

	Irrevocable ² (Please tick as appropriate)	Revocable ² (Please tick as appropriate)	N/R@	Period of Freezing of Vacancy (not less than 30 days)			Vacant Post		CGHP Amount \$ (d) = (a) × (b) + (c)
				From (dd/mm/yy)	To (dd/mm/yy)	Number of Qualified Months ³ (a)	Monthly Salary ⁴ \$ (b)	MPF Subsidy ⁵ \$ (c)	
6.									
7.									
8.									
9.									
10.									
Total									

@ - N: New claim post / R: Revised claim (Copy of previous claim dated: _____ attached)

Section B CGHP in lieu of temporary replacement for HP(s) on approved leave of not less than 30 days

Information on the HP(s) on leave					Information on CGHP					
Name	SRN ⁶	Leave period		Reason for absence ⁷	Qualified Period		No. of qualified month ³ (a)	Monthly salary ⁴ \$ (b)	MPF Subsidy ⁵ \$ (c)	CGHP Amount \$ (d)= (a)x(b)+(c)
		From (dd/mm/yy)	To (dd/mm/yy)		From (dd/mm/yy)	To (dd/mm/yy)				
Total										

Note:

1. Special schools may encash vacant HP posts up to 20% of the HP establishment of each school year provided that the majority of the HP consent to such encashment has been obtained in advance and the quality of boarding services will not be adversely affected. If a special school intends to encash vacant HP posts beyond 20% of the HP establishment, prior approval shall be sought from the Education Bureau (EDB) before the school makes any arrangements for employing additional staff. The school is required to submit its application with justifications for prior approval in writing to Special Education Support 1 Section (SES1 Section), EDB, at Room W229, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon, for consideration. While the approval for revocable freezing of vacant HP posts will be valid for the school year in question only, the approval for irrevocable freezing of vacant HP posts (including those approved before the effective date of this circular) will be valid for the school year in question and in subsequent school years so long as the number of HP posts approved to be frozen and encashed on an irrevocable basis falls at or below the cap of 40%. In case a change of HP establishment results in the number of HP posts approved in a previous year to be frozen and encashed exceeding the cap of 40% of the HP establishment in a school year, the number of frozen and encashed HP posts so approved will be revised downward until it falls at or below the cap of 40% of the HP establishment in that school year and in subsequent school years. Under no circumstances shall the encashment of the vacant HP posts exceed 40% of the HP establishment of each school year. If the cap of encashment of 20% or 40% of the HP establishment results in a fractional number of HP posts for a particular school, the fractional number will be rounded down to the nearest whole number. The school is required to submit its claim form to Recurrent Subventions Section with relevant approval letter from SES1 Section for encashment of vacant HP posts that exceeds 20% of the HP establishment of each school year.
2. Both application for irrevocable and revocable freezing and encashment of HP post(s) should be made on an annual basis. Schools are required to submit the claim form within the respective school year.
3. Calculate the number of qualified months from the starting date to the ending date (both dates inclusive) for CGHP by adding up the following 3 elements:
 - (i) the proportion of qualified number of days, if any, in the starting month to its total number of calendar days;
 - (ii) number of completed calendar months, if any; and
 - (iii) the proportion of qualified number of days, if any, in the ending month to its total number of calendar days.

For example:

Assuming the Qualified Period for CGHP starts from 5 February to 26 May, the Number of Qualified Months should be calculated as follows:

- (i) 24 being number of days in the starting month (5 to 28 February) divided by 28 (the total number of days in February) = 0.857 months;
- (ii) 2 being number of completed calendar months of March and April;

- (iii) 26 being number of days in the ending month (1 to 26 May) divided by 31 (being the total number of days in May) = 0.839 months; and
- (iv) The Number of Qualified Months should be the sum of the above 3 elements (rounded at 3 decimals), i.e. $0.857 + 2 + 0.839 = 3.696$.

4. Enter the mid-point salary of the HP post. With effect from the 2013/14 school year, the mid-point salary of a HP is at Master Pay Scale (MPS) Point 16.
5. Employer's contribution to MPF Schemes (5% of the monthly salary capped at maximum amount stipulated under prevailing MPF regulations) will be included if the qualified period is of 60 days or more. For the period of leave of less than 60 calendar days and the temporary replacement for HP is required to contribute to MPF, please provide supporting information.
6. Enter Staff Reference Number of the HP on leave.
7. Please note that granting of leave should follow EDB Circular No. 1/2006.

I certify that:

- (i) consent has been obtained from my school's IMC/SMC and the majority of HP(s) for freezing the HP post(s) under Section A in the above-mentioned period in the school year;
- (ii) the frozen HP post(s) claiming CGHP under Section A arises from vacant regular post(s) during the claim period and this request for payment complies with the conditions set out for CGHP applications;
- (iii) no duplicate claim has been made for government subventions on account of the same leave/vacancy set out in Sections A and B.

My school will refund to Education Bureau any over-payment of grant.

(School chop)

Signature of Supervisor/School Head: _____

Name of Supervisor/School Head: _____ Date: _____

Contact Person: _____ Tel No.: _____

c.c. SSDO()

Claim Form for Cash Grant for Houseparent (CGHP) in Aided Special Schools Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
 - (a) Activities relating to the processing, authentication and counter-checking of the form for cash grant;
 - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the form mentioned in (a) above;
 - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
 - (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
 - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
 - (f) Activities relating to compilation of statistics, research and Government publications; and
 - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.

2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the form.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
 - (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
 - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) where you have given your prescribed consent to such disclosure; and
 - (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Inspector (Special Education Support 1)1 at Room W229, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon or email to ises11@edb.gov.hk.