

Points to Note:

- (i) Participation in the programme is voluntary. Parents who wish to participate have to submit the following two documents to schools, including
 - the duly completed reply slip attached to schools' circular with parents' consent on students' participation in Free Lunch at Schools;
 - the Notification of Result for Assessment of Eligibility or Eligibility Certificate issued by the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency (WFSFAA) to prove that their children meet the eligibility criteria for receiving full grant under the SFA Schemes.
- (ii) In principle, the provision of lunch subsidy should start from the date on which parents submit an application under the programme. Parents should not make a retrospective claim for any lunch subsidy before the date of application.
- (iii) Since it takes time for vetting applications under the SFA Schemes and it is a common practice to make prepayment for lunch expenses, for parents who are pending the assessment result of the SFA Schemes when submitting an application for Free Lunch at Schools and have already settled the payment for their children's lunch expenses, on condition that they can produce the required documentary proof, the school will arrange for a refund by the lunch supplier.
- (iv) Parents with no intention to apply for Free Lunch at Schools at the beginning of the school year may submit an application later. However, the provision of lunch subsidy will only start from the date on which they submit an application to the school. Parents should not make a retrospective claim for any lunch subsidy before the date of application.
- (v) The school is required to verify a student's eligibility according to the information provided by SFO. If a student's full grant status under the SFA Schemes cannot be proven/ is rejected upon the review of SFO, the school would ask parents to pay the lunch expenses to the lunch supplier and to refund the sum that the school has paid on behalf of the student.
- (vi) The information provided by parents is only used for processing applications for Free Lunch at Schools.
- (vii) *[If it is necessary for the school to provide their lunch supplier with the information of students participating in Free Lunch at Schools, the following disclaimer should be added as item (vii):]*

If required, the school may provide the lunch supplier with the name of the students concerned but the use of this piece of information is only confined to matters in relation to Free Lunch at Schools.