【The programme is subsidised by the Community Care Fund】

Brief on "School-based After School Care Service Scheme" (the Scheme) for the 2026/27 School Year

(*For Reference to New Applicants of the Scheme for the 2026/27 School Year*)

1. Background and Objectives

The Government launched the "School-based After School Care Service Scheme" (the Scheme) subsidised by the Community Care Fund (CCF) in September 2023 for one year, which provides focused support for underprivileged families, especially single-parent families. Non-governmental organisations (NGOs) are responsible for operating the school-based after school care service at venues provided by schools (**Note 1**), with a view to allowing primary students in need to stay after school to receive care and learning support in a safe and familiar environment, while enabling parents, who used to be tied up with caring responsibilities for their children during after-school hours, to choose to work and improve their livelihood. With positive feedback received since its launch, the Scheme was expanded in the 2024/25 school year having recruited 126 primary schools providing about 5 900 service places across all 18 districts in Hong Kong, and 207 participating schools have been recruited providing about 10,600 service spaces in the 2025/26 school year. The Scheme is extended in the 2026/27 school year by uncapping the number of service places to support more primary students and parents in need, and continues to be jointly implemented by the Labour and Welfare Bureau/Social Welfare Department (SWD) and Education Bureau.

2. Target Beneficiaries and Eligibility Criteria

The Scheme for the 2026/27 School Year remains uncapped in terms of service quota. Regardless of household incomes, all Primary 1 to Primary 6 students in need of care service may participate in the Scheme, including families where the parents/guardians are unable to take care of their children during after-school hours due to work, job-seeking, participation in retraining courses/job attachment programme or other reasons (including social or medical reasons as assessed by approved service providers (ASPs), such as health issues of parents/guardians, special care needs of children or other family members, or family relationship problem, etc). They are eligible for free services with funding from the CCF if they meet the income requirements [Please refer to details of income requirements (Note 2) and the "Guide on Reporting Income" (Annex) for the method of calculating household income]. Parents of students[1] who do not meet the income criterion are required to pay a fixed standard fee of $1,700 per month.

3. Application Procedures

If a student has a need for school-based after school care service, his/her parent/guardian shall submit an application to the participating schools or ASPs (please refer to SWD Homepage https://www.swd.gov.hk/en/svcdesk/funds/ccf/ccf_current/index.html for the list of participating schools and ASPs). They shall submit a completed application form to ASPs for vetting, along with the following required documents:

i. The student's Hong Kong Identity Card/Birth Certificate (copy); and

[1] Including ordinary students and students with special educational need

ii. The parent's/guardian's document of identity proof (copy); and
iii. A valid documentary proof that the student is confirmed having special educational needs (SENs) (copy) (if applicable); and
iv. If receiving relevant government financial assistance (**Note 2 (a) to (c)**), the family is eligible for receiving school-based after school care service free of charge by providing one of the following related supporting documents"
   - A valid documentary proof that the Comprehensive Social Security Assistance ("CSSA") is currently received (copy); or
   - A valid documentary proof that full-rate allowance under the Working Family Allowance Scheme[2] is received in the 6 months prior to the submission of this application (copy); or
   - A valid documentary proof that full level assistance under the student financial assistance schemes (the School Textbook Assistance Scheme/Student Travel Subsidy Scheme/Subsidy Scheme for Internet Access Charges) is currently received/has been received in the academic year prior to the submission of this application (copy).

v. If not receiving any eligible financial assistance listed above, the family is eligible for receiving school-based after school care service free of charge by reporting the household income one month prior to or the average monthly household income for 3 months prior to submission of an application so that the reported household income does not exceed the specified 55% of the Median Monthly Domestic Household Income (**Note 2 (d)**), while retaining relevant proof of household income to facilitate random checking by the ASP/SWD.
vi. If not meeting the income requirements of the Scheme for the 2026/27 School Year, the family is allowed to receive school-based after school care service by paying a fixed standard fee[3] at $1,700 every month.

4. Application Approval

- Upon receiving the application forms, ASPs will contact the applicant families and review the relevant documents.
- After completing the approval process, ASPs will issue a notification of application result to the student's parent/guardian, and will then arrange for eligible students to receive school-based after school care service.

5. Responsibilities of the Parents/Guardians

- The parents/guardians of the students should thoroughly review Part 7 ("Declaration and Undertaking by the Parent/Guardian") of the application form and sign to acknowledge before submitting the application. In addition, the information provided by the parents/guardians must be accurate and complete. If there are any changes to the relevant information, they should report to ASPs as soon as possible.
- ASPs/SWD will conduct random checks on beneficiaries to verify their eligibility for a full waiver. The parents/guardians of beneficiary students are required to provide detailed income and other relevant information to ASPs/SWD for random inspection. If they fail to cooperate in providing the required information, or if ASPs/SWD determines upon review that they have violated the income eligibility requirements for the Scheme for the 2026/27 School Year, they should pay the fixed standard fees for the Scheme (i.e. $1,700 per month) for the period during which the students received the service for free.
- The beneficiary students' parents/guardians are required to participate in questionnaire surveys and evaluation studies of the Scheme for the 2026/27 School Year conducted by SWD/ASPs.

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[2] At least one month within the relevant 6-month period.
[3] Even though the concerned student receives school-based after school care service for less than a month, his/her parent/guardian should still pay the fixed standard fee for one month for the student.

6. Enquiries

- Community Care Fund Team, Social Welfare Department
  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

Notes

Note 1: Under normal circumstances, ASPs will provide school-based after school care service after school till 6 p.m. to 6:30 p.m. (i.e. at least 3 hours per session) every Monday to Friday. Service hours may be extended to 7 p.m. if the school conditions permit. During school holidays (including public holidays) and class suspension where the school campus is not available, ASPs shall make arrangement to provide service in service unit(s) within the district, and flexibly adjust and/or extend their service hours based on the actual needs of the students and their parents. ASPs can also provide a total of 6 hours of after school care service on Saturdays or Sundays at the service units in the district for students in need.

Note 2: Income requirements of the Scheme for the 2026/27 School Year are set out below:

(a) The family of beneficiary student is receiving CSSA at the time of application; or

(b) The family of beneficiary student has received full-rate allowance under the Working Family Allowance Scheme in the 6 months prior to the submission of this application[2]; or

(c) The family of beneficiary student is currently receiving/has received full level assistance under the student financial assistance schemes (including the School Textbook Assistance Scheme/Student Travel Subsidy Scheme/Subsidy Scheme for Internet Access Charges) in the academic year prior to the submission of this application; or

(d) For families not covered by (a) - (c) above, their income is subject to a limit of not more than 55% of the Median Monthly Domestic Household Income (MMDHI) (no asset test). Please refer to the table below for the relevant income limit:

No. of Household Members	**Monthly Household Income Limit ($)** (Set based on 55% of MMDHI (Q1 2026) in the Quarterly Report on General Household Survey published by the Census and Statistics Department)
1	5,900
2	12,600
3	21,800
4	29,700
5 or more	36,800

(July 2026)

For the purposes of the Scheme for the 2026/27 School Year, “family” generally refers to the beneficiary student and his/her core family members living under the same roof in Hong Kong, including (i) parents/legal guardians, (ii) dependent siblings [i.e. persons aged under 18; persons aged 18 to 25 and receiving full-time education; disabled adult siblings receiving disability allowances; or CSSA recipients who are 100% disabled or require constant attendance] and (iii) grandparents (with or without income). In the calculation of income, only income of the core family members living under the same roof in Hong Kong should be counted. The monthly household income refers to the income for the month or the average monthly income for 3 months prior to the submission of the application, whichever is lower (Income not paid on a monthly basis (e.g. double pay, bonuses, contract gratuities, etc.) should be apportioned for the period concerned). For details, please refer to the Guide on Reporting Income (**Annex**).

Community Care Fund
"School-based After School Care Service Scheme" (the Scheme)
for the 2026/27 School Year
Guide on Reporting Income

I. Income reportable period/month:

The monthly household income refers to the income of the beneficiary student ("the student") and his/her core family member(s) residing with him/her in Hong Kong for the month or the average monthly income for 3 months prior to the month of submission of the application, whichever is lower. For example, if an applicant submits his/her application in August 2026, the actual income received by the student and his/her core family member(s) residing with him/her in Hong Kong from May 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 to 31 July 2026 or July 2026	1 June to 31 August 2026 or August 2026	1 July 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 period concerned. Reportable income, however, **excludes** the employees' mandatory contributions to the Mandatory Provident Fund (MPF) scheme (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 prior to the submission of the application, or the average income for the 3 months prior to the submission of the 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 within the month prior to the submission of the application or that within 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 above period is not counted.

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

IV. Example of income calculation

A student lives with his/her mother, father and grandfather, forming a 4-person household. Assuming the student **<u>submits the application form on 31 August 2026</u>**, the income **<u>reportable period should be May to July 2026 or July 2026 (whichever period with the lower income)</u>**. The table below sets out the household income of the student during the period concerned, and how his/her parents/guardians should report their income in Part 4 "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>Student</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="3">Mother</td><td colspan="3">· Currently attending a retraining programme</td></tr>
<tr><td>· Rental income: HK$6,000</td><td>· Rental income: HK$6,000</td><td>· Rental income: HK$6,000</td></tr>
<tr><td colspan="3">(i) Average monthly income for the 3 months prior to the submission of application = HK$6,000
(ii) Income for July 2026 = HK$6,000</td></tr>
<tr><td rowspan="2">Father</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>· Full-time salary: 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="2">Grandfather</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 offpsring/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 student and his/her core family members residing with him/her for the 3 months prior to the submission of the application:

= average monthly income of the student ($0) + average monthly income of the mother ($6,000) + average monthly income of the father ($5,733) + average monthly income of the grandfather ($1,300)

= **<u>HK$13,033</u>**

Income of the student and his/her core family members residing with him/her for July 2026:

= income of the student ($0) + income of the mother ($6,000) + income of the father ($0) + income of the grandfather ($2,000)

= **<u>HK$8,000</u>**

V. Reporting monthly household income:

As the income of the student and his/her core family members residing with him/her for the month prior to the submission of the application (July 2026) is lower than the average income for the 3 months prior to the submission of the application (May to July 2026), the parents/guardians of the student should report his/her income for the month prior to the submission of the application (July 2026) in the application form.

<u>Attention</u>: ASPs/ SWD will conduct random checks to verify the beneficiary student's eligibility for receiving service free of charge, and reserve the right to disqualify the student and/or request his/her parents/guardians to pay the fixed standard fees for the Scheme for the 2026/27 School Year for the period during which the student received the service. Any deliberate provision of false information or omission of information in order to obtain the subsidised service under the Scheme for the 2026/27 School Year by deception is a criminal offence. In addition to rendering the beneficiary student ineligible for the subsidised service under the Scheme for the 2026/27 School Year, his/her parents/guardians may be liable to prosecution and, on conviction, imprisonment for a maximum of 14 years under the Theft Ordinance (Cap. 210).