

# Master the **key points** for WFA applications *in just* **3** minutes!

## 1. Check your claim months • Submit on time



- Can apply once every six months (e.g. Jan-Jun, Feb-Jul, Mar-Aug)
- For example, applications covering the period January to June must be submitted within the next month, i.e. from 1 July to 31 July

## 2. Know the definition of “household” • Report elderly and all members



- A household generally refers to all persons living on the same premises (including elderly persons and new household member(s))

## 3. Meet the monthly working hour requirements • Work more, get more



- A minimum of 144 working hours per month for non-single-parent households
- A minimum of 36 working hours per month for single-parent households
- After meeting the minimum, the longer the working hours, the higher the allowance

## 4. Pay attention to commonly omitted income and asset items



### Commonly Omitted Income

- Contributions from relatives or friends not residing together (e.g. contributions from children not residing together, expenses paid for by relatives or friends)
- Part-time income of household members (including children living on the same premises)
- Voluntary contributions to Mandatory Provident Fund (MPF)/ provident funds

### Commonly Omitted Assets

- Accrued benefits that can be withdrawn from MPF (upon reaching age 65 in general) / provident funds
- Cash value of insurance policies
- Betting account balance
- Virtual bank accounts balance
- All assets within and outside Hong Kong (e.g. bank accounts, properties)



## 5. No concurrent receipt of Comprehensive Social Security Assistance (CSSA) and WFA

- CSSA and WFA cannot be received concurrently in the same month

