

聖雅各福群會 短期食物援助服務隊

申請服務須知

St. James' Settlement Short-term Food Assistance Service Team

Notice of Service Application

I. 在遞交申請前，申請人必須同意遵守以下事項：

**Applicant must agree and follow the below guidelines before submission.**

- ☐ 申請人必須親自到中心與聖雅各福群會社工面談以進行申請 Applicant must visit one of our service centres to attend in-person assessment session.
- ☐ 申請人需同意服務收集其個人資料及簽署與申請服務相關的文件 Applicant must agree the Settlement to collect the personal data of his/ her whole family and sign the related document.

II. 所需文件 Information needed：

申請人必須提供以下所列文件作申請服務及審批用途 Applicant must provide the following documents for service application：

1. 身份證明資料 Identity Proof

- ☐ 申請人及各家庭成員的香港身份證/出生登記證明書或其他身份證明文件 Applicant's and other household members' s Hong Kong Identity Card, Birth Certificate or other Identity Document

2. 地址證明 Valid Proof of Address

- ☐ 近 3 個月內發出的住址證明（須由政府或公共機構發出，不接受銀行月結單） Valid proof of address is document, bill or correspondence issued within the last three months from the application date by any of the government departments or public organizations (not including bank statement)

- 公屋租約（必須與申請人數一致）/租單、差餉、水費/電費/煤氣單等 Tenancy agreement of public housing (The number of household must tally with tenancy agreement), tenancy agreement, bills or invoices issued by utility companies (water, electricity, town gas or domestic piped liquefied petroleum gas (LPG) suppliers)

3. 入息資料 Income Proof

- ☐ 申請人及各家庭成員最近 6 個月的入息證明文件或失業證明 Recent 6 months of income proof or proof of unemployed of the applicants and all household members

- 薪金證明、僱主填報的薪酬或其他收入證明、退休金等；如已離職，必須提交離職證明文件 Earnings from employment, monthly pension or other household income must be submitted. If unemployed, please submit any proof of unemployed or termination letter.

4. 存款及資產資料 Saving and Asset Information

- ☐ 申請人及其家庭成員的所有銀行存摺/月結單(包括定期)
  - 載有帳戶持有人的姓名和帳號的首頁、顯示該帳戶最近 6 個月內提存記錄的各頁（包括在半年期間結束的帳戶）
  - 顯示最近 6 個月內定期存款結存的收據/通知書
  - Applicant and all household members must submit ALL bank passbooks or statement including fixed deposit (showing updated balance with at least the last 6 months transaction record).

- ☐ 遞交表格時最近 7 日內打印的存款結餘記錄（銀行的編印通知書或存摺打簿最新日期） Please print out the latest 7 days of the bank balance before service submission

- ☐ 申請人及其家庭成員的所有投資項目，顯示有現金價值及紅利的儲蓄或與投資連繫的保險計劃的價值的文件，例如：年結/季結文件/股票/債券/基金等 Applicant and all household members should submit

ALL investment proof, including stocks, funds, bonds, warrants, shares and securities services, cash value of insurance policies.

□ 其他資產證明文件包括物業、車位、在香港之外的銀行戶口等 Assets within and outside Hong Kong, including property, car parking space.

註：如申請人未能提供兩項或以上證明文件或宣誓聲明(如有)，則需提交聲明書並由聖雅各福群會社工遞交至高級主任(家庭及輔導服務)作審批。(上列清單僅作參考之用，如遇緊急情況/其他特殊情況，請致電 2596 2746，聯絡聖雅各福群會當值職員或瀏覽本機構網頁。未能提供相關或足夠證明文件者，將可能影響其申請結果)。If the applicant is unable to provide any two or more essential documents listed above or declarations (if any), the applicant need to submit signed undertakings and the application will be submitted to Senior Supervisor (Family & Counselling Services) for endorsement (The above list is for reference only. Please contact us at 2596 2746 or reach our website for emergency or other special circumstances. Application may be affected for those who unable to provide sufficient supporting documents).

### III. 特別膳食安排 Special Meal Arrangement：

申請人或其家人如需特別膳食，需於申請時預先告知同工，以便進一步審批及安排。特別膳食一經批核後，不能改變。如遇其他特殊情況可聯絡聖雅各福群會當值社工查詢。If applicant or their household members require special meal arrangement, please notify social worker during the in-person assessment. No change in food menu once approved the meal arrangement. For special situation, please kindly contact the responsible social worker for further discussion.

### IV. 領取食物安排 Food Collection Arrangement：

申請人需於申請時告知同工領取食物地點，以便同工安排。選定地點後不能轉變。如遇其他特殊情況可聯絡聖雅各福群會當值社工查詢。Applicant must confirm the centre where he/ she will pick up food assistance. Change of the pick-up centre will not be allowed once confirmed.