

## **EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 193/2020**

From : Permanent Secretary for Education      To: Supervisors and Heads of All  
Secondary Day Schools, Primary  
Schools and Special Schools

Ref.: EDB(SDCT)1/P-620/3/Pt4

Date: 31 December 2020      c.c. Heads of Sections – for information

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### **One-off Relief Grants under the Anti-epidemic Fund (December 2020) to Catering Outlet Operators and Lunch Box Suppliers for Schools**

#### **Summary**

The purpose of this circular memorandum is to inform all secondary day schools, primary schools and special schools of the details about further provision of a one-off relief grant under the Anti-epidemic Fund (AEF) to operators of catering outlets (namely tuck shops and canteens) and suppliers of lunch boxes for primary, secondary and special schools. The Education Bureau (EDB) calls on schools to notify the operators and suppliers of the grant details and to remind them to submit applications to the EDB on or before 1 February 2021, Monday.

#### **Details**

2. Further suspension of face-to-face classes/half-day schooling and cessation of on-campus activities due to the unfolding COVID-19 epidemic have dealt a severe blow to the normal business of operators of school catering outlets and suppliers of lunch box services. To this end, the Legislative Council Financial Committee approved an allocation of funding to the AEF on 21 December 2020 to provide a one-off relief grant of \$80,000 to the operators for each tuck shop or canteen and \$10,000 to the lunch box suppliers for each serving school.

#### *Eligible Catering Outlet Operators / Lunch Box Suppliers*

3. All catering outlet operators running tuck shops or canteens within registered primary, secondary or special schools (including public sector schools, schools under the Direct Subsidy Scheme, schools under the English Schools Foundation, international schools, Private Independent Schools, private primary schools and private secondary day schools offering full and formal curriculum) are eligible for the relief grant. Tuck shops and canteens should provide catering services on normal school days.

Their staff should work for the tuck shops or canteens only and carry out no other school duties. A tuck shop mainly sells packaged food and drinks. If an operator only operates a vending machine, or sells food and drinks with a trolley and does not run a store at a fixed location, it is not considered as operating a tuck shop under the relief grant. A canteen should have a kitchen within the school premises where food is cooked onsite, and provides dine-in service. If the operator only reheats or steams pre-cooked lunch boxes in schools prepared at food factory in advance, or provides on-site meal portioning service (i.e. with rice and vegetables cooked on-campus and other pre-cooked dishes delivered in thermal containers from the supplier's plant and reheated and portioned on-site), it is not considered as operating a canteen under the relief grant. On the other hand, if a school canteen has more than one dining area, and the extra dining area(s) does (do) not have separate kitchen(s), the operator will be considered as operating only one canteen when the application is being processed. For a tuck shop operating inside a canteen, only one catering outlet will be counted when the application is being considered, thus the operator will receive only one single relief grant payment.

4. All eligible lunch box suppliers should hold a food factory licence and provide lunch boxes to the schools mentioned in paragraph 3 on normal school days. Those suppliers who provide lunch boxes to schools occasionally or for individual activities are not eligible for the relief grant.

5. The catering outlet operators and lunch box suppliers should provide services to schools in the 2020/21 school year. When they submit applications for the grants, their contracts signed with the relevant schools or school sponsoring bodies should be valid and their businesses should still be in operation.

### *Application Procedures*

6. As those catering outlet operators or lunch box suppliers receiving the "Relief Grant for School Catering Outlet Operators" or the "Relief Grant for Lunch Box Suppliers for Schools" under the third round of AEF have been hired by relevant schools from the 2020/21 school year to provide services, they are eligible to apply for the grant as long as they continue to be hired by all or some of the schools to provide services when submitting applications. The EDB will provide the operators or suppliers concerned with a relatively simplified application form and they are required to submit the duly completed application form **on or before 1 February 2021, Monday** by post to *Central Team 1/School Development Division, Education Bureau, 5/F., East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong*. Please specify "AEF" on the envelope. Relevant documents can also be deposited in the EDB's "Anti-epidemic Fund" drop-in box located at the 2/F Entrance of the Central Government Offices. Since the EDB has recently verified the schools' information in the third round of application, the EDB will contact the schools directly to check on the latest service status of these catering outlet operators or lunch box suppliers on receipt of their application forms.

7. For catering outlet operators or lunch box suppliers submitting applications for the first time, or those operators or suppliers as mentioned in paragraph 6 applying for the grant for the new schools they serve or for the new catering outlets other than those approved under the third round of AEF, please contact Central Team 1/ School Development Division (Tel: 5593 2152) to get the appropriate forms for application.

8. On approval, the one-off grant will be released by a crossed cheque by post to the address provided in the application form. Payment may generally be made in 3 to 4 weeks upon the receipt of a duly completed and certified application form.

**Enquiries**

9. For enquiries, please contact Central Team 1 / School Development Division on 5593 2152.

KK LEE  
for Permanent Secretary for Education