

Legislative Council Subcommittee on Poverty

Low-income Working Family Allowance

Purpose

This paper briefs Members on the Government's proposals regarding the key parameters and implementation framework of the Low-income Working Family Allowance (LIFA), and the manpower and financial resources required for taking forward the LIFA Scheme.

Background and Basic Principles

2. The Government's poverty alleviation policy is to encourage self-reliance through employment, whilst putting in place a reasonable and sustainable social security and welfare system to help those who cannot provide for themselves. The 2012 poverty statistics indicate a need to relieve the financial burden of working poor families not receiving Comprehensive Social Security Assistance (CSSA), particularly those with children, to address inter-generational poverty. These families typically need to support children by a relatively smaller number of breadwinners.¹ On 15 January 2014, the Chief Executive announced in the 2014 Policy Address the introduction of LIFA. There are two considerations –

- (a) Despite the protection offered by the statutory minimum wage, many grassroots workers, as the sole breadwinners of families, still bear a heavy financial burden. Providing them with suitable assistance and encouraging them to remain employed will help keep them from falling into the CSSA net; and
- (b) Special attention must be paid to the children and youths of these families. Offering them appropriate support

¹ In 2012, an average non-CSSA working poor household had 1.1 working members and 0.9 children, whilst an average non-CSSA working household had 1.7 working members and 0.5 children.

promotes upward mobility and breaks the vicious cycle of inter-generational poverty.

3. LIFA's design is premised on the following three basic principles –

- (a) A basic allowance will be granted on a family basis and tied to employment and working hours to encourage self-reliance. More allowance will be granted to those who work more. Families with eligible children and young members will receive additional allowance;
- (b) To ensure that limited public resources will be used to help those households most in need, there will be an income test and an asset test for LIFA; and
- (c) The structure of LIFA would be as simple and easy to understand as possible, with appropriate safeguards against abuse to ensure prudent use of public resources.

4. Since the announcement of LIFA in January 2014, the public and major stakeholders have generally welcomed the proposal. Some have commented on individual features of the proposed LIFA. Paragraphs 5 to 15 below outline the latest proposal on LIFA's major parameters and implementation framework, which have taken into account comments received as appropriate.

Key Parameters

Eligibility Criteria

5. Eligible LIFA households must have two or more members, with at least one being a working member. LIFA would provide a Basic Allowance (\$600 per month) to each of the eligible households and a Child Allowance (\$800 per month) for each eligible child² in these households. This would be based on –

² An eligible child has to be aged below 15 or aged between 15 and 21 receiving full-time education (but not post-secondary education).

- (a) the household's passage of the asset test: LIFA's asset test will generally be set at the same level as that of public rental housing (PRH)³ and that it will be adjusted annually on 1 April following the adjustment of PRH's asset limit on the same day. While PRH applicants are not allowed to own domestic properties in Hong Kong⁴, LIFA will allow its beneficiary households to have properties but the value of which will be counted towards the asset of the households, with the exception of self-occupied properties;
- (b) the household's passage of the income test: LIFA will adopt a two-tiered income threshold. The first tier will be set at 50% of the Median Monthly Domestic Household Income⁵ (MMDHI). The second tier will be explained in paragraph 9 below. MMDHI figures are published on a quarterly basis. The actual income limits will be adjusted annually on 1 April each year based on the then available quarterly MMDHI level.⁶ This is to synchronise with the adjustment cycle of asset limit; and
- (c) the breadwinner of the household (acting as the LIFA applicant) meeting the working hour requirement of 144 hours per month.

6. Households with applicants reaching the higher working hour threshold per month, which is now proposed to be lowered from 208 hours to 192 hours, may be paid the higher Basic Allowance of \$1,000 per month. The Child Allowance of \$800 per child will not be affected by the working hour threshold being reached by the applicant.

³ The Hong Kong Housing Authority doubles the asset limit for PRH family applicants whose members are all elderly persons (aged 60 or above). No such doubling arrangement will apply to LIFA.

⁴ If sitting PRH tenants purchase domestic properties, the value of the properties will be counted towards their asset under the "Well-off Tenants Policies".

⁵ This excludes the income of foreign domestic helpers.

⁶ The first income limits for LIFA Scheme would depend on the actual launch date of the Scheme and other preparatory work.

7. If single-parents⁷ are the breadwinners (i.e. LIFA applicants) of their households, their two-tiered working hour threshold would be lowered to 36 (for receiving \$600 Basic Allowance) and 72 hours (for receiving \$1,000 Basic Allowance) per month. They would also receive the Child Allowance of \$800 per child, irrespective of which working hour threshold they meet.

8. The **paid** holidays/leave/absence from duty of a LIFA applicant (including single-parent applicant) will be allowed to count towards the working hour requirements for the purpose of LIFA's eligibility assessment.

9. Households (including households whose applicants are single-parents) meeting all the above qualifying criteria but with a household income exceeding 50% of MMDHI but not higher than 60% of MMDHI would be given a half Basic Allowance (\$300 or \$500 per month depending on the number of working hours reached by the applicant) and a half Child Allowance (\$400 per child per month).

10. New-arrivals might also be eligible to apply for LIFA and be counted in a LIFA household. LIFA would exclude Hong Kong non-permanent residents who have been admitted to Hong Kong to work, study or receive training⁸ and their dependants, as well as visitors. Each member within a LIFA-receiving household must be living in Hong Kong. Noting that there are occasions where a household member may need to be temporarily away from Hong Kong, we would allow each of the members within a LIFA-receiving household to be absent from Hong Kong for not more than 30 days within a LIFA claim period of six months. (Please refer to paragraph 14 on LIFA claim periods.) In addition, a LIFA household member's absence from Hong Kong as required by gainful employment during the claim period may be disregarded from the absence rule of 30 days.

⁷ For the purpose of deciding the eligibility for the lower working hour thresholds, single-parent refers to one having his/her youngest child living with him/her aged below 15.

⁸ Such as those admitted for employment as foreign domestic helpers, admitted for employment under the Supplementary Labour Scheme, admitted through the General Employment Policy, and the Admission Scheme for Mainland Talents and Professionals.

Interface with Other Government Assistance Schemes

11. LIFA households will not benefit from CSSA and household-based Work Incentive Transport Subsidy (WITS) at the same time. Nevertheless, all working members in a LIFA household (except for the LIFA applicants themselves) may apply for or continue to benefit from individual-based WITS if they are eligible. Their WITS payment will be counted towards the household income in LIFA's income test. All members within a LIFA-receiving household may apply for or continue to benefit from School Textbook Assistance, Student Travel Subsidy Schemes, Subsidy Scheme for Internet Access Charges, Disability Allowance and Old Age Allowance (OAA) and such allowance amounts would not be counted in LIFA's income assessment. Whilst LIFA household members may benefit from the Old Age Living Allowance (OALA) and the pilot Carer Allowance scheme at the same time, these cash allowances will largely be counted in LIFA's income test.^{9 10}

12. On the other hand, LIFA would not be counted as income under the major means-tested government financial assistance schemes. PRH, which is not a cash assistance scheme, will count LIFA as "income" in its income test. Should any means-tested government assistance schemes be reviewed in the future, the relevant government bureaux and departments might review their respective scheme's interface with LIFA.

Implementation Framework

13. The LIFA Scheme and certain benefits schemes administered by the Student Financial Assistance Agency (SFAA) would have some overlap in clientele. We will put the administration of LIFA under a new

⁹ For an elderly aged 70 or above receiving OALA and living in a LIFA household, LIFA would count the differential amount of OALA and OAA. If he/she is aged 65 or above but below 70, the whole OALA payment will be counted. A LIFA household member receiving carer allowance under the pilot Carer Allowance scheme will have his/her whole carer allowance counted in LIFA's income test.

¹⁰ The pilot Carer Allowance scheme is a programme under the Community Care Fund (CCF). If it is regularised in the future, we will review its interface arrangement with LIFA. On the other hand, members within a LIFA household may continue to receive cash allowance from other existing CCF programmes and such CCF allowances would not be counted in LIFA's income test.

Working Family Allowance Office (WFAO). It would be placed alongside the Student Finance Office (SFO) (renamed from SFAA) under one Agency – the Working Family and Student Financial Assistance Agency (WFSFAA). Head 173 under the Government Estimates will be renamed from SFAA to WFSFAA. We propose to have this new organisational structure in place starting 1 March 2015.¹¹

14. We have been working on the detailed design of the LIFA Scheme. We propose that payment of the allowance be made based on proof of eligibility for each calendar month over the previous six months (i.e. a claim period). Appropriate safeguards against abuse will be built in through random checks with office interview, home visit and/or authentication of application details with third parties concerned being conducted as necessary. In anticipation of the large number of applications to be received upon roll-out of the Scheme (please refer to paragraph 20 for the estimated number of beneficiaries), it would be necessary to stagger the intake of applications and disbursement of the allowance by phases to even out the workload in the initial stage. The first claim period for all applicants under all phases will, however, start from the same month.

15. Given the substantial amount of work involved in finalising the operational details, setting up the administration arrangements, and the leasing and fitting-out work of office premises and development and installation of IT system, we would require, barring unforeseeable circumstances, a lead time of 15 to 18 months after obtaining funding approval from the Legislative Council (LegCo) Finance Committee (FC), for the preparatory work before launching the LIFA Scheme¹². Subject to the necessary resource approval from FC in July 2014 (as set out in paragraph 23 below) for taking forward the Scheme, we would aim to start receiving applications in the fourth quarter of 2015. This is a highly compressed timetable. Any unforeseeable circumstances and

¹¹ Schedule 1 to the Ombudsman Ordinance (Cap. 397) specifies that SFAA is subject to the Ombudsman's investigation. The new organisational structure would necessitate amendment to Schedule 1 to Cap. 397.

¹² The aim is to complete the leasing and fitting-out work of office premises within ten months so that IT system installation, user acceptance test, system trial runs, security risk assessment and audit could start as early as possible, for completion in another four months. At least one month will have to be allowed after that for preparing the rollout of the Scheme.

delay in obtaining the necessary funding approval would adversely affect the implementation timetable. An overall policy review of the Scheme would be conducted one year after LIFA's implementation.

Need for Additional Manpower

16. To take forward the LIFA Scheme, we need both directorate and non-directorate staff. Regarding directorate posts, we propose to –

- (a) create a supernumerary Senior Principal Executive Officer (SPEO) (D2) post in the Labour and Welfare Bureau (LWB)¹³ upon FC's approval up to 31 March 2016 to head a Planning Team. This SPEO will be underpinned by 24 non-directorate civil service staff in the Executive Officer, Analyst/Programmer, clerical and secretarial grades and three non-civil service contract (NCSC) staff. The Planning Team will need to urgently plan and steer through all the preparatory work for administration of the Scheme, including working out the detailed operational designs of the Scheme, acquiring suitable office premises for setting up of the WFAO and developing an IT system for administration of the Scheme. To ensure smooth transition for launching the Scheme, 20 non-directorate civil service posts in the Team will be transferred to the WFAO under WFSFAA upon its establishment on 1 March 2015. The SPEO, the remaining four civil servants and the NCSC staff would stay in LWB up to 31 March 2016 to continue overseeing and steering the implementation of the Scheme at the bureau level. They will closely monitor progress and implementation of the LIFA Scheme, including the publicity and roll-out plan. The schedule of work of the Planning Team and the proposed job description of the SPEO post are at **Annexes A and B** respectively;

¹³ In order not to cause delay in kick-starting the planning and implementation of the LIFA Scheme, we created a supernumerary SPEO post in LWB under delegated authority on 28 February 2014 pending the formal creation of the post. It will lapse on 28 August 2014 or upon the approval of the FC for the creation of the supernumerary SPEO post up to 31 March 2016, whichever is the earlier.

- (b) create a permanent Principal Executive Officer (PEO) (D1) post from 1 October 2014 to head a Start-up Team. Up to 28 February 2015, this post will be created in LWB. The post-holder will be underpinned by 71 non-directorate civil service posts to be in place gradually from the fourth quarter of 2014 to attend to the intensive preparatory work required for the future WFAO to come into operation. He/she would closely monitor the office fitting-out work to ensure the WFAO could move in on schedule to allow installation of network infrastructure and IT system by phases and the commencement of recruitment exercises of NCSC staff as well as the set up the administration, personnel and accounting systems for the WFAO. The whole Team (including the PEO) will be transferred to the WFAO under WFSFAA on 1 March 2015. The PEO will head the WFAO. The schedule of work of the WFAO and the proposed job description of the PEO post are at **Annexes C and D** respectively; and
- (c) create a permanent Administrative Officer Staff Grade B (AOSGB) (D3) post with effect from 1 March 2015 to head the WFSFAA to oversee the administration of the LIFA Scheme and various student financial assistance schemes¹⁴. This Agency head will be the vote controller of the financial provisions for the WFAO and SFO. He/she will be responsible for evaluating, from the operational perspective, the effectiveness of the LIFA Scheme and making recommendations on any improvement measures after rolling out of the Scheme. The proposed job description of this AOSGB post is in **Annex E**. He/she will report to LWB on LIFA matters and to the Education Bureau on student financial assistance matters¹⁵.

17. We consider it necessary to pitch the heads of the WFSFAA, the Planning Team and the WFAO in the ranks of AOSGB, SPEO and PEO

¹⁴ The Agency head will be supported by five non-directorate civil service posts.

¹⁵ Except for the Continuing Education Fund which will continue to be overseen by LWB.

respectively for the following reasons –

- (a) The Head of WFSFAA: The work of the Agency head involves high-level strategic work cutting across the areas of education and welfare. Having regard to the job requirements, the level of responsibility and the challenge faced by the WFSFAA, it is necessary for the Agency to be headed by a senior directorate officer (an AOSGB) for providing the necessary steer and leadership;
- (b) The Head of the Planning Team: To take forward the LIFA Scheme and steer the detailed operational design as well as development of IT system until rolling out of the Scheme, the post-holder needs to have broad knowledge and wide experience in administration and operational matters, strong communication skills for liaising with other bureaux/departments to iron out interfacing issues and enlist support in fast tracking the setting up of the WFAO, as well as rich executive experience to be able to identify areas and likely issues of concern in a cash disbursement scheme. An SPEO is therefore required to head the Team; and
- (c) The Head of the WFAO: In view of the complexity and magnitude of the work involved in administering the LIFA Scheme given its means-tested nature, the multiple eligibility criteria and parameters and the interfacing arrangements with other financial assistance schemes, as well as in managing the WFAO with considerable size of over 500 staff for disbursement of substantial amount of allowance, steer and guidance from an experienced officer with wide executive and managerial experience at a senior level is required. It is necessary for the WFAO to be headed by a PEO.

18. The WFAO, in addition to the PEO mentioned in paragraph 16(b) above, will comprise a total of 531 non-directorate staff (including

372 civil servants¹⁶ and 159 time-limited NCSC staff) to administer the LIFA Scheme. They will carry out the full range of duties from receiving applications to disbursing payments. The 159 NCSC positions will last until the end of 2017-18 and the need for these positions would be reviewed. Once the WFAO is established on 1 March 2015, it will start to take over the operational work of the Planning Team in LWB, such as finalising the IT system development, setting up the disbursement arrangement with banks, arranging for printing and distribution of forms, etc. As a result, the establishment ceilings in the permanent establishment for non-directorate posts under Head 141 (LWB)¹⁷ and Head 173 (SFAA and the future WFSFAA) in 2014-15 will have to be increased.

19. With the proposed posts created, the organisation structure of LWB and the set-up of WFSFAA are set out at **Annexes F and G** respectively.

Number of Beneficiaries and Financial Implications

20. Based on the parameters of LIFA as set out in paragraphs 5 to 12 above, the total allowance amount to be paid under the LIFA Scheme is estimated to be \$3,126.5 million per year. We estimate that over 204 000 low-income households (involving over 710 000 persons, including over 180 000 eligible children)¹⁸ could benefit from the Scheme. The overall poverty rate is estimated to be reduced by 2.2 percentage points (i.e. from 15.2% to 13.0%), while the child poverty rate is estimated to be reduced by 4.6 percentage points (i.e. from 19.9% to 15.3%)¹⁹.

¹⁶ These civil servants include 20 non-directorate staff to be transferred from the Planning Team and 71 non-directorate staff of the Start-up Team. Among the altogether 372 non-directorate civil servants in WFAO, 369 would be permanent posts and three would be time-limited posts.

¹⁷ In addition to setting up a Planning Team as mentioned in paragraph 16(a) above, starting from Q4 2014, an Administrative Officer post in the Poverty Team in LWB would be upgraded to a Senior Administrative Officer for three years, to strengthen policy support on LIFA.

¹⁸ The estimated number of beneficiaries and allowance amount are made assuming that 80% of eligible households would pass the asset test and come forward to apply for LIFA. Such estimates have not taken into account the following factors: (a) different household composition and characteristics, such as the number of children in a household etc, which could affect a household's choice between LIFA and other government financial assistance schemes; and (b) LIFA may induce behavioural changes, such as changes in an applicant's monthly working hours, etc.

¹⁹ 15.2% and 19.9% are the 2012 poverty rates after taking into account tax and recurrent cash

21. As for the Scheme's operation, it is estimated to involve –
- (a) initial start-up costs of about \$81 million, including some \$40 million for development of an IT system²⁰ for administering the Scheme and setting up of office automation facilities for WFAO. The remaining \$41 million is needed to set up the Planning Team within the LWB, to engage some 80 time-limited NCSC staff for six months upon the Scheme's rollout to cope with the initial influx of applications, and to cover expenses for procurement of office furniture and equipment and publicity;
 - (b) annual recurrent expenditure of about \$184 million including \$118 million for creating new civil service posts in WFSFAA and \$66 million for accommodation, maintenance of IT system and facilities and other general operating expenditure; and
 - (c) about \$100 million for 159 time-limited NCSC positions in the WFSFAA to help operate the Scheme in the initial three years up to the end of 2017-18 (with annual cost at about \$33 million)²¹.

22. For 2014-15, to plan and prepare for the implementation of the LIFA Scheme, a supplementary provision of about \$71.5 million in total would be required for staff cost and other operating expenses (including office accommodation) under Head 141 and Head 173. A non-recurrent commitment of some \$40 million would also be needed for the development of IT system and office automation facilities.

transfers.

²⁰ An IT system will be set up for administration of the Scheme to facilitate case processing and guard against abuse. The system will make use of cloud technology to provide for scalability.

²¹ It is also estimated to require a total of \$5 million for three time-limited civil service posts (from Q2 2015 until Q2 2017) to support development of the IT system and for upgrading one civil service post (from Q4 2014 until Q4 2017) to strengthen the policy support for LIFA.

Next Steps

23. We plan to seek the LegCo Establishment Subcommittee's endorsement at its meeting on 11 June 2014 to create the necessary directorate posts and adjust the ceilings placed on the total notional annual mid-point salary value of all non-directorate posts in 2014-15 under Head 141 and Head 173. We will then seek LegCo FC's approval on 4 July 2014 on such manpower-related proposals, the \$71.5 million supplementary provision for 2014-15 to plan and prepare for the implementation of the LIFA Scheme, the non-recurrent commitment of some \$40 million for IT and office automation facilities, and to rename Head 173 from "SFAA" to "WFSFAA". To meet the administrative costs and allowance payment from 2015-16 onwards, necessary provision will be included in Estimates of the relevant years.

Advice Sought

24. Members are invited to note and comment on the proposals set out in this paper.

Labour and Welfare Bureau
May 2014

**Schedule of Work of the Planning Team, Labour and Welfare Bureau
(LWB)**

The time-limited Planning Team in LWB will be responsible for planning and taking forward the implementation of the Low-income Working Family Allowance Scheme. The team will devise the implementation details in line with the underlying policies and principles with a view to coming up with the procedures for handling the huge number of applications with minimum manpower while ensuring timely delivery of service and proper use of public money. The work includes –

- (a) formulating and setting up the modus operandi of the Scheme including the arrangements and channels for submission of application forms and for coping with the initial influx of applications upon the rollout of the Scheme;
- (b) devising the detailed definitions of the various eligibility criteria and drawing up detailed operational manuals and guidelines, schedule of authorisation, accounting, payment control and auditing mechanism, etc. to ensure consistency in processing applications by a large number of processing staff;
- (c) devising fraud prevention, detection and investigation mechanism through carefully defined risk management approach;
- (d) working out the operational arrangements in the interface of the Scheme with other financial assistance schemes administered by the Government;
- (e) developing an Information Technology system to facilitate case processing, effecting of payment, statistical reporting and analysis, internal checking, case review and application status enquiry, which is aimed for fast-track production roll out for implementation of the Scheme in 2015;

- (f) acquiring suitable premises and preparing phased fitting-out plan for the Working Family Allowance Office; and
- (g) setting up office automation facilities in the Working Family Allowance Office to establish the electronically enabled environment to facilitate internal business and electronic communication within the Government network.

Job Description
Senior Principal Executive Officer (Special Assignment),
Labour and Welfare Bureau

Rank: Senior Principal Executive Officer (D2)

Responsible to: Deputy Secretary for Labour and Welfare (Welfare)2
(DS(W)2) (AOSGB)

Main Duties and Responsibilities –

- (i) To formulate the detailed operational features and modus operandi for implementation of the Low-income Working Family Allowance (LIFA) Scheme, plan the implementation of the Scheme and closely monitor progress in all areas to steer and see through its roll out.
- (ii) To lead the Planning Team in devising the implementing details of the Scheme including internal mechanisms and detailed workflow for processing applications and preventing abuse with a view to ensuring prudent use of public money and effective delivery of service.
- (iii) To lead the Planning Team to closely liaise with relevant departments for developing appropriate mechanism on interfacing of the LIFA Scheme with other government financial assistance schemes and ensuring full compliance of work procedures with prevailing statutory and auditing requirements.
- (iv) To steer and closely monitor the development of an information technology system for administration of the LIFA Scheme and setting up of office automation facilities for the new Working Family Allowance Office to establish e-enabled environment to facilitate business and electronic communication of the Office.
- (v) To formulate the publicity plan and oversee public relations work for the launching of the LIFA Scheme.

Schedule of Work of Working Family Allowance Office

The Working Family Allowance Office will be responsible for implementation and administration of the Low-income Working Family Allowance Scheme, including -

- (a) operational work in preparing for the roll out of the Scheme such as setting up the disbursement arrangement with banks, arranging for printing and distribution of forms, arranging publicity and setting up of enquiry service;
- (b) conduct user acceptance test, trial runs, security risk assessment and audit for production roll out of the information technology system for administration of the Scheme;
- (c) collecting and processing applications, approving and arranging disbursement of payments;
- (d) conducting necessary checks and investigations where necessary to ensure prompt disbursement of allowance to eligible households while preventing possible abuse;
- (e) monitoring feedback on the Scheme, streamlining procedures for enhancement of service delivery, and providing analysis of data to assist in the review of the Scheme after its roll-out.

Job Description
Principal Executive Officer, Working Family Allowance Office

Rank: Principal Executive Officer (D1)

Responsible to: Head of Working Family and Student Financial Assistance Agency (WFSFAA) (AOSGB)

Main Duties and Responsibilities –

- (i) To oversee the setting up of the Working Family Allowance Office including the fitting-out of office accommodation, setting up of the administration, personnel and accounting systems, provision of office automation facilities and development of information technology system and filling of civil service posts and non-civil service contract positions.
- (ii) To assist the Head of WFSFAA in launching the Low-income Working Family Allowance (LIFA) Scheme and overseeing operational arrangements ranging from publicity and promotional activities, receipt of applications to handling of enquiries to ensure smooth roll-out of the Scheme.
- (iii) To steer and oversee the implementation and administration of the LIFA Scheme, including monitoring service delivery and feedback, deploying resources and reviewing operational arrangements.
- (iv) To assist the Head of WFSFAA in maintaining effective dialogue with various stakeholders, including answering media enquiries, handling complaints, addressing audit queries, liaising with and consulting the relevant stakeholders.
- (v) To formulate various plans on staff motivation, performance management and training, review the manpower requirement; and assist in budget control for LIFA Scheme through monitoring the proper disbursement of funds and assessing the Office's financial requirement in the annual Estimates exercises.
- (vi) To assist the Head of WFSFAA in supporting the Labour and Welfare Bureau on matters relating to the policy of LIFA and identification of areas and measures for improvement.

Job Description

Head of Working Family and Student Financial Assistance Agency

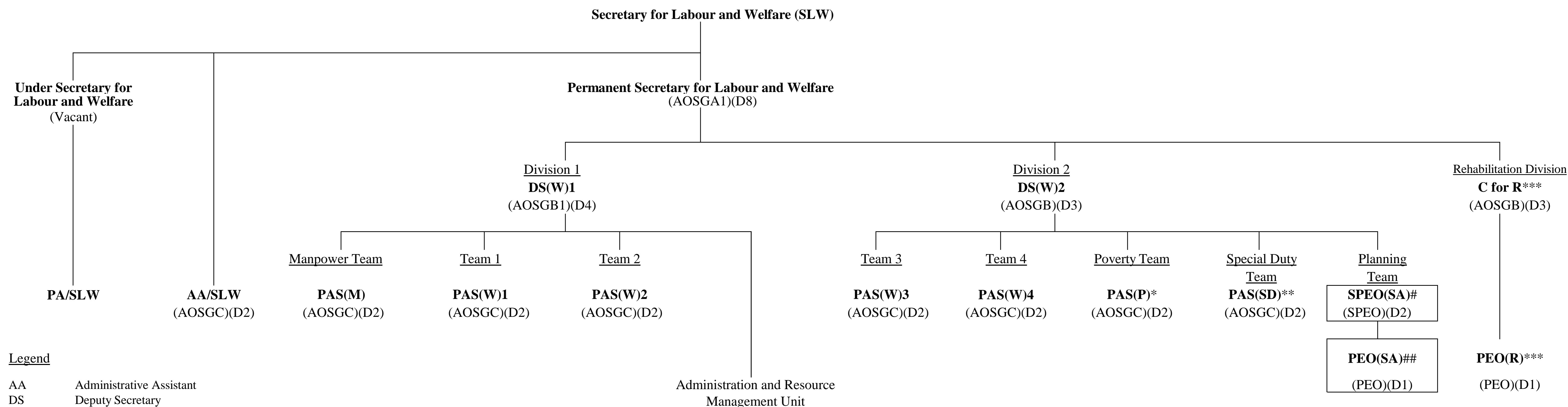
Rank: Administrative Officer Staff Grade B (D3)

Responsible to: Permanent Secretary for Education

Main Duties and Responsibilities –

- (i) To oversee the administration of the Working Family and Student Financial Assistance Agency, and review the room for achieving synergy among the Working Family Allowance Office and Student Finance Office.
- (ii) To advise and support the Education Bureau on the policy matters relating to student financial assistance matters, steer the development and administration of financial assistance schemes and privately-donated and publicly-funded scholarship schemes, review and identify areas and measures for improvement.
- (iii) To advise and support the Labour and Welfare Bureau on the policy matters relating to the Low-income Working Family Allowance Scheme, steer the development and implementation of the Scheme, evaluate its effectiveness and identify areas and measures for improvement.
- (iv) To serve as vote controller of the financial provisions for the Working Family and Student Financial Assistance Agency.

Proposed Organisation Chart of the Labour and Welfare Bureau



Legend

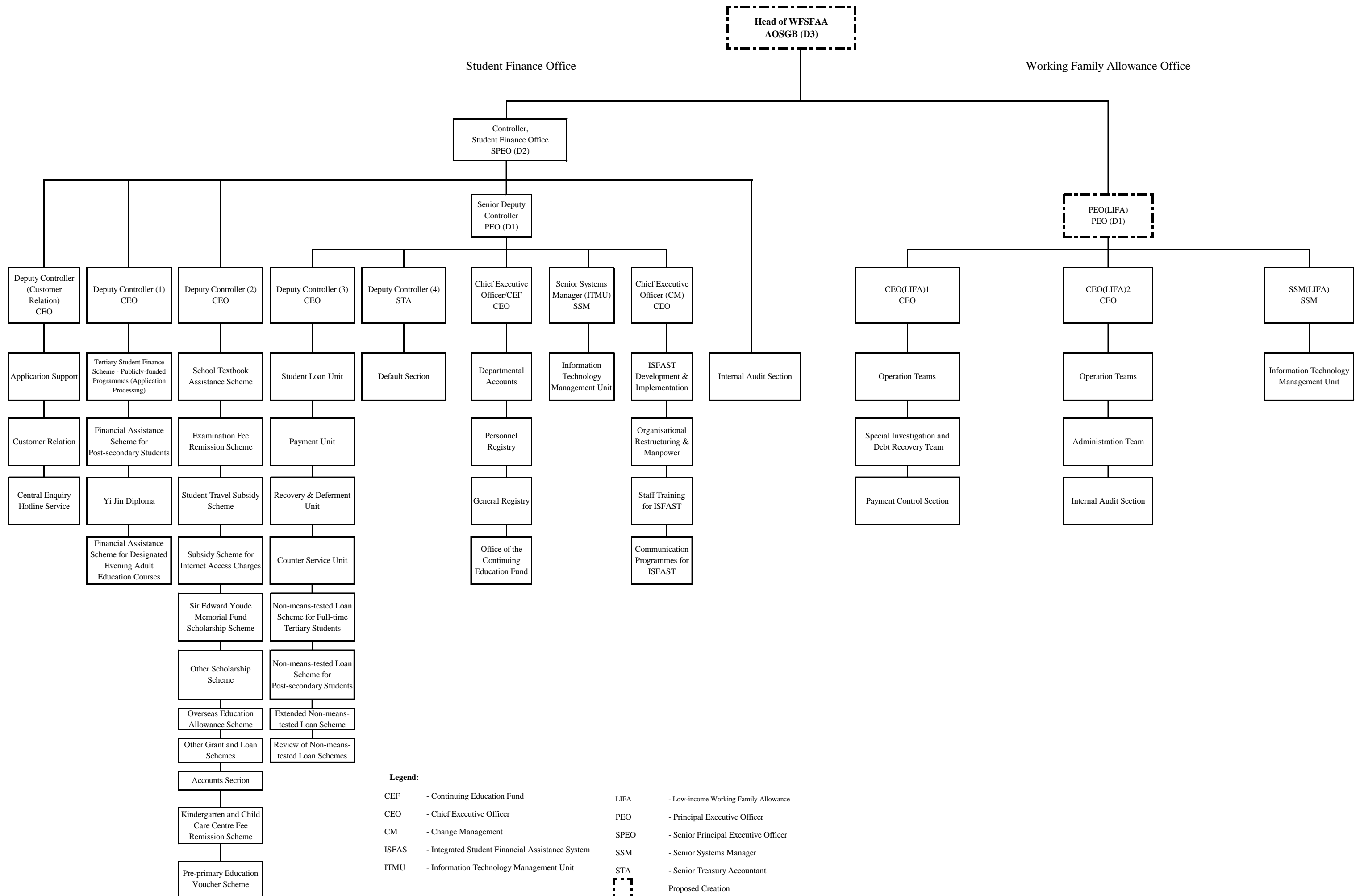
AA	Administrative Assistant		
DS	Deputy Secretary		
PAS	Principal Assistant Secretary		
C for R	Commissioner for Rehabilitation		
AOSGA1	Administrative Officer Staff Grade A1		
AOSGB1	Administrative Officer Staff Grade B1		
AOSGB	Administrative Officer Staff Grade B		
AOSGC	Administrative Officer Staff Grade C		
PEO	Principal Executive Officer		
SPEO	Senior Principal Executive Officer		
PA/SLW	Political Assistant to Secretary for Labour and Welfare		

M	Manpower
P	Poverty
W	Welfare
R	Rehabilitation
SD	Special Duty
SA	Special Assignment

Note

- * Supernumerary post up to 30.6.2017
- ** Creation of this supernumerary post was endorsed by the Establishment Subcommittee on 30.4.2014 and subject to Finance Committee's approval, the post will be created for two years with effect from 1.6.2014 or the date of approval of Finance Committee, whichever is later.
- *** Creation of these posts was endorsed by the Establishment Subcommittee on 30.4.2014 and will be subject to Finance Committee's approval.
- # Supernumerary post created under delegated authority on 28.2.2014 pending formal creation of the post. Upon Finance Committee's approval, the supernumerary post will be created until 31.3.2016.
- ## Post to be created from 1.10.2014 to 28.2.2015 in LWB to lead the Start-up Team. It will be transferred, together with the Start-up Team, to Working Family and Student Financial Assistance Agency on 1.3.2015.
- Posts proposed to be created.

Proposed Organisation Chart of Working Family and Student Financial Assistance Agency (WFSFAA)



- Legend:**
- CEF - Continuing Education Fund
 - CEO - Chief Executive Officer
 - CM - Change Management
 - ISFAS - Integrated Student Financial Assistance System
 - ITMU - Information Technology Management Unit
 - LIFA - Low-income Working Family Allowance
 - PEO - Principal Executive Officer
 - SPEO - Senior Principal Executive Officer
 - SSM - Senior Systems Manager
 - STA - Senior Treasury Accountant
 - Proposed Creation