Working Family Allowance

Encouraging self-reliance
Easing inter-generational poverty

24-hour hotline
2558 3000

Website
wfa.gov.hk

Working Family Allowance Office
Working Family and Student Financial Assistance Agency
9/F, 181 Hoi Bun Road, Kwun Tong, Kowloon
Key Features

Application for Working Family Allowance (WFA) 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, ¾ rate or half rate.

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

The working hours of all household members can be aggregated. The applicant and his/her household members may report the working hours of more than one job within the same month.

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.
An applicant may use the WFA calculator on wfa.gov.hk for a preliminary assessment of the eligibility for WFA and the amount of the 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 the WFA Scheme. Eligible children must be aged below 15, or aged between 15 and 21 receiving full-time education (but not post-secondary education).

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

An applicant may use the WFA calculator on 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:

<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 person</td>
<td>$9,000</td>
<td>$10,800</td>
<td>$12,600</td>
<td>$249,000</td>
</tr>
<tr>
<td>2 persons</td>
<td>$13,700</td>
<td>$16,400</td>
<td>$19,200</td>
<td>$338,000</td>
</tr>
<tr>
<td>3 persons</td>
<td>$16,100</td>
<td>$19,300</td>
<td>$22,500</td>
<td>$440,000</td>
</tr>
<tr>
<td>4 persons</td>
<td>$20,100</td>
<td>$24,100</td>
<td>$28,100</td>
<td>$514,000</td>
</tr>
<tr>
<td>5 persons</td>
<td>$21,100</td>
<td>$25,300</td>
<td>$29,500</td>
<td>$571,000</td>
</tr>
<tr>
<td>6 persons</td>
<td>$23,100</td>
<td>$27,800</td>
<td>$32,400</td>
<td>$618,000</td>
</tr>
</tbody>
</table>

Income and Asset Limits Applicable to Claim Months from April 2019 to March 2020:

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 person</td>
<td>$9,600</td>
<td>$11,500</td>
<td>$13,400</td>
<td>$257,000</td>
</tr>
<tr>
<td>2 persons</td>
<td>$14,500</td>
<td>$17,400</td>
<td>$20,300</td>
<td>$348,000</td>
</tr>
<tr>
<td>3 persons</td>
<td>$17,500</td>
<td>$21,000</td>
<td>$24,500</td>
<td>$454,000</td>
</tr>
<tr>
<td>4 persons</td>
<td>$21,600</td>
<td>$25,900</td>
<td>$30,300</td>
<td>$530,000</td>
</tr>
<tr>
<td>5 persons</td>
<td>$22,400</td>
<td>$26,900</td>
<td>$31,400</td>
<td>$589,000</td>
</tr>
<tr>
<td>6 persons</td>
<td>$23,300</td>
<td>$27,900</td>
<td>$32,600</td>
<td>$637,000</td>
</tr>
</tbody>
</table>

Information on the income and asset limits for households with more than 6 persons is available on wfa.gov.hk.

Notes:
1. The income and asset limits are adjusted on 1 April every year.
2. Monthly Household Income Upper Limits for Full-rate Allowances are set at 50% of the Median Monthly Domestic Household Income of economically active households.
3. 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.
4. 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 (deducting 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

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

- 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.

- Starting from 1 April 2019, WFA is excluded from the calculation of public rental housing applicants’ income.

Application Arrangement

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

- If a household member of a WFA application plans to submit the individual-based WITS application in the same month, please submit the two application forms together to facilitate processing of the applications in one go by the Working Family Allowance Office (WFAO).

Application Procedure

Distribution Points of Application Documents

Application documents are available on wfa.gov.hk or at the following locations:

- WFAO of the Working Family and Student Financial Assistance Agency (WFSFAA)
- Student Finance Office of the WFSFAA
- 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 the WFSFAA
• Student Finance Office of the WFSFAA
• Job Centres 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
- Employment contracts
- Attendance records
- 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
- Insurance policy statements
- Investment statements
- Vehicle or vessel registration documents