



**STUDENT FINANCE OFFICE**  
**WORKING FAMILY AND STUDENT FINANCIAL ASSISTANCE AGENCY**  
 'Social Needs' Assessment Form for Kindergarten and Child Care Centre Fee Remission Scheme (2024/25)

**IMPORTANT NOTES**

1. Only applicable to **whole-day** fee remission application from children aged between 0 and 3 attending child care centre / kindergarten-cum-child care centre registered with the Social Welfare Department (SWD).
2. Please read the "Criteria for Assessing Social Needs" at overleaf carefully before completing this form. Applicants with children receiving whole-day child care services must pass the AFI means test and the 'social needs' test within the same assessment period in order to qualify themselves for the fee remission.
3. In addition to completion of the household application form for student financial schemes, applicants concerned should also complete this 'Social Needs' Assessment Form for Kindergarten and Child Care Centre Fee Remission Scheme (KCFRS) and return the completed forms together with the supporting documents to the Student Finance Office (SFO) for processing.

**PART I Particulars of student-applicant**

# Please delete as appropriate

Name of Present School \_\_\_\_\_

Name of Student-applicant \_\_\_\_\_ H.K. Birth Certificate No./  
 Travel Document No.# \_\_\_\_\_

**PART II Information on 'Social Needs' Assessment**

The applicant must circle **1** or **2**. If item **2** is chosen, please also circle the appropriate box under item 2 and submit the relevant supporting documents.

- 1** The student-applicant's sibling has submitted the 'Social Needs' Assessment Form (SFO 235A) for the 2024/25 school year and the relevant documents. (Please proceed to Part III 'Declaration' directly)
- 2** The student-applicant's family has the following 'Social Needs' in the 2024/25 school year – (Please **circle** the appropriate box(es) and submit the relevant supporting documents)

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- A. Category (1) :
- a Student-applicants who cannot receive proper care at home as a result of both parents being in employment, with one parent working full-time (i.e. for at least 120 hours per month) and the other working 104 hours or more per month.
- B. Category (2) : Student-applicants whose parents are chronically ill, disabled, or under long-term hospital care :
- a Student-applicants with a parent in hospital who is likely to require long-term hospitalization, or long period of convalescence after discharge;
- b Student-applicants with a parent suffering from ill health, such as carcinoma, kidney disease, tuberculosis, venous cardiac disease, etc;
- c Student-applicants with a parent who is physically, or mentally handicapped or mentally ill.
- C. Category (3) : Student-applicants of single-parent families or student-applicants from broken families :
- a Student-applicants whose parents are widowed, divorced, separated or deserted;
- b Student-applicants of unmarried parents, i.e. born out of wedlock, not under the care of both parents;
- c Orphans/semi-orphans under the care of relatives.
- D. Category (4) : Student-applicants themselves having a need for full-day care :
- a Moderately mentally handicapped student-applicants and those having a slight physical handicap admitted under the Integrated Programme (cases usually referred by medical staff);
- b Student-applicants being members of twins and triplets etc;
- c Student-applicants who are victims of child abuse;
- d Student-applicants with a parent who is a drug abuser, or alcoholic or is aged, and is considered as being unable to exercise proper care of the student-applicants;
- e Student-applicants with a parent or guardian who is in prison or has to be absent from home for long periods with valid reason.
- E. Category (5) : Student-applicants considered to be in need of whole-day care because of special conditions of other family members:
- a Student-applicants with parents who have to take care of a family member who is physically or mentally handicapped, chronically ill, senile, aged (over 70), or incapable of self-care. The name of the family member who has to be taken care of is \_\_\_\_\_ and the relationship with the applicant is \_\_\_\_\_.
- F. Category (6) : Student-applicants from large families :
- a Student-applicants with two or more siblings (at least two children aged below 6 must receive care at home) ;
- b Student-applicants from families with four or more children aged below 12 (at least three children must receive care at home).
- G. Category (7) : Other cases recommended by social workers :
- a Any student-applicant referred and recommended for whole-day class by social workers.

**PART III Declaration** : I declare that the above information is true and complete.

Name of Applicant \_\_\_\_\_ Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

For Office Use

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## Criteria for Assessing Social Needs

Social Needs Criteria	Examples of documentary evidence
<p><b>Category(1): Student-applicants whose parents are working couples :</b></p> <p>a. Within the entire assessment period from 1 April 2023 to 31 March 2024, student-applicants cannot receive proper care at home as a result of both parents being in employment, with one parent working full-time (i.e. for at least 120 hours in each month) and the other working 104 hours or more in each month.</p>	<ul style="list-style-type: none"> <li>➤ Employer's certification of the hours of work of the employee / Employer's certification of the employee as a "Full-time" staff</li> <li>➤ Self-declaration (only applicable for casual workers who cannot produce any employer's certification)</li> </ul> <p>Note: The period of employment should normally cover the entire assessment period from 1 April 2023 to 31 March 2024. However, the SFO will also consider cases whereby the parents of the student-applicants can only meet the 120/104 hours criteria for a period after the normal assessment period up to the time of application for KCFRS (at least one month or more prior to applications) and can provide proof, such as appointment letters and/or employment certifications with salaries and working hours, to support such claims. Based on the changes of the employment status of the applicant/applicant's spouse, the SFO will consider assessing the applicant family's 'Adjusted Family Income' and 'Social Needs' according to the applicant's latest projected annual family income and situation. (The SFO will adopt the same assessment period in conducting overall assessment of the applicant's AFI and social needs, having regard to his/her family's latest circumstances.)</p>
<p><b>Category(2): Student-applicants whose parents are chronically ill, disabled, or under long-term hospital care :</b></p> <p>a. Student-applicants with a parent in hospital who is likely to require long-term hospitalization, or long period of convalescence after discharge;</p> <p>b. Student-applicants with a parent suffering from ill health, such as carcinoma, kidney disease, tuberculosis, venous cardiac disease, etc;</p> <p>c. Student-applicants with a parent who is physically or mentally handicapped or mentally ill.</p>	<ul style="list-style-type: none"> <li>➤ Medical certification issued by hospital or medical practitioner.</li> </ul>
<p><b>Category(3): Student-applicants of single-parent families or student-applicants from broken families :</b></p> <p>a. Student-applicants whose parents are widowed, divorced, separated or deserted;</p> <p>b. Student-applicants of unmarried parents, i.e. born out of wedlock, not under the care of both parents;</p> <p>c. Orphans/semi-orphans under the care of relatives.</p>	<ul style="list-style-type: none"> <li>➤ Death Certificate, Certificate of Cremation</li> <li>➤ Documentary Proof for Divorce/Separation</li> <li>➤ Birth Certificates and Self-declaration from unmarried parents.</li> <li>➤ Death Certificates and Self-declaration from relatives.</li> </ul>
<p><b>Category(4): Student-applicants themselves having a need for whole-day care :</b></p> <p>a. Moderately mentally handicapped student-applicants and those who are slightly physically handicapped and are admitted under the Integrated Programme (cases usually referred by medical staff);</p> <p>b. Student-applicants who are members of twins and triplets etc;</p> <p>c. Student-applicants who are victims of child abuse;</p> <p>d. Student-applicants with a parent who is a drug abuser, or alcoholic or is aged, and is considered as being unable to exercise proper care of the student-applicants;</p> <p>e. Student-applicants with a parent or guardian in prison or absent from home for other valid reason for long periods.</p>	<ul style="list-style-type: none"> <li>➤ Medical certification issued by hospital or medical practitioner.</li> <li>➤ Birth Certificates</li> <li>➤ Social Worker's recommendation*</li> <li>➤ Social Worker's recommendation*</li> <li>➤ Self-declaration and the relevant supporting documents</li> <li>➤ Copies of Two-way Exit Permit</li> <li>➤ Social Worker's recommendation*</li> </ul>
<p><b>Category(5): Student-applicants considered to be in need of whole-day care because of special conditions of other family members :</b></p> <p>a. Student-applicants with parents who have to take care of a family member who is physically or mentally handicapped, chronically ill, senile, aged (over 70), or incapable of self-care.</p>	<ul style="list-style-type: none"> <li>➤ The H.K. ID card(s) of the relevant family member(s)</li> <li>➤ Medical certification issued by hospital or medical practitioner</li> <li>➤ Documentary proofs for physically/mentally handicapped</li> </ul>
<p><b>Category(6): Student-applicants from large families :</b></p> <p>a. Student-applicants with two or more siblings (at least two children aged below 6 must receive care at home);</p> <p>b. Student-applicants from families with four or more children aged below 12 (at least three children must receive care at home).</p>	<ul style="list-style-type: none"> <li>➤ Birth Certificates</li> <li>➤ Birth Certificates</li> </ul>
<p><b>Category(7): Other cases recommended by social workers :</b></p> <p>a. Any student-applicant referred and recommended by social workers.</p>	<ul style="list-style-type: none"> <li>➤ Social Worker's recommendation*</li> </ul>

\*In the circumstance where social worker's recommendation is required, the applicant may seek assistance from his or her social worker / his or her family's social worker (for example, social workers of integrated family service centres, integrated children & youth service centres, medical social service units, school social work services and district elderly community centres). If the applicant is not receiving service from any social worker, he/she may wish to, where appropriate, make enquiries to and seek assistance from the social workers of the subvented non-government organization operating the kindergarten/child care centre. Where the kindergarten/child care centre is not operated by a subvented non-government organization or the operator does not have social workers, the applicant may approach any of the integrated family service centres in the neighbourhood of his/her residence for assistance. Telephone numbers and addresses of integrated family service centres are available at the website of the SWD ([www.swd.gov.hk](http://www.swd.gov.hk)).