



在職家庭及學生資助事務處  
Working Family and Student  
Financial Assistance Agency

# Working Family Allowance

April  
2018  
version



## Encouraging self-reliance and easing inter-generational poverty

24-hour hotline  
2558 3000

Or visit website  
[wfa.gov.hk](http://wfa.gov.hk)

Working Family and Student Financial  
Assistance Agency

9/F, 181 Hoi Bun Road, Kwun Tong, Kowloon

Starting from 1 April 2018, the Working Family Allowance Scheme accepts applications from singleton households. One more tier each of income limit and working hour-linked allowance are added. Working hours of members can be aggregated and the allowance rates are raised.

## Key Features



Application for the Working Family Allowance (WFA) Scheme is on a household basis (including singleton households). Under the WFA Scheme, a household meeting the working hour requirements, income and asset limits may apply for a Basic Allowance, Medium Allowance or Higher Allowance. Each eligible child may also be eligible for a Child Allowance. Depending on the household income, the allowances may be granted at full rate,  $\frac{3}{4}$  rate or half rate.

The claim period of an application covers **the past six calendar months**. The allowance is calculated on a monthly basis - the applicant is granted the allowance for each month in which the eligibility criteria are met.



The applicant may report the working hours of more than one job in an application. The Scheme also allows all household members to aggregate their working hours.

Non-single-parent household with aggregated monthly working hours not less than **144 hours** may apply for Basic Allowance; if the aggregated monthly working hours are not less than **168 hours**, the household may apply for Medium Allowance; and if the aggregated monthly working hours are **192 hours or more**, the household may apply for Higher Allowance.





Single-parent household with aggregated monthly working hours not less than **36 hours** may apply for Basic Allowance; if the aggregated monthly working hours are not less than **54 hours**, the household may apply for Medium Allowance; and if the aggregated monthly working hours are **72 hours or more**, the household may apply for Higher Allowance. For single-parent applications, an applicant who is a working, single parent has to live with at least one child aged below 15.

Each eligible child in single-parent households and non-single-parent households may also receive Child Allowance under WFA. Eligible children must be aged below 15, or aged between 15 and 21 receiving full-time education (but not post-secondary education).



Total Monthly Working Hours (Hours)	Monthly Allowance for Each Household	Monthly Child Allowance for Each Child
144 to less than 168 (non-single-parent households)	Full-rate Basic Allowance: \$800	Full-rate Child Allowance: \$1,000
36 to less than 54 (single-parent households)	3/4-rate Basic Allowance: \$600	
	Half-rate Basic Allowance: \$400	
168 to less than 192 (non-single-parent households)	Full-rate Medium Allowance: \$1,000	3/4-rate Child Allowance: \$750
54 to less than 72 (single-parent households)	3/4-rate Medium Allowance: \$750	
	Half-rate Medium Allowance: \$500	Half-rate Child Allowance: \$500
192 or more (non-single-parent households)	Full-rate Higher Allowance: \$1,200	
72 or more (single-parent households)	3/4-rate Higher Allowance: \$900	
	Half-rate Higher Allowance: \$600	



An applicant may use the **WFA calculator** on [wfa.gov.hk](http://wfa.gov.hk) for a preliminary assessment of the eligibility for WFA and the amount of the allowance.

## Income and Asset Limits Applicable to Claim Months from April 2018 to March 2019<sup>1&2</sup> :

Number of Household Members	Monthly Household Income Upper Limits for Full-rate Allowances <sup>3</sup>	Monthly Household Income Upper Limits for 3/4-rate Allowances <sup>4</sup>	Monthly Household Income Upper Limits for Half-rate Allowances <sup>5</sup>	Household Asset Limits for Various Allowances
1 person	\$9,000	\$10,800	\$12,600	\$249,000
2 persons	\$13,700	\$16,400	\$19,200	\$338,000
3 persons	\$16,100	\$19,300	\$22,500	\$440,000
4 persons	\$20,100	\$24,100	\$28,100	\$514,000
5 persons	\$21,100	\$25,300	\$29,500	\$571,000
6 persons	\$23,100	\$27,800	\$32,400	\$618,000

Information on the income and asset limits for households with more than 6 persons is available at [wfa.gov.hk](http://wfa.gov.hk).

Notes: <sup>1</sup> For the avoidance of doubt, the income and asset limits as set out in the above table are also applicable to WFA applications submitted in April 2018 (which cover the claim months from October 2017 to March 2018) and are also applicable to WFA applications submitted after April 2018 (in relation to those claim months before April 2018).

Applications submitted before April 2018 are processed according to the income and asset limits applicable to the claim months from April 2017 to March 2018. The relevant limits are available at [wfa.gov.hk](http://wfa.gov.hk).

<sup>2</sup> The income and asset limits are adjusted on 1 April every year.

<sup>3</sup> Monthly Household Income Upper Limits for Full-rate Allowances are set at 50% of the Median Monthly Domestic Household Income of economically active households.

<sup>4</sup> Monthly Household Income Upper Limits for ¾-rate Allowances are set at a level exceeding 50% but not higher than 60% of the Median Monthly Domestic Household Income of economically active households.

<sup>5</sup> Monthly Household Income Upper Limits for Half-rate Allowances are set at a level exceeding 60% but not higher than 70% of the Median Monthly Domestic Household Income of economically active households.

## Points to Note for Applicants



### Working hours include:

- hours of paid work performed by the applicant and other working members of the household whose working hours are aggregated for the WFA application (employed or self-employed)
- hours derived from paid holidays and absence such as sick leave and maternity leave



### Household income includes:

- wages (excluding employees' mandatory contribution to Mandatory Provident Fund Schemes), fees received for services rendered, profits from business, rental income, etc.
- the following assistance provided by the Government:
  - ✓ allowances received by household members from the individual-based Work Incentive Transport Subsidy (WITS)
  - ✓ allowances received under the Pilot Scheme on Living Allowance for Carers of Elderly Persons from Low-income Families
  - ✓ allowances received under the Pilot Scheme on Living Allowance for Low-income Carers of Persons with Disabilities

*[Note: Starting from 1 April 2018, the Old Age Living Allowance is not taken into account under the income test.]*



### Household assets include:

land, landed properties (excluding self-occupied properties), vehicles/vessels, taxi/public light bus licences, investments, shares/business undertakings, bank deposits/cash, etc.

### Other matters:

- The following cannot be received concurrently with WFA in the same month:
  - ✗ Comprehensive Social Security Assistance (CSSA)
  - ✗ Individual-based WITS (applicable to the WFA-applicant and other household members whose working hours have been aggregated to apply for WFA)

*[Notes: 1. Household members whose working hours have not been aggregated to apply for WFA may apply for individual-based WITS.*

*2. Household-based WITS is abolished on 1 April 2018. If a household applying for WFA has received household-based WITS for individual claim months before April 2018, the household cannot receive WFA concurrently for the relevant months.]*

- Each member in an eligible household must be living in Hong Kong. A household generally refers to a unit with persons having close economic ties and living on the same premises.

## Application Arrangement

- The claim period is the past six calendar months. An eligible household has to submit an application for every six-calendar-month claim period, and the claim periods cannot overlap.

## Application Procedure

### Distribution Points of Application Documents

Application documents are available on [wfa.gov.hk](http://wfa.gov.hk) or at the following locations:

- Working Family Allowance Office (WFAO) of the Working Family and Student Financial Assistance Agency (WFSFAA)
- Student Finance Office of the WFSFAA
- Work Incentive Transport Subsidy (WITS) Division, Job Centres and Industry-based Recruitment Centres of the Labour Department
- District Social Welfare Offices, Social Security Field Units and Integrated Family Service Centres of the Social Welfare Department
- Home Affairs Enquiry Centres of the Home Affairs Department

## Submission of Applications

An applicant may submit a completed application form together with documentary proof of working hours, household income and assets, etc. in a specially-designed envelope:



**By post** to: PO Box No. 62600 Kwun Tong Post Office

(Working Family Allowance Office of the Working Family  
and Student Financial Assistance Agency)



**By using the Drop-in Boxes** at the following locations:

- WFAO of WFSFAA
- Student Finance Office of WFSFAA
- WITS Division of the Labour Department
- District Social Welfare Offices of the Social Welfare Department

## Notification of Applications

Upon receipt of applications, the WFAO will send an **acknowledgement receipt** to applicants by SMS or mail.

Applicants will be notified of the **application results** after the applications have been processed.

## **Examples of Documentary Proof**

### **Working Hours**

- Attendance records
- Employment contracts
- Employer's certificates of working hours

### **Household Income**

- Pay slips
- Salary receipts
- Employment contracts
- Bank statements or passbooks
- Employer's certificates of income

### **Household Assets**

- Bank statements or passbooks
- Investment statements
- Vehicle registration documents
- Vessel registration documents

