

Apply for

WORKING FAMILY ALLOWANCE

and get

Extra Money

on top of your paycheck



Website
wfa.gov.hk



E-submission
wfa.gov.hk/esub

24-hour hotline
2558 3000

Working Family Allowance Office

Working Family and Student Financial Assistance Agency

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

(October 2023 version)

KEY FEATURES

Application for Working Family Allowance (WFA) is made on a **household basis** (1-person households may also apply).

Application is subject to **income and asset tests**.

Households must meet the **Working Hour requirements** (a minimum of 144 hours per month for non-single-parent households and 36 hours per month for single-parent households¹).

Working hours of all household members are aggregated. The applicant and his/her household members may report the working hours of more than one job within the same month².

Each eligible child, who is aged below 15 or aged between 15 and 21 receiving full-time non-post-secondary education, will be granted with **Child Allowance**.

Apply once every **six-month** period.

The allowance is calculated on a calendar-month basis based on the household's income and aggregated working hours of the month.

Comprehensive Social Security Assistance (CSSA) cannot be received concurrently with WFA in the same month.

¹ *Single-parent households refer to households in which a working single-parent applicant (including a guardian) lives with at least one child aged below 15.*

² *Where the total reported working hours already reach the highest threshold, the applicant may choose not to report the working hours of other job(s), but is still required to report all the income derived from different jobs for the purpose of the income test.*



ELIGIBILITY CRITERIA

Working Hour Requirements

Depending on the number of aggregated working hours of the household, the eligible household is granted with Basic Allowance, Medium Allowance or Higher Allowance.

Type of Allowance	Monthly Working Hour Requirements
Basic Allowance	non-single-parent households : 144 to less than 168 single-parent households : 36 to less than 54
Medium Allowance	non-single-parent households : 168 to less than 192 single-parent households : 54 to less than 72
Higher Allowance	non-single-parent households : 192 or more single-parent households : 72 or more

Asset Limits of Households

The total asset of the household must not exceed the Asset Limit, which varies with the size of household.

Number of household members	Asset Limits (Claim months from April 2022 to March 2023)	Asset Limits (Claim months from April 2023 to March 2024)
1 person	\$273,000	\$278,000
2 persons	\$369,000	\$376,000
3 persons	\$481,000	\$490,000
4 persons	\$562,000	\$573,000
5 persons	\$624,000	\$636,000
6 persons	\$675,000	\$688,000

Asset limits for households with more than 6 persons are available on wfa.gov.hk.

ELIGIBILITY CRITERIA ^(CONT'D)

Income Limits of Households

The total income of the household must not exceed the Income Limit, which varies with the size of household.

Depending on the household's income, the Allowance is granted at full rate, 3/4 rate or half rate.

Number of Household Members	Monthly Household Income Limits (Claim months from April 2022 to March 2023)		
	Full-rate Allowances	3/4-rate Allowances	Half-rate Allowances
1 person	\$10,100	\$12,100	\$14,100
2 persons	\$14,700	\$17,600	\$20,500
3 persons	\$17,900	\$21,500	\$25,100
4 persons	\$22,400	\$26,900	\$31,400
5 persons	\$23,200	\$27,800	\$32,500
6 persons	\$24,300	\$29,100	\$34,000

Number of Household Members	Monthly Household Income Limits (Claim months from April 2023 to March 2024)		
	Full-rate Allowances	3/4-rate Allowances	Half-rate Allowances
1 person	\$10,600	\$12,700	\$14,800
2 persons	\$15,000	\$18,000	\$21,000
3 persons	\$18,600	\$22,300	\$26,000
4 persons	\$23,200	\$27,800	\$32,500
5 persons	\$23,500	\$28,200	\$32,900
6 persons	\$24,900	\$29,800	\$34,800

Income limits for households with more than 6 persons are available on wfa.gov.hk.

AMOUNT OF ALLOWANCE

	Full-rate Allowances	3/4-rate Allowances	Half-rate Allowances
Monthly Allowance for Each Household			
Basic Allowance	\$1,000	\$750	\$500
Medium Allowance	\$1,200	\$900	\$600
Higher Allowance	\$1,400	\$1,050	\$700
Monthly Child Allowance for Each Eligible Child			
Child Allowance	\$1,400	\$1,050	\$700

Examples

Household A

Four persons including two eligible children
 Aggregated working hours per month: 192 hours
 Total monthly Income: \$21,000
 Total Allowance for the household per 6-month period:
 $[\$1,400 \text{ (Each household)} + \$1,400 \text{ (Each child)} \times 2] \times 6 = \$25,200$

Household B

One person
 Aggregated working hours per month: 180 hours
 Total monthly Income: \$13,000
 Total Allowance for the household per 6-month period:
 $\$600 \text{ (Each household)} \times 6 = \$3,600$

Household C (a single-parent household)

Four persons including three eligible children
 Aggregated working hours per month: 80 hours
 Total monthly Income: \$20,000
 Total Allowance for the household per 6-month period:
 $[\$1,400 \text{ (Each household)} + \$1,400 \text{ (Each child)} \times 3] \times 6 = \$33,600$



Applicants may use the WFA calculator on wfa.gov.hk for a preliminary assessment on the eligibility for WFA and the amount of the allowance.

POINTS TO NOTE



Working hours include hours of paid work (including paid holidays and absence) performed by the applicant and other working members of the household (employed or self-employed).



Income includes wages (deducting employees' mandatory contribution to Mandatory Provident Fund Schemes), fees received for services rendered, profits from business, rental income, alimony received, monthly pension, contributions from relatives or friends not living on the same premises, etc. within and outside Hong Kong.



Assets include land, landed properties (excluding self-occupied properties), vehicles/vessels, taxi/public light bus licences, investments, shares/business undertakings, bank deposits/cash, cash value of insurance policies, stocks, betting account balance, non-self-occupied properties, parking spaces, loans that have not yet been recovered, gold bars, gold coins etc. within and outside Hong Kong.



A household generally refers to a unit with persons having close economic ties and living on the same premises (in Hong Kong). Members must be Hong Kong residents. Normally, husband and wife are taken as members of the same household under the WFA Scheme irrespective of whether they live on the same premises.

Each application covers a claim period of 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.

MAKING AN APPLICATION

Apply online

wfa.gov.hk/esub 🔍



- Save money on postage and photocopying
- Submitting supporting documents is easy
- You can check application progress and update your information anytime and anywhere



By post

PO Box No. 62600 Kwun Tong Post Office

(Working Family Allowance Office (WFAO)

of the Working Family and Student Financial Assistance Agency (WFSFAA))



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



Application documents are available at:

- *WFA's website (www.wfsfaa.gov.hk/en/wfao/wfas/forms.php)*
- *WFAO of the WFSFAA*
- *Student Finance Office of the WFSFAA*
- *Job Centres & 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*

Notification of Applications

Upon receipt of the application, the WFAO will send an acknowledgement of receipt to the applicant by SMS or mail within ten days.

Applicants will be notified of the application results in writing after completion of the application vetting.

EXAMPLES OF DOCUMENTARY PROOF



Working Hours

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

For casual workers or self-employed persons providing services who have practical difficulty in providing documentary proof of working hours or income from work, they may fill in the statement (WFA007B) available on WFA's website for the WFAO's consideration.



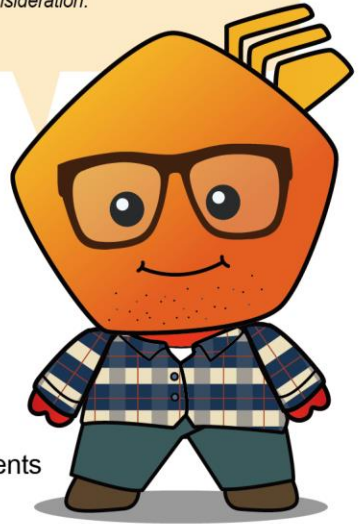
Household Income

- 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



Child Allowance

- Birth certificate
- Proof of adoption (for adopted children)
- Proof of attendance (for young members aged between 15 and 21 receiving full-time non-post-secondary education)



Single-parent Status

- Certificate of Absence of Marriage Record issued by the Immigration Department
- Documentary proof relating to divorce or separation
- Marriage Certificate and spouse's Death Certificate