

accessability

Upper Great Southern Family Support Association Inc.

RESPITE BROKERAGE SERVICE

FUNDING PURPOSE

1. Respite - To enable the primary Carer and immediate family to take a break / rest from looking after a family member who has a disability.

FUNDING GUIDELINES

1. All inquiries regarding this funding should be directed to the accessability Executive Officer.
2. The Disability Services Commission (DSC) has provided this funding to the organisation to provide respite care. Funds are available on a quarterly basis and will be deposited electronically into a nominated bank account. The funding will enable families to access appropriate supports to meet their individual needs. (For example: To pay for a Support Worker to provide respite either in your home or out of your home).
3. Funding is available for a twelve month period, from 1/7/2010 - 30/6/2011. Funds will be issued and reviewed on a quarterly basis. If funding has not been used in the quarter it will be deducted from the next quarter funding. Any funds unspent at the end of the financial year must be returned to the organisation.
4. Applicants must be registered or eligible for registration with DSC.
5. Applicants must declare all funding allocated to them from other organisations or sources on their application form.
6. A separate application is required for each individual with a disability.
7. ***An application for funding is not a guarantee the application will be successful.***
8. Requirements for successful applications;
 - (a) An ***“Acceptance of Grant Form”*** will need to be completed & signed by the applicant prior to issue of the 1st quarter payment. Before funding is forwarded an ***‘Acceptance of Grant Form’*** must be received by the office. ***Funding will not be forwarded until paper work is received.***
 - (b) At the end of each quarter the Board requires families receiving funding to complete an ***‘Payment and Acquittal Form’*** detailing how the funds were spent in that quarter. ***If the Board does not receive the completed ‘Payment and Acquittal Form’ at the end of each quarter, funding for the following quarter will not be guaranteed.***

- (c) The accessibility management is available to assist with locating suitable Support Workers if required. If public advertising is necessary in the recruitment of Support Workers, this expense will be the responsibility of the family.
 - (d) You must be willing and eligible to complete all necessary insurance documentation, including a Personal Insurance Proposal Form. The current underwriter for accessibility for workers compensation is CGU Workers Compensation WA. accessibility will pay the annual premium expense, however each successful applicant will be deemed an employer, therefore each applicant must agree to personal coverage.
9. The Board of Directors decision is final.

Frequently asked questions

Who can apply for Access Ability Brokerage Funding?

Carers / families caring for a person with a disability and individuals registered or eligible for registration with the Disability Services Commission (DSC) and accessibility can apply.

An information package and application form is sent to each existing accessibility registered family or individual in May of each year. This information may also be sent to any Carer/family/individual who meets the eligibility criteria and resides in the Upper Great Southern Region.

If we have had Respite brokerage in the past will we get it again? Will it be the same amount?

Past and current recipients of Respite Brokerage are invited to apply for funding annually. The funding is in Grant form meaning that each funding round is only guaranteed for a 12 - month period. The amount allocated to a family each year is not the same year after year. The Allocation Panel take into consideration many variables including the number of applications, respite hours being requested, level of need and new clients not yet receiving services. Also including fluctuating need and wage rates, accessibility cannot guarantee funding levels will be maintained or increased for year to year.

Why do I need to indicate the amount of funding I receive from other sources?

To make sure that the distribution of funds is fair and equal. Funding ideally should spread equally across the region to support People with Disabilities, their Carers and families. accessibility strive to service and assist as many individuals and families as possible.

CRITERIA FOR ALLOCATION OF FUNDING

Information

When accessibility receives completed applications some specific information is used and recorded on a matrix for the allocation process. The matrix will include;

- Application Number
- Principle medical diagnosis
- Date of birth
- Male or Female
- Assistance required
- Supervision required for safety
- Is night time care needed
- Are medications required/administered
- Level of support required
- Hours of respite care requested
- Is the applicant new to the Brokerage process
- Is there more than one person with a disability being cared for

Funding Allocation

accessability has a limited amount of funding to allocate each year. Therefore the number of applications received impacts on the value of brokerage funding allocated. The hourly rate for brokerage funding is \$20.00 per hour.

From the information received an average amount of hours per weeks is set, multiplied by an hourly payment rate (ie accessability payment rate) and multiplied by 52 weeks in the year.

For example: If the average hour of respite identified is 3 hours per week, the calculation would be:

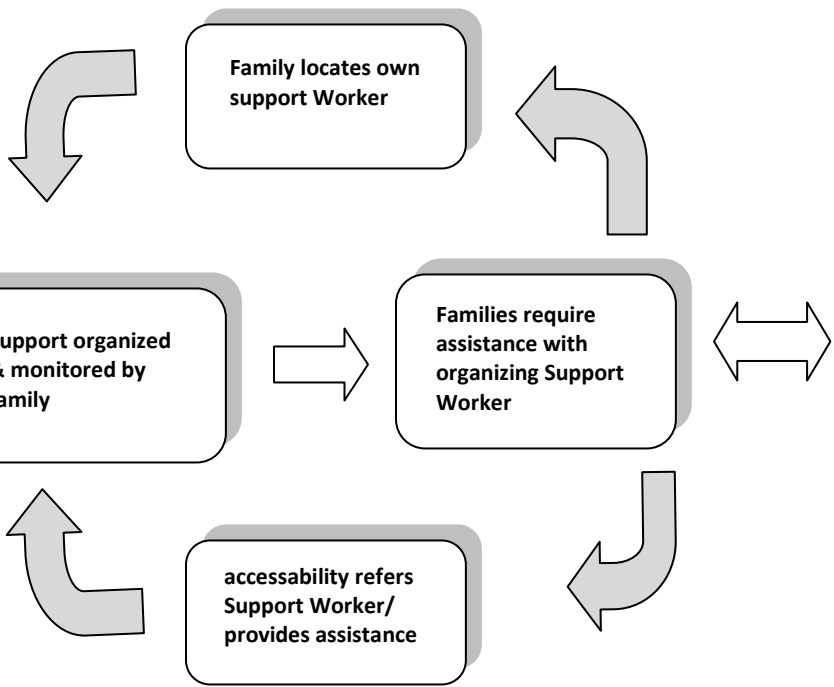
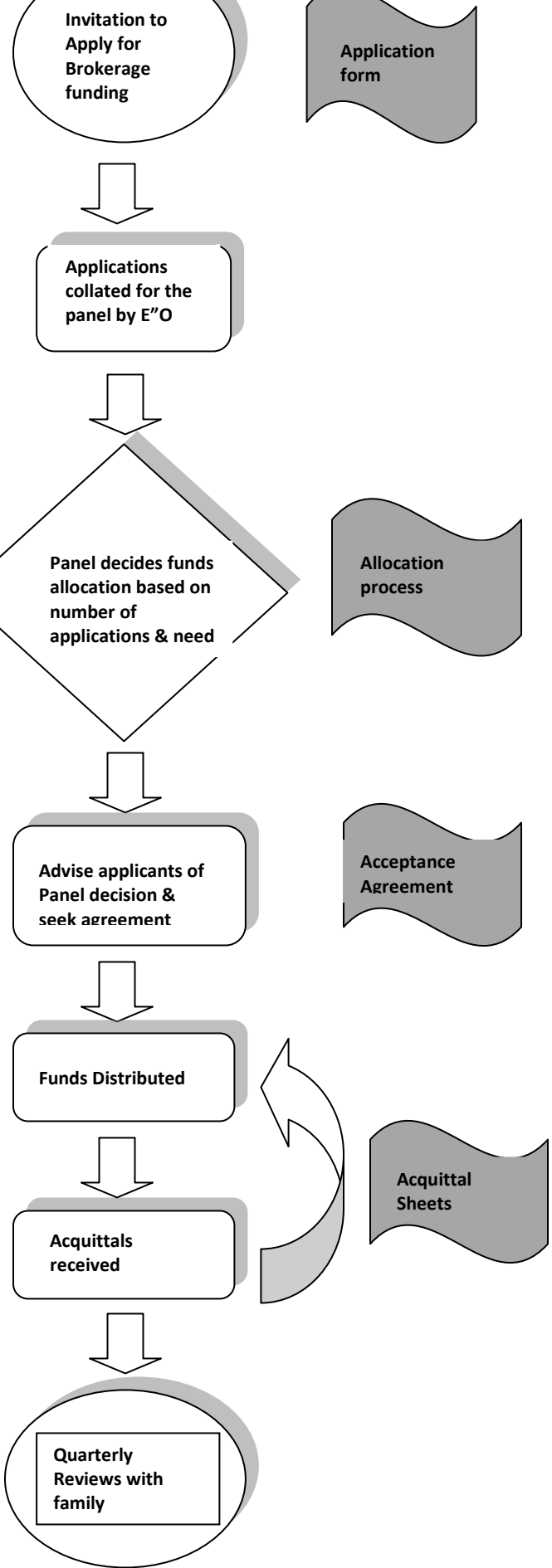
3 hours per week x \$20.00 per hour x 52 weeks = \$3,120.00 of brokerage for a 12 month grant.

Not all applicants will receive a fully funded allocation. Dependant on need and circumstance, a half allocation may be granted

Selection Panel

The panel consists of accessability Board members and relevant stakeholders. Any accessability Director with a conflict of interest is deemed ineligible to sit on the allocation panel.

ACCESSABILITY BROKERAGE PROCESS



ROLE OF SUPPORT WORKER

- To ensure quality care to the individual with a disability.
- Ensure activities are meaningful, stimulating and age appropriate
- Maintain confidentiality at all times.
- Be punctual.
- Communicate in a respectful manner.
- Take reasonable care to ensure own safety and the safety of the individual(s) in care.
- Provide safe transport if required
- Document and report any incident or accident.
- Complete and or sign accurate time sheets or acquittal forms.

FINDING A SUPPORT WORKER

The choice of Worker is entirely up to each individual family. You may employ/engage whom you choose, for example;

- Friends
- Neighbours
- Day care workers
- Access Ability Workers
- Any person you feel comfortable with.

POINTS FOR CARER/FAMILY TO CONSIDER AND BE RESPECTFUL OF

- Appropriate times for contacting support workers
- Forward planning - appropriate notice
- Change over information - before you leave and when you return
- Hourly payment / respite costs
- Care of the individual with a disability is the first priority
- That you are deemed the employer - not accessibility
- What should happen in an emergency situation
- Completing acquittal forms and returning to accessibility each quarter with any receipts etc
- Should you have any questions or queries, please do not hesitate to contact the accessibility management on (08) 9881 4557.

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BROKERAGE RESPITE
ACCEPTANCE OF GRANT OFFER

I _____ of _____
_____ Post Code _____

Hereby agree to all terms and conditions specified in the above Brokerage Service Agreement.

This funding will be solely used for Brokerage respite for _____.

The funding period is from 1st July 2010 to 30th June 2011.

The funding will in no way be used for travel, purchase of equipment, personal items such as clothing or any household items.

I agree to return the **payment and acquittal form** at the end of each quarter. The quarterly periods are;

- 1st July - 30th September 2010
- 1st October - 31st December 2010
- 1st January - 31st March 2011
- 1st April - 30th June 2011

I understand that any unspent funds for the quarter will be deducted from the next quarters funding.

I understand that returning the **payment and acquittal form** late will delay the advance of funding for the next quarter. Advance payments are forwarded in the first week of each quarter.

I also agree to return any unspent funds to the organisation at the end of the financial year 2010/2011. Failure to do so may result in legal action.

NAME: _____

SIGNED: _____

DATE: _____