

Haven of Hope Sister Annie Skau Holistic Care Centre (SASHCC) Relief & Charity Service Beds Programme (RCS) – Application Guide

For Medical Social Workers and Applicants' Reference

A. Introduction

Thanks to the generous donations from benefactors, the Relief & Charity Service Beds Programme (RCS) has been in operation since April 2012. This programme enables eligible patients to receive high-quality palliative care in the Centre free of charge. The programme covers accommodation (rooms for 4 to 6 persons), meals, and all medical and nursing care costs.

B. Eligibility Requirement

The main service targets are patients with End-of-Life (EoL) care needs who are currently receiving treatment in the clinical oncology, palliative care, internal medicine, or geriatrics departments of HA hospitals. Applicants must meet all of the following criteria:

- Diagnosed with end-stage cancer or organ failure, with a life expectancy of 6 months or less.*
- Agreement among the patient, family, and medical team not to pursue cardiopulmonary resuscitation (CPR).
- Recipients of Comprehensive Social Security Assistance (CSSA) or individuals who have passed the "RCS Financial Assessment". (Please refer to Part C of this guideline)

**The "Relief & Charity Service Beds Programme" is for EoL patients. After admission to our hospice, our doctors will regularly assess the patients' conditions. If the situation stabilizes, we will make appropriate transfer arrangements with collaborating hospitals.*

C. RCS Financial Assessment Mechanism

- Patients currently receiving CSSA are **exempt** from the financial assessment.
- Other applicants, including those who have benefited from the "Hospital Authority Medical Fee Waiver Mechanism" or are recipients of the "Old Age Living Allowance" (aged 75 or above) and exempt from public medical service charges, are required to pass the "RCS financial assessment" to be qualified for application.
- The RCS Financial Assessment Mechanism adopts the "Medical Fee Waiver Mechanism" used by the Hospital Authority **before December 31, 2025**, with details as follows:
 - Applicants must meet both of the following criteria:
 - (1) The average monthly income of the patient's household[#] over the past 6 months does not exceed 75% of the median monthly domestic household income (MMDHI) applicable to the household size; and
 - (2) The asset value of the patient's household[#] is below the specified limit applicable to the household size. The first property owned and occupied by the patient and his/her household members is excluded from this asset value. In addition, since most elderly people no longer have any income but rely on personal savings for living, the asset limit for households with elderly members will be higher than that for households without elderly members.

"Household" includes the patient and his/her core household members that live together, namely the patient's parents, children, spouse, and dependent siblings (i.e., those under age of 18, or aged 18 to 25 who are receiving full-time education, or adult siblings with disabilities (i.e., those receiving Disability Allowance under the Social Security Allowance Scheme, or those receiving standard rates under the CSSA Scheme due to 100% disabled or requiring constant attendance)).

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服務熱線 Service Hotline: (852) 2703 3000 | 傳真 Fax: (852) 2703 5575 | 電郵 Email: sashcc@hohcs.org.hk

根據《公司條例》(第 622 章) · 基督教靈實協會為一所擔保有限公司。
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Median Monthly Domestic Household Income (MMDHI) by Household Size (HK\$)
3rd Quarter of 2025

Household Size	MMDHI	75% of MMDHI	50% of MMDHI
1	\$10,500	\$7,875	\$5,250
2	\$21,900	\$16,425	\$10,950
3	\$36,300	\$27,225	\$18,150
4	\$50,100	\$37,575	\$25,050
5	\$67,400	\$50,550	\$33,700
6 or above	\$67,700	\$50,775	\$33,850

Source: General Household Survey, Census and Statistics Department of HKSAR (Released in November 2025)

Household Asset Limit for Waiving of Medical Fee (HK\$)			
Household Size	Asset Limit (without elderly member)	Asset Limit (with 1 elderly member)	Asset Limit (with 2 elderly members)
1	\$41,500	\$209,500	-
2	\$85,000	\$253,000	\$421,000
3	\$127,500	\$295,500	\$463,500
4	\$170,000	\$338,000	\$506,000
5	\$212,500	\$380,500	\$548,500

Note: The asset limit is raised by \$168,000 for each elderly member (i.e. age 65 or above) in the household.

▪ Points to Note:

- (1) Core household members include the patient's parents, children, spouse, and dependent siblings (i.e., those under age of 18, or aged 18 to 25 who are receiving full-time education, or adult siblings with disabilities).
- (2) "Income" includes:
 - (a) Salary: income from full-time/part-time employment, self-employment, freelance work, or self-owned businesses
 - (b) Allowances/commissions: including housing, education, travel, meal, shift or any other allowances, and commissions such as tips and profit-sharing, etc.
 - (c) Bonuses/double pay: including bonuses, double pay, incentives, gratuities, etc. received in the past 6 months.
 - (d) Benefits in kind: including housing, education, travel, meals, etc.
 - (e) Pension: monthly pension received.
 - (f) Rental income: including rental income from residential properties, shops, commercial buildings, factories, parking spaces, land, etc.
 - (g) Regular financial support from non-resident children, relatives, or friends, including cash or payment for living expenses (e.g., rent, water bills, electricity bills, etc.).
 - (h) Other income: including alimony, regular financial support/subsidies from other persons, regular compensation/indemnity payments, annuities under annuity plans, etc.

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(3) "Assets" include:

- Cash: including Hong Kong dollars and other foreign currencies.
- Deposits and savings: including all Hong Kong dollar, foreign currencies, fixed deposit, check, installment savings, integrated accounts, investments, securities, Jockey Club betting accounts, and other accounts in banks/financial institutions.
- Investment items: including stocks, shares, warrants, funds, bonds, and other investment items.
- Insurance/annuity plans: investment-linked insurance plans; cash value, dividends, and other freely usable value of life insurance/annuity plans, but excluding upcoming lump-sum or installment payments of "premium amounts" under annuity plans.
- Non-owner-occupied properties: including residential properties (except the first property owned and occupied by the patient and his/her household members), shops, commercial buildings, and factories.
- Parking spaces: including vacant, leased, or self-used parking spaces.
- Other cash-convertible assets: including vehicles, gold, jewelry, assets managed by third party, e-wallets, and other valuable items (excluding tools of trade)

(4) Medical social workers/social workers will assess the patient's eligibility for RCS Bed Programme with the financial information of the patient and core household members for at least the past six months. Depending on the circumstances of individual applications, the medical social worker/social worker may request additional documents and/or financial information covering more than six months, inquire into the purposes of specific withdrawals/deposits and details of income and expenditure records, and, where necessary, contact the patient, the patient's family members, or relevant persons to seek clarification, request further supporting documents/explanations, and verify the information, in order to calculate and assess the financial situation of the patient's household.

D. Application Process

- If the applicant is currently receiving CSSA, please fax the following forms to SASHCC:
 - CM02 "Referral Form for Relief & Charity Service Beds Programme" completed by a HA hospital doctor (the medical social worker should indicate on the form that the applicant is receiving CSSA).
 - CM81 "Agreement for Service Application" form signed by the patient's guarantor.
- If the applicant is currently NOT receiving CSSA, please fax the following forms to SASHCC:
 - CM02 "Referral Form for Relief & Charity Service Beds Programme" completed by a HA hospital doctor.
 - CM90 "RCS Financial Assessment Form" completed by the medical social worker (relevant income and asset proof documents are not required to submit to SASHCC at this stage).
 - CM81 "Agreement for Service Application" signed by the patient's guarantor.
- SASHCC's social worker will contact the medical social worker after receiving the application, for understanding the applicant's current condition. The application will be submitted to the foundation representative for approval, and the result will be notified to the medical social worker through SASHCC's social worker.
- SASHCC's social worker will explain the programme details to the applicant/guarantor, and SASHCC's admission nurses will arrange admission after communication with ward and the guarantor.
- Approved applicants will be admitted to room for 4-6 people, with room and bed allocation decided by SASHCC.
- SASHCC reserves the rights for final decision on the result of RCS case admission.

E. Contact

Haven of Hope Sister Annie Skau Holistic Care Centre
Tel: 2703-3000 / Fax: 2785-0721
Address: 19-21 Haven of Hope Road, Tseung Kwan O, N.T., H.K.

(1/2026)

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