holidays [Closed during inclement weather conditions (i.e. when Typhoon Signal No. 8 or above or Black Rainstorm Warning Signal is in force)]

- **Community Care Fund Team, SWD**

Address	:	Room 1007, 10/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong
Telephone	:	3422 3090
Fax	:	3427 9890
Email	:	ccfenq@swd.gov.hk
Office hours	:	9 a.m. to 6 p.m., Monday to Friday (lunch break from 1 p.m. to 2 p.m.) (except on public holidays)
SWD hotline	:	2343 2255
SWD website	:	www.swd.gov.hk
CCF website	:	www.communitycarefund.hk

Note: Income requirements of the Project are set out below:

(a) The applicant/household is currently benefitting/has benefitted from the CSSA Scheme in any one of the 3 months prior to the submission of application; or

(b) The applicant/household is currently benefitting/has benefitted from Old Age Living Allowance under the Social Security Allowance Scheme in any one of the 3 months prior to the submission of application; or

(c) The applicant/household has benefitted from the Working Family Allowance Scheme in the 12 months prior to the submission of application; or

(d) The applicant/household is currently benefitting/has benefitted from the student financial assistance schemes (including the School Textbook Assistance Scheme/ Student Travel Subsidy Scheme/Subsidy Scheme for Internet Access Charges) in the school year prior to the submission of application; or

(e) The applicant/household is currently benefitting/has benefitted from the Kindergarten and Child-care Centre Fee Remission Scheme at any time during the school year prior to the submission of application.

(f) For those who are not benefitting from (a) - (e) above, their income is subject to a limit of not exceeding 75% of the Median Monthly Domestic Household Income (MMDHI) (non-asset-tested). Monthly Household Income Limit ($) is set based on 75% of the MMDHI in the latest second Quarterly Report of the year on the General Household

Survey published by the Census and Statistics Department. The applicant and relevant family member(s) may **click here**[3] to view or download the information.

For the purposes of the Project, "family" generally refers to the applicant and relevant family member(s), including spouse, dependent family members (i.e. individuals aged under 18; individuals aged 18 to 25 receiving full-time education; disabled adult family members receiving disability allowances; or CSSA recipients who are 100% disabled or require constant attendance) and parents/grandparents (with or without income), etc. living together with the applicant. The applicant or at least one of the relevant family member(s) must be a Hong Kong resident. The monthly household income refers to the income for the month or the average for the 3 months prior to the submission of application, whichever is lower. [Income not paid on a monthly basis (e.g. double pay, bonuses, contract gratuities, etc.) should be apportioned for the relevant period)]. Income includes the following items:

1. Employment earnings: salaries, double pay/leave pay, work allowances, bonuses/prizes/commissions/tips/contract gratuities, income from rendering services and business profits, etc.
2. Other income: financial assistance from offspring and relatives/friends, alimonies, monthly pensions/widows' and orphans' payments or pensions, investment profits, interest income from fixed deposits, dividends and rental income, etc.

Income **excludes** mandatory contributions to the Mandatory Provident Fund (MPF) Scheme made by employees (i.e. 5% of MPF contributions by an employee), financial assistance provided by the Government, charitable donations, and allowances/subsidies from other assistance programmes under CCF, etc.

[3] Relevant income limit of the Project has been uploaded to the website of the SWD, please visit the website at: https://www.swd.gov.hk/en/svcdesk/funds/ccf/ccf_current/index.html

"Pilot Programme on Community Living Room" - Yue Man Square Community Living Room Project Guide on Reporting Income

I. Income reportable period/month:

The monthly household income refers to the income of the applicant and his/her core family member(s) residing with him/her in Hong Kong ("relevant family member(s)") for the month or the average income for the 3 months prior to the submission of application, whichever is lower. For example, if an applicant submits his/her application in August 2026, the actual income received by the applicant and his/her relevant family member(s) from May 2026 to July 2026 or in July 2026 shall be counted as household income. Examples of reportable period/month are set out below:

Month of submission	**August 2026**	**September 2026**	**October 2026**
Reportable Period/Month (***Report the period/month with the lower income***)	1 May 2026 to 31 July 2026 or July 2026	1 June 2026 to 31 August 2026 or August 2026	1 July 2026 to 30 September 2026 or September 2026

II. Reportable income:

1. **Employment earnings**: salaries, double pay/leave pay, work allowances, bonuses/prizes/ commissions/tips/contract gratuities, income from rendering services and business profits, etc.; and
2. **Other income**: financial assistance from offspring and relatives/friends, alimonies, monthly pensions/widow's and orphans' payments or pensions, investment profits, interest income from fixed deposits, dividends and rental income, etc.

Income not paid on a monthly basis (e.g. double pay, bonuses, contract gratuities, etc.) shall be apportioned for the relevant period. Reportable income, however, **excludes** mandatory contributions to the Mandatory Provident Fund (MPF) scheme made by employees (i.e. 5% of MPF contributions by an employee), financial assistance provided by the Government, charitable donations, and allowances/subsidies from other assistance programmes under the Community Care Fund, etc.

III. Calculation of income:

1. **Regular monthly income:** The total income for the month or the average income for the 3 months prior to the submission of application (i.e. calculated by dividing the total income received in the 3-month reportable period by 3).

2. **Regular periodic income/irregular income:** The income received in the month prior to the submission of application or in one of the months during the reportable period is calculated by dividing the total income received by the length of the period covered. Income received outside the aforementioned period is not counted.

3. Income in foreign currency/Renminbi is calculated at the exchange rate of the currency/Renminbi to Hong Kong Dollars prevailing on the date of receipt of such income.

IV. Example of income calculation

An applicant lives with his wife, son and father, forming a 4-person household. Assuming the applicant **submits the application form on 31 August 2026**, the income **reportable period should be May 2026 to July 2026 or July 2026 (whichever period with the lower income)**. The table below sets out the household income of the applicant during the period concerned, and how he should report their income in Part 2 "Monthly Household Income" of the application form:

<table>
<tr><th></th><th>May 2026</th><th>June 2026</th><th>July 2026</th></tr>
<tr><td rowspan="2">Applicant</td><td>・ Full-time salary: HK$8,000</td><td>・ Full-time salary: HK$7,700 and year-end bonus: HK$6,000</td><td>・ Unemployed (income: HK$0)</td></tr>
<tr><td colspan="3">(i) Average monthly income for the 3 months prior to the submission of application:
= average monthly value of the salary + average monthly value of the year-end bonus
= [(HK$8,000 + HK$7,700 + HK$0) ÷ 3] + [HK$6,000 ÷ 12]
= HK$5,733
(ii) Income for July 2026= HK$0</td></tr>
<tr><td rowspan="3">Wife</td><td colspan="3">・ Mainly housewife, but attending part-time job</td></tr>
<tr><td>・ Income from part-time job: HK$1,000</td><td>・ Income from part-time job: HK$1,000</td><td>・ Income from part-time job: HK$1,000</td></tr>
<tr><td colspan="3">(i) Average monthly income for the 3 months prior to the submission of application = HK$1,000
(ii) Income for July 2026= HK$1,000</td></tr>
<tr><td>Son</td><td colspan="3">(i) Average monthly income for the 3 months prior to the submission of application = HK$0
(ii) Income for July 2026 = HK$0</td></tr>
<tr><td rowspan="2">Applicant's father</td><td>・ Full-year dividends of HK$1,200 received from Company A
・ Contribution of HK$500 from offspring/relatives living apart</td><td>・ Half-yearly interest payment of RMB￥1,000 received from Renminbi fixed deposit
・ Contribution of HK$500 from offspring/relatives living apart</td><td>・ Profit of HK$1,500 from selling shares of Company B
・ Contribution of HK$500 from offspring/relatives living apart</td></tr>
<tr><td colspan="3">(i) Average monthly income for the 3 months prior to the submission of application
= dividend income (average monthly value of dividends from Company A) + fixed deposit income (average monthly interest payments from Renminbi fixed deposits) + profits from stock trading (average monthly profit from selling shares of Company B) + monthly contribution of HK$500 from children/relatives living apart
= (HK$1,200 ÷ 12) + [interest from fixed deposit RMB￥1,000 x 1.2 (assuming an exchange rate of RMB￥1 = HK$1.2 on the day of receipt) ÷ 6] + (HK$1,500 ÷ 3) + [(HK$500 + HK$500 + HK$500) ÷ 3]
= HK$100 + HK$200 + HK$500 + HK$500
= HK$1,300
(ii) Income for July 2026= $1,500 + $500 = HK$2,000</td></tr>
</table>

Total average monthly income of the applicant and relevant family member(s) for the 3 months prior to the submission of application:

= average monthly income of the applicant ($5,733) + average monthly income of the wife ($1,000) + average monthly income of the son ($0) + average monthly income of the applicant's father ($1,300)

= **HK$8,033**

Income of the applicant and relevant family member(s) for July 2026:

= income of the applicant ($0) + income of the wife ($1,000) + income of the son ($0) + income of the applicant's father ($2,000)

= **HK$3,000**

V. Reporting monthly household income:

As the income of the applicant and his/her relevant family member(s) for the month prior to the submission of application (July 2026) is lower than the average income for the 3 months prior to the submission of application (May 2026 to July 2026), the applicant should report his/her income for the month prior to the submission of application (July 2026) in the application form.

<u>Attention</u>: ASP will conduct random checks to verify the eligibility of the applicant and relevant family member(s) and reserve the right to disqualify the applicant and relevant family member(s). Any deliberate provision of false information or omission of information in order to obtain the subsidised services under the Project by intended deception is a criminal offence. In addition to rendering the applicant and relevant family member(s) ineligible for the subsidised services under the Project, he/she may be liable to prosecution and, on conviction, imprisonment for a maximum of 14 years under the Theft Ordinance (Cap. 210).