



Government of South Australia
Department for Child Protection

Office of the Chief Executive

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Our reference: F162/18-19

Mr Casey Briggs
ABC News
85 North East Road
COLLINSWOOD SA 5081

Dear Mr Briggs

I refer to your Freedom of Information application received on 27 February 2019. You have requested a copy of the following:

"The current version of the Out of Home Care Financial Agreement Policy; all versions of the Out of Home Care Financial Agreement Policy in use since January 1, 2018; All policies and guidance notes regarding exceptional needs funding for foster and kinship carers since January 1, 2018; and correspondence addressed to, from, or involving the Chief Executive of the Department for Child Protection regarding the Out of Home Care Financial Agreement Policy between 18 March 2018 and 21 February 2019.

Date range: 1/1/2018 – 21/2/2019

Please accept my apologies for the delay in responding to your application. Searches have been conducted for documents matching the scope of your request and three documents were identified. In accordance with the *Freedom of Information Act 1991*, (the *FOI Act*), I have determined to release all documents in full. A schedule of documents is attached.

There are no costs levied for the processing of your application.

If you have any questions regarding this determination please contact me on telephone (08) 8226 6621.

If you are dissatisfied with this determination, you can seek an Internal Review by writing to the Chief Executive, Department for Child Protection as the Principal Officer of this agency. Your request should be sent within 30 days of receipt of this letter.

I have also enclosed a copy of your rights to review and appeal this determination, which explains your review options.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'C Fenech', with a long horizontal stroke extending to the right.

Christian Fenech

ACCREDITED FREEDOM OF INFORMATION OFFICER

7 June 2019

FREEDOM OF INFORMATION ACT 1991
YOUR RIGHTS TO REVIEW AND APPEAL

1. INTERNAL REVIEW

If you are dissatisfied or "aggrieved" with certain decisions or "determinations" of an agency/council/university (regarding access to documents or amendment of records), under S.29 and S.38 of the *Freedom of Information Act (SA) 1991*, you can apply to the agency/council/university concerned for an internal review of its determination.

To apply for an internal review of a determination you must write a letter addressed to the Principal Officer or lodge an internal review application form with the same agency/council/university as made the determination. This also must be addressed to the Principal Officer. The application must be accompanied by the appropriate fee (if applicable). The application should be lodged within 30 days of the original determination.

The agency/council/university will undertake its internal review and advise you of its decision within 14 days of receipt of the application.

There is no right to an internal review of a determination made by a Minister or Principal Officer of an agency/council/university.

2. INVESTIGATION BY THE OMBUDSMAN/POLICE COMPLAINTS AUTHORITY

After an internal review has been completed, if you are still dissatisfied with the agency/council/university's determination, you can request an external review by the Ombudsman/Police Complaints Authority of the determination. The Ombudsman/Police Complaints Authority is empowered to investigate the conduct of any person or body in relation to a determination made by an agency/council/university under this Act. (If an application determination was made by a police officer, or the Minister responsible for the administration of the SA Police, applications for external review are made to the Police Complaints Authority. All other applications for external review should be made to the Ombudsman.)

You may also request an external review by the Ombudsman/Police Complaints Authority if you have no right to an internal review.

The application for review by the Ombudsman/Police Complaints Authority should be lodged within 30 days of the after the date of a determination.

Investigations by the Ombudsman/Police Complaints Authority are free. Further information is available from the Office of the Ombudsman or Police Complaints Authority.

3. REVIEW BY SACAT

You have a right to apply for a review by SACAT if you are unhappy with:

- a determination not subject to Internal Review
- an Internal Review determination, or
- the outcome of a review by the Ombudsman SA or the Police Ombudsman.

You must exercise your right of review with SACAT within 30 calendar days after being advised of the above types of determinations or the results of a review.

Any costs will be determined by SACAT, where applicable.

For more information contact SACAT. Contact Details:
South Australian Civil and Administrative Tribunal
(SACAT)

Phone: 1800 723 767

Email: sacat@sacat.sa.gov.au

SCHEDULE OF DOCUMENTS

Item No.	Dated	Author	Recipient	Title/Description	Determination
1	Undated	Department for Child Protection	Unknown	Out-of-Home Care Finance Agreement	Release
2	August 2018	Department for Child Protection	Unknown	Exceptional Resource Funding Request	Release
3	September 2018	Department for Child Protection	Unknown	Exceptional Resource Funding	Release



Out-of-Home Care Finance Agreement

Child 1 – include the name of the child to whom this agreement refers

Child 1: Given name/s		Family name			
Age		Loading	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Loading Type		Loading %		Loading amount	\$ per fortnight

Payment expectations

Life Domain	Please list the specific things that the carer is expected to pay for in addition to those items listed in <u>Carer Reference One – Who Pays for What?</u>	Special conditions
<i>Example: Health</i>	<i>Example: Transport and food costs for child to attend monthly orthodontist appointments and treatment in Adelaide. This will be covered by the 100% loading.</i>	<i>Example: Overnight accommodation expenses for the carer and child while in Adelaide will be paid for by DCP through incidentals.</i>

Agreement – period of coverage

From		To	
------	--	----	--

Agreement – signatures

Carer(s) – Given name		Family name	
Signature		Date	
Case Worker – Given name		Family name	
Signature		Date	
Supervisor – Given name		Family name	
Signature		Date	

DCP case workers please note:

Agreements should be completed at the start of a child's placement and reviewed every six months or more frequently as required.
Please give a copy of the agreement to the carer once it has been signed your supervisor.

Who is responsible for paying expenses for children/young people in care?

The weekly/fortnightly carer payment (not including loadings) is paid to you to help cover the day-to-day ordinary costs of caring for a child or young person in an out-of-home care placement, such as food, clothing, recreation, entertainment, basic medical costs, travel etc.

Where assessed as required and appropriate, additional support payments to meet individual needs of children and/or young people in out of home care, that are not covered by the fortnightly carer payment, loadings or other payments made available to carers, may be made by the Department.

The table on the following pages assists to summarise the responsibilities in relation to who pays for various child expenses for children in family based care (general foster care), kinship care and specific child only care.

The responsibilities are designed to help the child in your care feel they are a part of your family.

It does not address in detail other grants and funding, Commonwealth or insurance payments.

It does not cover expectations of contracted agency carers or staff/employee carers.

Are loadings included in the following information?

No, expectations about who will cover expenses when a child receives a loading have not been included in the following information.

Carers receiving a loading are expected to use the loading payment to pay for the additional costs associated with the care of the child that would ordinarily be paid for by the Department.

The case worker, in conjunction with the carer and, where possible, the support worker, will need to identify the specific areas of expenditure to be covered by the loading payment (e.g. travel, medical or dietary). These expenditure expectations must be agreed to with the carer at the time the loading assessment is completed by the case worker and recorded in an Out-of-Home Care Finance Agreement.

Are there exceptions?

The number one issue raised by carers about the Carer Payments system is inconsistency. The information in the table on the following pages will help to provide a clear understanding of the expenses carers are responsible for. It aims to assist with maintaining consistency, providing the criteria are followed.

However, there may be instances which require exceptions to be considered. Exceptions will only occur in extraordinary, one-off situations when you face additional expenses because of your circumstances or the circumstances of the child or young person for whom you are caring. You will need to discuss these exceptions with your child's case worker.

Do I need prior approval to purchase items for which I want to be reimbursed?

Yes, it is important that approval is given by your child's case worker and supervisor prior to you purchasing goods or services for which you wish to be reimbursed. If you are unable to contact the child's case worker, please phone the team's senior practitioner or supervisor. You may not be reimbursed for your out-of-pocket expenses if this approval is not given.

Do I need to keep receipts?

Yes, it is important that you keep receipts/tax invoices for goods or services that you have purchased for the child in your care and for which you would like to be reimbursed. It may not be possible to provide reimbursement if you don't have receipts or tax invoices due to financial audit requirements.

Can I give feedback?

Yes, you are invited to provide feedback to your DCP caseworker or:

Connecting Foster Carers SA

Phone: 1800 732 272

Email: carers@cfc-sa.org.au

Web: <http://cfc-sa.org.au/>

Carer Reference One | Carer Support Payments Who pays for what?

Child and/or Young Person Needs	Carer's Financial Responsibility (what carers are expected to cover)	Additional DCP funding assistance that may be available
Home and Vehicles		
Housing: Wear and Tear Repairs and Maintenance and Damages (Insurance)	<ul style="list-style-type: none"> Gradual deterioration, wear and tear and depreciation of home Routine repairs and maintenance Unplanned or unintentional accidents and mishaps including but not limited to: <ul style="list-style-type: none"> tears to fly wire screens broken glass (e.g. caused by a cricket ball) spillage on carpets wet beds/linen Routine repairs and maintenance Home and contents insurance – damage to carer's property: <ul style="list-style-type: none"> You are required to have and maintain adequate household building and contents insurance You are required to claim on your own insurance in the first instance 	<ul style="list-style-type: none"> Extraordinary expenses to establish and/or maintain appropriate accommodation where large sibling groups are involved Home and Contents Insurance – damage to carer's property. Where damage to a carers property is caused by deliberate, intentional or malicious acts (this includes uncontrollable actions of a child in care e.g. as a consequence of a disability and also the nature and/or condition of the child), DCP may: <ul style="list-style-type: none"> pay for any out-of-pocket expenses relating to damage to your property caused solely by a child or young person in your care pay for any loss of no claim bonus and/or insurance excess payable relating to a claim met by your insurer (only for malicious, deliberate and intentional acts) <p>NOTE: The Carer must first claim against their home and/or contents insurance.</p> <p>Special circumstances may be considered on a case-by-case basis.</p>
Household goods and services	<ul style="list-style-type: none"> Gradual deterioration, wear and tear and depreciation of household goods/appliances Routine repairs and maintenance 	<ul style="list-style-type: none"> Extraordinary expenses to establish and/or maintain a placement Computer / Laptop for educational purposes

Carer Reference One

Carer Support Payments Who pays for what?

	<ul style="list-style-type: none"> • Utility bills (e.g. water, electricity, gas) • Telephone • Internet services • Mobile phone (optional) • Furniture and appliances (e.g. bed, desk, chair, lamp) <p>NOTE: Furniture purchased by the carer will remain the property of the carer.</p> <ul style="list-style-type: none"> • Bedding and linen. 	<ul style="list-style-type: none"> • Suitcase or travel bag • When part of an agreed plan, STD phone calls related to a child or young person maintaining contact with his/her: <ul style="list-style-type: none"> ○ Birth parents ○ Siblings ○ Extended family • Mobile phone, but only when required by DCP for safety and/or security reasons. <p>NOTE: Furniture purchased by DCP for a child remains the child or young person's property and will travel with the child or young person should the placement change.</p>
Home help and equipment	<ul style="list-style-type: none"> • If you chose to use a house / yard cleaner or other home help service or equipment, you will be required to cover the costs of this service. 	<ul style="list-style-type: none"> • In some extraordinary circumstances (e.g. large sibling groups placed together with an aged relative carer), DCP may provide funding assistance for home / yard cleaning services.
Food		
Food	<ul style="list-style-type: none"> • Nutritious daily meals and snacks, including school lunches and recess meals • Meals, snacks, nibbles and infant formula for a child attending family contact (unless it is expected that the birth parent will provide the meal as part of the contact). Please discuss arrangements with your case worker. 	<ul style="list-style-type: none"> • If food is purchased during family contact (e.g. special outings) the birth parent or, in some cases, DCP may cover the costs.

Carer Reference One | Carer Support Payments Who pays for what?

Clothing, footwear and personal care		
Clothing and Footwear	<ul style="list-style-type: none"> All clothing and footwear <p>NOTE: The Placement Start-Up Payment is paid to assist with immediate costs of caring for a child, including clothing and footwear.</p>	
Personal Care	<ul style="list-style-type: none"> All personal care products, including toiletries, general hygiene items, nappies etc. Haircuts Ear or other body piercing (only with pre-approval from DCP). 	
Transport		
Transport	<ul style="list-style-type: none"> Transport to and from routine, everyday activities and events such as: <ul style="list-style-type: none"> preschool and school babysitting and child care leisure and sporting activities one-off medical, dental or specialist appointments 	<ul style="list-style-type: none"> DCP will ensure that eligible children or young people have access to services through other government agencies (e.g. students with disabilities - transport assistance program)
Motor Vehicle (general)		DCP may cover the cost of travel associated with:
Motor Vehicle (insurance)	<ul style="list-style-type: none"> Bus and train fares Transport to non-everyday appointments and activities specific to a child or young person in care; it is not ideal for a child or young person to be transported by a taxi or by a volunteer that he/she does not know. The most ideal option is for you to accompany and transport the child or young person. 	<ul style="list-style-type: none"> ongoing and recurring specialist medical, dental and psychological (e.g. therapy) appointments transport from remote and very remote country areas to medical or other appointments in Adelaide, but only when approved by DCP <p>NOTE: the Patient Assistance Transport Scheme (PATs) may provide assistance to people in the country who are required to travel more than 100 km (one way) to obtain the nearest available medical</p>

Carer Reference One | Carer Support Payments Who pays for what?

For non-everyday travel you will be reimbursed for providing this transport in accordance with the Department's carer mileage allowances. Non-everyday travel may include travel to/from:

- respite care (in liaison with respite carer)
- ongoing and recurring specialist medical, dental and psychological (e.g. therapy) appointments
- cultural connection activities and events
- family contact and reunification (optional – see Family Contact and Reunification information)
- When you have a vehicle, you are responsible for:
 - fuel
 - maintenance and running costs
 - maintaining registration and roadworthiness
- Motor Vehicle Insurance – damage to your vehicle:
 - you are required to have (as a minimum) Third Party Property Damage Insurance
 - it is recommended that you consider taking out comprehensive insurance

specialist for treatment that is not available locally.

- cultural connection activities and events
- family contact and reunification
- funerals of significant extended family members
- transport to a school outside your local area, but only when approved by DCP
- extraordinary transport costs for children and young people living in remote and very remote county areas, but only when approved by DCP
- DCP will assist you with transporting children when you do not own a vehicle or are unable to transport because of ill health, a family crisis and/or personal medical appointments
- In extraordinary situations (e.g. large sibling groups placed together with a relative carer), DCP may assist with the costs associated with leasing or purchasing a larger vehicle
- Motor Vehicle Insurance – damage to a carer's motor vehicle. Where damage to a carer's motor vehicle is caused by deliberate, intentional or malicious acts, DCP may pay for any loss of no claim bonus and/or insurance excess payable relating to a claim met by your insurer.

NOTE: The Carer must first claim against their motor vehicle insurance.

Carer Reference One | Carer Support Payments Who pays for what?

	<ul style="list-style-type: none"> ○ you are required to claim on your own insurance in the first instance. 	Special circumstances may be considered on a case-by-case basis.
Child Care / Babysitting		
Child Care	<ul style="list-style-type: none"> • Babysitting • Transport to respite care (in liaison with respite carer) • Child Care Approval must be sought from DCP prior to enrolling a child into child care. The Australian Government (Centrelink) provides families with financial assistance to help cover the costs of approved child care. DCP may also assist with covering the cost of child care, but only when specific criteria are met. NOTE: You must apply for the child care benefits and rebates provided by Centrelink in your own name and accept full liability for the payment. For more detailed information, please refer to Carer Reference Two – Child Care Assistance. Assistance may also be provided by: The Grandparent Advisor. Grandparent Advisors provide support to grandparents and non-parent carers of children. Freecall: 1800 245 965 Web Page: Non-Parent Carers 	<ul style="list-style-type: none"> • Respite care placement (depending on availability) • Child Care DCP may provide financial assistance to cover the costs of child care fees that are not covered by Centrelink (the gap between the Child Care Benefit (CCB) and the child care fees). To be eligible to receive DCP child care financial assistance specific criteria must be met. Please refer to Carer Reference Two – Child Care Assistance.

Carer Reference One

Carer Support Payments Who pays for what?

Education

Education

- Education costs including:
 - preschool fees
 - government primary and secondary school fees not covered by the School Card
 - books and stationery
 - school uniforms and footwear
 - excursions
 - travel to/from school (except where the school outside your local area, but only when approved by DCP)
 - school photos

NOTE: DCP pays an Education Grant at the beginning of school term to assist with covering these costs.

NOTE: Approval for ALL non-government school enrolments must be obtained prior to enrolling a child or young person into the non-government school (even if you are willing to pay for all the costs associated with the child or young person attending the non-government school). Please discuss your options with your case worker.

- **School Card:** All children and young people in care are eligible for a School Card
- Education costs including:
 - school camps (overnights stays)
 - contributing toward the costs of a young person's year 12 formal
 - arranging tutoring (may be through DECD or The Smith Family)
 - contributing to special education supports such as School Services Officers (but only when part of the child or young person's Education Plan)
 - travel to/from a school outside your local area, but only when approved by DCP
 - additional school photos for birth parents, extended family members or the child or young person's file
 - an overseas educational exchange or travel experience (e.g. Spirit of Science)
 - the hire of clothing and/or equipment required for a school trip or activity (e.g. snow trip)
 - school uniforms where a placement changes necessitating changes of school within the school year.
- In some exceptional situations, DCP may contribute towards the partial or full costs of pre-approved non-government

		<p>school fees.</p> <ul style="list-style-type: none"> • DCP will ensure that young people are aware of the TAFE initiative to waive fees for young people under, or previously under, guardianship of the Minister.
Recreational/Social Activities and Life Skills		
Recreational and Social Activities	<ul style="list-style-type: none"> • Social and leisure activities (hobbies) • Entertainment • Outings <p>(including lunches, snacks and nibbles for the above)</p> <ul style="list-style-type: none"> • Toys • Safety equipment (including but not limited to bike helmets, knee and elbow protectors and other sporting protective equipment) • Holiday and recreational camps • Holiday activities and events • Carer family holiday costs. 	<ul style="list-style-type: none"> • DCP may assist with covering the cost of: <ul style="list-style-type: none"> ○ cultural connection camps or activities for Aboriginal or Torres Strait Islander children or cultural activities for children from other cultural backgrounds ○ a child attending a holiday, camp, activity or event where: <ul style="list-style-type: none"> ▪ there is no respite care placement available (the respite care request must be supported by DCP) ▪ attendance addresses a specific child need • DCP may make a contribution toward the cost of a child taking part in: <ul style="list-style-type: none"> ○ a holiday, camp, activity or event when you are unable to meet the costs due to your financial circumstances ○ specialist sports training, coaching or activities and events at an elite or representative level (e.g. SAPSASA or representing South Australia).
Extra-Curricular Activities	<ul style="list-style-type: none"> • You are expected to pay for the costs of at least one extra-curricular activity per school term 	<ul style="list-style-type: none"> • DCP may pay for additional extra-curricular activities each term, but only when these activities are pre-approved

	<p>as agreed to with DCP. This includes:</p> <ul style="list-style-type: none"> ○ ongoing costs associated with sporting activities (e.g. weekly fees), uniforms and equipment ○ ongoing costs associated with recreational activities (e.g. weekly fees), uniforms and equipment ○ club memberships, equipment and events (e.g. Scouts). 	by DCP.
Life Skills	<ul style="list-style-type: none"> • You are expected to assist in developing skills in cooking and home management. 	<ul style="list-style-type: none"> • DCP may assist young people to attend specialised life skills or training programs • Support for young people to enable them to live independently (e.g. referral to Youth Support Services) • Driver education and training up to 10 one (1) hour lessons per child.
Finance		
Pocket Money and Savings	<ul style="list-style-type: none"> • Provide weekly pocket money (this amount should be on par with an amount given to other children in your family or at the rate suggested by DCP. The suggested rates are available on the website. • Assist the child or young person develop savings and budgeting plans and develop money management skills • Information about pocket money is available in the Parenting SA Parent Easy Guides – General Parenting 	<ul style="list-style-type: none"> • DCP will assist you establish and maintain a savings and budgeting plan for the child or young person in care and develop the child's money management skills • DCP will ensure that the young person is linked to financial support to help them live independently.

Carer Reference One | Carer Support Payments Who pays for what?

	PEGS – Pocket Money available at www.parenting.sa.gov.au	
Family and community relationships		
Family Connections	<ul style="list-style-type: none">• Support for children to be involved in cultural connection activities.	<ul style="list-style-type: none">• DCP will pay for:<ul style="list-style-type: none">○ costs associated with the child's involvement in cultural activities and events.
Gifts and Presents	<ul style="list-style-type: none">• Presents for birthdays, Christmas, other religious festivals or special events• Birthday parties and special parties for the child or young person.	<ul style="list-style-type: none">• DCP will pay for a birthday and Christmas present (or appropriate alternative e.g. voucher) for the child or young person (in additional to gifts/presents you give him or her)• DCP may contribute toward the cost of gifts from the child to birth parents or siblings for birthdays and special occasions, where this is assessed as being appropriate, especially during a period of reunification.
Family contact and reunification	<ul style="list-style-type: none">• Meals, snacks, nibbles and infant formula for a child or young person attending family contact• Transport (optional): Ideally you will be involved in the process of family contact and reunification. Where possible, this includes transporting. This will avoid a child travelling in taxis or being transported by a volunteer they may not know. However, it is acknowledged that sometimes you may not be able to transport the child or young person in instances where:<ul style="list-style-type: none">○ there are physical or emotional safety issues	<ul style="list-style-type: none">• Family contact and reunification costs including:<ul style="list-style-type: none">○ the cost of transport to and from family contact. If you do the transporting then DCP will reimburse you in accordance with the Department's carer mileage allowances○ activities and events associated with reunification○ if food is purchased during family contact (e.g. special outings) the birth parent or, in some cases, DCP may cover the cost.

	<ul style="list-style-type: none"> ○ there are relationship issues between you and the birth family that make the transporting unworkable ○ you have other commitments that prevent you from transporting (e.g. employment) ○ you are ill ○ the amount of time that you need to 'wait around' while the family contact is occurring makes the transporting impractical for you. <ul style="list-style-type: none"> • For family contact or reunification travel you will be reimbursed for providing this transport in accordance with the Department's carer mileage allowances 	
Court, Legal and Official documents		
Court attendance Legal costs Official documents	<ul style="list-style-type: none"> • Transport for court attendance (optional). If you provide transport you will be reimbursed in accordance with the Department's carer mileage allowances 	<ul style="list-style-type: none"> • DCP will cover all court costs, including transport and attending appointments. If you provide transport you will be reimbursed in accordance with the Department's carer mileage allowances • the child or young person's birth certificate • obtaining a passport • costs associated with locating or retrieving other personal records.
Healthcare		
Physical,	<ul style="list-style-type: none"> • Basic medical treatment including 	Medicare card and Health Care card:

Emotional and Behavioural

everyday visits to a general practitioner (GP). This includes any Medicare gap payment applied

- One-off treatments through a registered alternative health provider
- Optometrist consultations (bulk billed)
- All over the counter medications, prescriptions, pharmaceuticals or natural remedies/medications for every-day, temporary conditions and ailments

For example: a visit to the doctor and a subsequent prescription for antibiotics for tonsillitis.

NOTE: All non-basic medical treatment must be pre-approved by DCP.

Private health cover:

You may choose, at your own expense, to place a child in care on your private health insurance policy.

DCP may cover the private health cover gap costs for specific medical or dental treatment, but only when pre-approved by DCP and in specific circumstances (see 'Additional DCP funding assistance that may be available' opposite).

All children in care will have a Medicare card and eligible to receive a government Health Care card. If your child does not have either of these cards please contact your child's DCP case worker.

Public health and dental care:

Children in care have priority access to public health and dental services. Medical and dental treatment should, in the first instance, be carried out through the public health and dental system. Initial health and dental assessments need to be arranged by the child's DCP case worker.

Private health cover:

DCP may cover the private health cover gap costs for specific medical or dental treatment, but only when pre-approved by DCP where:

- the service or treatment required is unavailable through the public health system, or
- there is a long waiting list for the specific treatment in the public system and this may create significant difficulties for the child

NOTE: If not approved by DCP and you still choose to have the child in care treated through the private health system, DCP will not pay the gap.

DCP may cover the costs for:

- On-going treatment for chronic conditions through a registered health provider
- Pre-approved ongoing alternative health treatment from registered providers

Carer Support Payments Who pays for what?

- Repeat prescription medications that must be taken over a long period of time or on an on-going basis (not for every-day, temporary conditions and ailments)
- Prescription medication not covered by the Pharmaceutical Benefits Scheme (PBS)
- Optical costs (frames and lenses)
- Ambulance cover
- DNA testing of a child or any other person when required by DCP in the process of court proceedings or to determine appropriate family contact arrangements
- specialist medical and allied health services, as recommended by a general practitioner, specialist or other qualified professional where the child is not able to access the service in the public health system (particularly speech therapy, occupational therapy and physiotherapy)
- counselling, therapy and other psychological interventions
- costs of dental services not available in the public system

For example: dental treatment for a child/young person, requiring general anaesthetic, not eligible for services at the Women's and Children's Hospital.



Procedure

Exceptional Resource Funding Request

Please note this procedure is mandatory and all Department for Child Protection (DCP) staff are required to adhere to the content

Summary

This procedure provides explanation and practice guidance surrounding the application for funding for *exceptional resources* to support the needs of children, birth families and carers.

Table 1 - Document details

Publication date	June 2017
File number	
Related legislation	
Related policies, procedures, guidelines, standards, frameworks	<ul style="list-style-type: none"> • Exceptional Resource Funding Request Application Form • Special Needs Loading Application Form • Non-Government School Enrolments, Fees and Associated Educational Services Procedure • Non-government School Enrolment Annual Review and Payment of Fees Form • Insurance and Claims Procedure • DCP Contribution to Purchase of Vehicle for Carer – Agreement and Acknowledgement Form • DCP Contribution to Leasing of Vehicle for Carer – Agreement and Acknowledgement Form • DCP Contribution to Home Modifications, Extensions and Renovations Agreement and Acknowledgement Form
Version	0.4
Replaces	0.3
Policy Officer (position)	Senior Business Support Officer



Policy Officer (phone)	(08) 8226 4337
Policy Sponsor (position)	
Executive Director Responsible (position and office)	Jennifer Browne, Chief Financial Officer
Applies to	Department for Child Protection
Key words	
Approved by	
Approval date	
Review date	August 2018

Table 2 - Revision record

Date	Version	Revision description
APRIL 2017	0.1	Original Draft
DECEMBER 2017	0.2	Financial Authorisation Delegations
FEBRUARY 2018	0.3	Private Schooling, Vehicle Purchase, Home Modifications clarifications and updates
AUGUST 2018	0.4	Procedure revision (re C3MS)



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1. Purpose

To provide explanation and practice guidance for the application of funding for *exceptional resources* to support the needs of children, birth families and carers.

This procedure is conclusively linked to the Exceptional Resource Funding Request Application Form, and should be referred to, when interpreting this procedure.

2. Scope

This procedure applies to all Department for Child Protection (DCP) staff, in particular, Case Managers, Managers, DCP Financial Authorisers, Financial Wellbeing Workers and Business Support Staff involved in the process of seeking, endorsing and authorising funding for *exceptional resources* to support the needs of children, birth families and carers.

3. Procedure Detail

An Exceptional Resource Funding Request Application Form will be comprehensively completed when seeking funding for *exceptional resources* to support the needs of children, birth families and carers.

The application is reviewed and endorsed by the appropriate DCP Business Manager and DCP Manager and then forwarded to the appropriate DCP Financial Authoriser, who will complete the final review and authorise funding.

There is no general rule as to what level of reimbursement is appropriate, however budgetary constraints and individual circumstances of the child will influence this decision.

3.1 Exceptional Resource Funding Request Application Form

Please refer to the Exceptional Resource Funding Request Application Form.

3.2 What Resources are Considered “Exceptional”?

Resources considered as *exceptional* may include

- non-government school enrolments and payments of fees
- non-government school Education Services Officer (ESO) or School Services Officer (SSO)
- all *interstate* Government Education Services Officer (ESO) or School Services Officer (SSO)
- insurance claims between \$1,000.00 - \$10,000.00
- all other resources *exceeding* \$5,000.00



- purchase or lease of motor vehicle
- home modifications, extensions, renovations, renting a larger home
- home support / aids for children or young people with high disability needs until they are eligible for NDIS
- financially assisted adoptions

Resources not considered as *exceptional* include

- Government Education Services Officer (ESO) or School Services Officer (SSO)
These are to be addressed through the individual school and funded by DECD.
- Commercial care and other high cost individual placements
Please refer to Placement Services Unit for *all* placements.
- Payments relating to Special Needs Loading (SNL)
A new or review application for SNL must be submitted in advance of the date in which the loading falls due, *each year*. An application consists of a child/young person's current Complexity Assessment Tool report along with High Intervention Needs Loading Score Sheet and/or Physical or Intellectual Needs Loading Score Sheet. Applications are authorised by DCP Manager. Please refer to the Special Needs Loading Application Form.
- Resources under \$5,000.00 (unless listed above)
To be assessed and determined in accordance with appropriate general processes and approvals from the appropriate delegate.
- Insurance Claims *under* \$1,000.00
To be assessed and determined in accordance with appropriate general processes and approvals from the appropriate delegate.
- Insurance Claims *over* \$10,000.00
Claims with an expected value of \$10,000.00 or greater must be submitted via email to DCP:Insurance (DCPInsurance@sa.gov.au) who will then refer the claim to the SAICORP Claims Manager.



3.3 Preparing an Application for Funding for an Exceptional Resource

General Criteria for Applications

- The child/young person is
 - not under an order but a child protection case or arrangement is managed by DCP;
 - is under a custody or guardianship order.
- Linked to preventing placement breakdown (i.e. additional support will allow the placement to continue and/or remain stable).
- Linked to positive family contact and community relationships.
- Connection to child/young person's culture and kinship group.
- Family is assessed as not having the financial capacity to meet the resource cost.
- Linked directly to achieving Family Level Outcomes, Individual Level Outcomes.
- Linked to developmental outcomes for the child, as identified in Life Domains.
- In line with Family Care Team Agreements and Action Plans, identifying measurable outcomes.
- In accordance with *all* related DCP Policies and Procedures.

General Exclusions for Applications

- Children or families who currently do not have any involvement with the DCP.
- Where the child remains with their family and the financial assessment indicates that the family has the capacity to fund the request.
- When the resource is not linked to a Solution Based Casework outcome.
- When alternative actions are identified that may result in the same outcome, with less expense.

Specific Criteria for Applications (as applicable)

3.3.1 Non-Government School Enrolments and Payment of Fees and Related Costs

New or review applications for non-government school enrolments and/or payment of fees must be submitted *each year* for every child/young person.

An Exceptional Resource Funding Request Application Form must be completed for every child/young person attending a non-government school, regardless of whether DCP is contributing to costs thereof.



For first time enrolments: the full Exceptional Resource Funding Request Application Form must be completed.

For subsequent year enrolments: if the child/young person's schooling remains unchanged and there are no other significant changes that may impact a decision, an abbreviated version of the Exceptional Resource Funding Request Application may be filled in. Please refer to the Exceptional Funding Request Application – Non Government School Enrolment Annual Review and Payment of Fees Application.

What costs are *included*?

- tuition fees
- technology levy
- general purpose levy
- capital resource levy
- composite fee

What costs are *excluded*?

- building levies / building funds (these payments are not compulsory payments. They are considered voluntary donations and are not funded by DCP).

Other related educational expenses

- uniforms and footwear
- excursions and camps (to be deleted)
- computers and laptops
- Excursions and day camps paid by carers
- Overnight school camps paid by DCP
- school swimming lessons
- books and stationery
- school sports events (including uniform and footwear)
-

These items are considered incidentals and should be funded in accordance with appropriate general processes and approvals from the appropriate delegate.

Family Based Carers are required to use the *Education Grant*, paid at the beginning of each school term to assist with incidental education costs relating to the children and/or young people in their care.

School Card

If a child or young person is enrolled in a non-government school, they may be eligible for a school card. School Card Application is available from the school or from the Department for Education and Child Development website www.decd.sa.gov.au

As there are a variety of non-government schools in South Australia, depending on



the school, eligibility for a school card may or may not impact on school fees. The Carer should contact the school for further information.

Scholarships

Winning a scholarship can be an effective way of helping to fund a child/young person's education. Non-Government schools may offer scholarships based on various criteria such as merit-based or in relation to the cultural or social background of the respective student. External institutions and benefactors may also fund scholarships for various reasons, including needs-based or career specific.

For further information on scholarship options / criteria, please contact the respective school to learn more about their range of scholarships.

General considerations for Non-Government School Enrolments

- (a) Enrolment is supported by a professional opinion.
- (b) The child/young person is enrolled in the non-government school at the time he/she is taken into care and it is preferable to maintain continuity of their education / stability of routine and relationships.
- (c) Other siblings (birth or foster) are enrolled in a non-government school and it is considered to be disadvantageous for the child/young person to be enrolled in a different school.
- (d) A special program is offered at the school that is not offered elsewhere (within reasonable travelling distance).
- (e) Where the child/young person is gifted or has a particular talent.
- (f) The child/young person has been awarded a scholarship and there is a funding gap.
- (g) The child/young person has a special need that can be best met by the non-government school.

For further information, please refer to Non-Government School Enrolments, Fees and Associated Educational Services Procedure.

Assessment of Non-Government School Enrolments

- New or review applications for non-government school enrolments and/or payment of fees must be submitted *each year* for every child/young person.
- As a guide, up to \$5,000.00, per child/young person, per annum is considered



appropriate contribution by DCP for non-government school fees. Where applications exceed this amount, partial reimbursement of fees with co-contribution from Carer is preferred.

- It is essential to obtain pre-approval of school fee reimbursements so Carers can make an informed decision on their school choice and understand any financial implications to them.

3.3.2 Non-Government School Education Services Officer (ESO) / School Services Officer (SSO) Support

ESO/SSO services are often one-to-one intensive supports to help the child/young person with managing their behaviours in the classroom and social environments and/or enhancing their learning opportunities. ESO's and SSO's work under the supervision of the classroom teacher or other nominated teachers on a school site.

General considerations for Non-Government School ESO / SSO Support

- (a) Support forms part of child/young person's education plan.
- (b) The school has identified and utilised all funding resources available.
- (c) The school has referred to the Inclusion and Learning Team (Catholic Education) or the AISSA Educational Consultants (Student Diversity) (Independent Schools).
- (d) Does the child/young person have a disability?
 - Has the Children in Out-Of-Home Care Tutoring Program been considered?
 - Does the child/young person have a plan in place with NDIA?
- (e) If eligible, has the child/young person been referred to the DCP School Engagement program?
- (f) Has previous intervention been provided? What was the outcome of this?

Assessment of Non-Government School ESO/SSO Support

- New or review applications for non-government ESO or SSO support must be submitted *each term* for every child/young person, along with a progress report of previous intervention.

For further information, please refer to Non-Government School Enrolments, Fees



and Associated Educational Services Procedure.

3.3.3 *Interstate Government School Education Services Officer (ESO) / School Services Officer Support*

As per section 3.3.2 Non-Government School Education Services Officer (ESO) / School Services Officer (SSO) Support (excluding "3.3.2 c") with the following addition:

- Case to be monitored to ensure transfer of case is imminent and support is received from relevant State education and support systems.

3.3.4 *All Other Resources – Insurance Claims over \$1,000.00 but less than \$10,000.00*

Relates to damage caused by a child or young person placed in foster care or other care placement facility.

It is essential that Carers are not significantly financially disadvantaged because of damages caused by children/young persons in their care.

For further information, please refer to Insurance and Claims Procedure.

General considerations for Insurance Claims

- (a) Carers are required to organise their own insurance covering their home, contents and vehicle. (It is expected that the Carer claims against their own insurance with DCP reimbursing the Carer the amount of the excess payable on their insurance policy, so that they are not out of pocket).
- (b) The loss, damage and or injury is a result of providing care for child/young person, including accommodation which has been intentionally inflicted.
- (c) Claim does not exceed the reasonable market value of the Carer's property loss, damage or the Carer net loss, whichever is the lesser amount.
- (d) Reasonable proof of ownership of any loss, damage and or injury, i.e. police incident report, photographs of damage has been provided.
- (e) 3 quotes for goods and services.

General exclusions for Insurance Claims

- (a) Accidental damage – this is a risk assumed by the Carer, in the same way as any householder assumes a risk of accidental damage by guests, visitors or



members of the household.

Insurance Claims under \$1,000.00 OR over \$10,000.00

- Claims below \$1,000.00 need to be assessed and determined in accordance with appropriate general processes and approvals from the appropriate delegate.
- Claims with an expected value of \$10,000 or greater must be submitted via email to DCP:Insurance <DCPInsurance@sa.gov.au> who will then refer the claim to the SAICORP Claims Manager via email.

For further information, please refer to Insurance and Claims Procedure.

3.3.5 All Other Resources – Other (over \$5,000.00)

All other resources may include (but are not limited to)

Purchase or lease of motor vehicles

In some unique or very limited situations, it may be permissible to make a contribution toward the purchase or lease of a vehicle that the Carer family would not otherwise have required due to the special needs or circumstances of the child(ren) / young person(s) in the placement.

General Considerations – purchase of motor vehicle

- (a) Long term guardianship orders are in place.
- (b) As a guide, up to \$20,000.00 per vehicle (where applications exceed this amount, co-contribution is preferred/expected).
- (c) All second hand vehicles must meet the requirements of an appropriate safety and mechanical assessment.
- (d) Vehicle must be comprehensively insured.
- (e) At least 3 vehicle quotes provided.
- (f) The Carer will have the responsibility of maintaining the vehicle to an acceptable standard including running costs and ongoing maintenance.
- (g) Carer is required to sign DCP Contribution to Purchase of Vehicle for Carer – Agreement and Acknowledgement.

General Considerations – lease of motor vehicle

- (a) If a DCP preferred Lease Company is not available, Carer to provide 3 quotes.
(Note: Lease Plan is not to be used as a provider)



- (b) Lease Agreement to be between the Carer and the Lease Company.
- (c) The Carer will have the responsibility of maintaining the vehicle to an acceptable standard including running costs and ongoing maintenance.
- (d) DCP contribution towards lease to be reviewed every 3 months.
- (e) Carer is required to sign DCP Contribution to Leasing of Vehicle for Carer – Agreement and Acknowledgement.

Home Modifications, Extensions and Renovations, Renting a Larger Home

In some situations, it may be permissible to make a contribution toward the

- modification, extension or renovation of an existing home; or
- renting of a larger home;

which would not otherwise have been required, if it were not for the special needs of a child or young person, or the addition of child(ren) / young person(s) in care in a family placement.

General Considerations

- (a) Demonstration of the long term benefit to the child(ren) / young person(s) in care and that the modification or extension is **not** something that the Carer would reasonably have otherwise done themselves.
- (b) It is essential that Carers' obtain pre-approval for all proposed modifications, extensions or renovations, so that they can make an informed decision on their options and understand DCP support to be provided and any financial implications to them.
- (c) At least three independent quotes for the scope of works by an accredited / licensed / certified provider for modification, extension or renovation must accompany application.
- (d) Modification, extension or renovation meets applicable local and state government regulations.
- (e) Carer is required to sign DCP Contribution to Home Modifications, Extensions and Renovations Agreement and Acknowledgement.

3.4 Submitting an Application

1. Ensure that the resource is considered *exceptional* (thus should follow this procedure) and meets the general and specific criteria (refer to Section 3.3).



Case Manager

2. Complete the Exceptional Resource Funding Request Application Form and attach any additional supporting documentation.
3. *If the resource is \$20,000.00 or above*, create a C3MS Referral to appropriate Financial Wellbeing Team for Carer financial assessment and comment.

Financial Wellbeing Team (for resources \$20k and above)

4. Accept C3MS referral. Application will be assessed at the Carer level.
5. Interview Carer and prepare Income and Expenditure Statement and Memo based on information provided by the Carer.
6. Upload Income and Expenditure Statement and Memo on C3MS and return to Case Manager via C3MS.

Case Manager

7. *(If applicable)* Review comments made by Financial Wellbeing Team. Update original application to summarise any actions/investigation to be taken following financial wellbeing assessment and comment. Upload Income and Expenditure Statement and Memo onto C3MS, attached to the original application at the child/young person level.
8. Forward application to Business Manager for financial review.

Business Manager

9. Review financial aspects of application and forward to appropriate Manager for review and endorsement.



Manager

10. Review and endorse application and then forward full application to Regional Director for endorsement/approval.

Financial Authorisor

11. Resource is UNDER \$20,000.00, application must be directed the Regional Director for review and decision.

Resource is \$20,000.00 or OVER, application must be endorsed by the Regional Director and directed to Deputy Chief Executive or Chief Executive for review and decision.

3.5 Application Assessment

There is no general rule as to what level of reimbursement is appropriate, however budgetary constraints and individual circumstances of the child/young person will influence this decision.

Applications are assessed on an application by application basis, with consideration given to

- history of child/young person
- care and protection / order arrangements
- length of time in placement
- financial assessment / co-contribution
- rationale for resource
- safety and placement stability
- sibling / family connections
- history of exceptional funding

3.6 Application Authorisation

If the application is **APPROVED**

1. ****PAYMENT ARRANGEMENTS TO BE INSERTED HERE****
2. Inform the Carer of the decision / arrange resource.
3. Update C3MS with decision / (upload a copy of approval).



4. Update child/young person's Action Plan.
5. Update Exceptional Funding Database.

If the application is **NOT APPROVED**

1. Child/young person's action plan needs to detail what alternate actions will be taken and what outcomes are expected to be achieved.
2. Inform the Carer of the decision.
3. Update C3MS with decision.
4. Update Exceptional Funding Database.



4. Roles and Responsibilities

Role	Responsibilities
Case Manager	<ul style="list-style-type: none">• Consultation with Carer to discuss the child/young person's needs; options and financial assistance requirements.• If resource meets the criteria, complete the Exceptional Resource Funding Request Application Form and attach any additional supporting documentation.• If the resource is \$20,000.00 or above, create a C3MS Referral to applicable Financial Wellbeing Team for Carer financial assessment and comment. On receipt of financial assessment, review comments. Update original application to summarise any actions/investigation to be taken following financial wellbeing assessment. Upload Income and Expenditure Statement and Memo on to C3MS, attached to the original application at the child/young person level.• Full application to Manager for review, endorsement and forwarding to appropriate Financial Authoriser.• If application is <i>not approved</i>, the child/young person's action plan needs to detail what alternate actions will be taken and what outcomes are expected to be achieved.• If application is <i>approved</i>, arrange payment, consult with Carer and arrange resource.• Update child/young person's Action Plan to reflect what resources have been allocated, how they are to be used, timeframes and costs at each stage, whether the intended outcomes are achieved and if further resources are required• Update C3MS with the decision and actions to be taken. Upload a copy of the approved document.• Regularly review progress regarding the child/young person and Family/Carer during individual supervision and through case consultations within team meetings and will provide the manager with regular updates regarding progress and any reports at review dates.
Financial Wellbeing Team	<p>For Exceptional Resources \$20,000.00 or over</p> <ul style="list-style-type: none">• Accept C3MS referral. Application will be assessed at the Carer level.• Interview Carer and prepare Income and Expenditure Statement and Memo based on information provided by the Carer.• Upload Income and Expenditure Statement and Memo on C3MS and return to Case Manager via C3MS.



Role	Responsibilities
	<ul style="list-style-type: none">• Consultation with Case Manager regarding expenditure statement and memo for individual children and family/Carer.
Business Manager	<ul style="list-style-type: none">• Review financial component of <i>exceptional resource</i> funding request.• Forward exceptional resource funding request application to appropriate Manager.
Manager	<ul style="list-style-type: none">• Review and endorse <i>exceptional resource</i> funding request.• Forward exceptional resource funding request application to appropriate Financial Authorisor.• Monitor expenditure in consultation with business support.• Provide regular updates to the relevant executive director.
Financial Authorisor	<ul style="list-style-type: none">• Level 3 or 4 Authorisor <i>or</i> the Chief Financial Officer authorise all applications for exceptional resource funding <i>under</i> \$20,000.00.• Chief Executive Officer or Deputy Chief Executive Officer authorise all applications for exceptional resource funding <i>for</i> \$20,000.00 or over.
Business Support	<ul style="list-style-type: none">• Process payment / reimbursement.• Update Exceptional Funding Database.• Provide a reporting function.



5. Monitoring, Evaluation and Review

5.1 Monitoring

Exceptional Funding detail will be captured in a central database.

This database does not replace C3MS functionality. It will simply be a value-add tool that focuses primarily on exceptional funding detail in order to:

1. capture exceptional funding detail.
2. support exceptional funding reporting
 - (a) regular reports for Offices
 - (b) quarterly reports to Executive
 - (c) resource specific reporting, i.e. to support future service delivery performance improvement initiatives.

5.2 Evaluation

- The effectiveness of this procedure will be monitored by Case Managers, Managers and Support Workers.
- The provision of Quarterly Reports to Executive will also provide the opportunity to gain high level feedback.

5.3 Review

Procedure to be reviewed initially after 3 months and then on an as needs basis, or every 6 months, whichever falls first.

6. Supporting documents

- [Exceptional resource funding request application form \(DOCX, 145.1 KB\)](#)
- [Exceptional Resource Funding - Non-Government School Enrolment Annual Review and Payment of Fees Application Form](#)
- [Non-government school enrolments, fees and associated educational services procedure \(PDF, 521.0 KB\)](#)
- [Insurance and damage claims procedure \(PDF, 543.8 KB\)](#)
- [Special needs loading application form \(DOCX, 195.9 KB\)](#)
- [DCP contribution to purchase of vehicle for carer agreement form \(DOC, 82.5 KB\)](#)
- [DCP contribution to leasing of vehicle for carer agreement form \(DOC, 83.5 KB\)](#)
- [DCP contribution to home modifications, extensions and renovations agreement form](#)



Exceptional Resource Funding

Please note this procedure is mandatory and staff are required to adhere to the content

Table 1 - Document details

Publication date	September 2018
Replaces	Version 4
Procedure document owner	Financial Systems and Compliance Unit
SEG member responsible (position)	Jennifer Browne (Chief Financial Officer)
Applies to	All Departmental officers
Approved by	Chief Financial Officer
Approval date	September 2018
Review Date	September 2020

Table 2 - Revision record

Date	Version	Revision description
April 2017	0.1	Original Draft
December 2017	0.2	Financial Authorisation Delegations
February 2018	0.3	Private schooling, vehicle purchase, home modifications clarifications and updates
August 2018	0.4	C3MS procedure revision
September 2018	0.5	DCP contribution towards Carer vehicle purchases and home modifications are suspended pending a review.



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1. Title

Exceptional Resource Funding.

2. Purpose

To provide explanation and practice guidance for the application of funding for *exceptional resources* to support the needs of children, birth families and carers.

This procedure is conclusively linked to the Exceptional Resource Funding Request Application Form and should be referred to, when interpreting this procedure.

3. Scope

This procedure applies to all Department for Child Protection (DCP) staff, in particular, Case Managers, Managers, DCP Financial Authorisers, Financial Wellbeing Workers and Business Support Staff involved in the process of seeking, endorsing and authorising funding for exceptional resources to support the needs of children, birth families and carers.

4. Procedure detail

An Exceptional Resource Funding Request Application Form will be comprehensively completed when seeking funding for exceptional resources to support the needs of children, birth families and carers.

The application is reviewed and endorsed by the appropriate DCP Business Manager and DCP Manager and then forwarded to the appropriate DCP Financial Authoriser, who will complete the final review and authorise funding.

There is no general rule as to what level of reimbursement is appropriate, however budgetary constraints and individual circumstances of the child will influence this decision.

4.1 Exceptional Resource Funding Request Application Form

Please refer to the Exceptional Resource Funding Request Application Form

4.2 What Resources are considered “Exceptional”?

Resources considered as *exceptional* may include

- non-government school enrolments and payments of fees
- non-government school Education Services Officer (ESO) or School Services Officer (SSO)
- all interstate Government Education Services Officer (ESO) or School Services Officer (SSO)
- insurance claims between \$1,000.00 - \$10,000.00
- all other resources exceeding \$5,000.00
- renting a larger home



- home support/aids for children or young people with high disability needs until they are eligible for NDIS
- financially assisted adoptions

Resources *not* considered as *exceptional* may include

- Purchase of motor vehicle

DCP contributions toward the purchase of motor vehicles have been suspended pending the outcome of a review. Please consider alternative transport options.

- Contribution towards home modifications, extensions and renovations

DCP contributions toward home modifications, extensions and renovations have been suspended pending the outcome of a review. Please consider alternative options.

- Government Education Services Officer (ESO) or School Services Officer (SSO)

These are to be addressed through the individual school and funded by DECD.

- Commercial care and other high cost individual placements

Please refer to Placement Services Unit for *all* placements.

- Payments relating to Special Needs Loading (SNL)

A new or review application for SNL must be submitted in advance of the date in which the loading falls due, *each year*. An application consists of a child/young person's current Complexity Assessment Tool report along with High Intervention Needs Loading Score Sheet and/or Physical or Intellectual Needs Loading Score Sheet. Applications are authorised by DCP Manager. Please refer to the Special Needs Loading Application Form.

- Resources under \$5,000.00 (unless listed above)

To be assessed and determined in accordance with appropriate general processes and approvals from the appropriate delegate.

- Insurance claims under \$1,000.00

To be assessed and determined in accordance with appropriate general processes and approvals from the appropriate delegate.

- Insurance claims over \$10,000.00

Claims with an expected value of \$10,000.00 or greater must be submitted via email to DCP:Insurance (DCPInsurance@sa.gov.au) who will then refer the claim to the SAICORP Claims Manager.



4.3 Preparing an Application for funding for an Exceptional Resource

General Criteria for Applications

- The child/young person is
 - not under an order but a child protection case or arrangement is managed by DCP;
 - is under a custody or guardianship order.
- Linked to preventing placement breakdown (i.e. additional support will allow the placement to continue and/or remain stable).
- Linked to positive family contact and community relationships.
- Connection to child/young person's culture and kinship group.
- Family is assessed as not having the financial capacity to meet the resource cost.
- Linked directly to achieving Family Level Outcomes, Individual Level Outcomes.
- Linked to developmental outcomes for the child, as identified in Life Domains.
- In line with Family Care Team Agreements and Action Plans, identifying measurable outcomes.
- In accordance with all related DCP Policies and Procedures.

General Exclusions for Applications

- Children or families who currently do not have any involvement with DCP.
- Where the child remains with their family and the financial assessment indicates that the family has the capacity to fund the request.
- When the resource is not linked to a Solution Based Casework outcome.
- When alternative actions are identified that may result in the same outcome, with less expense.

4.4 Specific Criteria for Applications

Non-Government School Enrolments and Payment of Fees and Related Costs

New or review applications for non-government school enrolments and/or payment of fees must be submitted each year for every child/young person.

An Exceptional Resource Funding Request Application Form must be completed for every child/young person attending a non-government school, regardless of whether DCP is contributing to costs thereof.

For first time enrolments: the full Exceptional Resource Funding Request Application Form must be completed.



For subsequent year enrolments: if the child/young person's schooling remains unchanged and there are no other significant changes that may impact a decision, an abbreviated version of the Exceptional Resource Funding Request Application may be filled in. Please refer to the Exceptional Funding Request Application – Non Government School Enrolment Annual Review and Payment of Fees Application.

What costs are included?

- Tuition fees
- Technology levy
- General purpose levy
- Capital resource levy
- Composite fee
- *Overnight* school camps

What costs are *excluded*?

- Building levies/building funds (these payments are not compulsory payments. They are considered voluntary donations and are not funded by DCP).
- Excursions and Day camps (these payments should be paid by Carers)

Other related educational expenses

- Uniforms and footwear
- Books and stationery
- Computers and laptops
- School swimming lessons
- School sports events (including uniform and footwear)

These items are considered incidentals and should be funded in accordance with appropriate general processes and approvals from the appropriate delegate.

Family Based Carers are required to use the Education Grant, paid at the beginning of each school term to assist with incidental education costs relating to the children and/or young people in their care.

School Card

If a child or young person is enrolled in a non-government school, they may be eligible for a school card. School Card Application is available from the school or from the Department for Education and Child Development website www.decd.sa.gov.au

As there are a variety of non-government schools in South Australia, depending on the school, eligibility for a school card may or may not impact on school fees. The Carer should contact the school for further information.

Scholarships

Winning a scholarship can be an effective way of helping to fund a child/young person's education. Non-Government schools may offer scholarships based on various criteria such as merit-based or in relation to the cultural or social background of the respective student. External institutions and benefactors may also fund scholarships for various reasons, including needs-based or career specific. For further information on scholarship options / criteria, please contact the respective school to learn more about their range of scholarships.



General considerations for Non-Government School Enrolments

- Enrolment is supported by a professional opinion.
- The child/young person is enrolled in the non-government school at the time he/she is taken into care and it is preferable to maintain continuity of their education / stability of routine and relationships.
- Other siblings (birth or foster) are enrolled in a non-government school and it is considered to be disadvantageous for the child/young person to be enrolled in a different school.
- A special program is offered at the school that is not offered elsewhere (within reasonable travelling distance).
- Where the child/young person is gifted or has a particular talent.
- The child/young person has been awarded a scholarship and there is a funding gap.
- The child/young person has a special need that can be best met by the non- government school.

For further information, please refer to Non-Government School Enrolments, Fees and Associated Educational Services Procedure.

Assessment of Non-Government School Enrolments

- New or review applications for non-government school enrolments and/or payment of fees must be submitted each year for every child/young person.
- As a guide, up to \$5,000.00 per child/young person, per annum is considered *appropriate* contribution by DCP for non-government school fees. Where applications exceed this amount, partial reimbursement of fees with co-contribution from Carer is preferred.
- It is essential to obtain pre-approval of school fee reimbursements so Carers can make an informed decision on their school choice and understand any financial implications to them.

Non-Government School Education Services Officer (ESO) / School Services Officer (SSO) Support

ESO/SSO services are often one-to-one intensive supports to help the child/young person with managing their behaviours in the classroom and social environments and/or enhancing their learning opportunities. ESO's and SSO's work under the supervision of the classroom teacher or other nominated teachers on a school site.

General considerations for Non-Government School ESO / SSO Support

- Support forms part of child/young person's education plan.
- The school has identified and utilised all funding resources available.
- The school has referred to the Inclusion and Learning Team (Catholic Education) or the AISSA Educational Consultants (Student Diversity) (Independent Schools).



- Does the child/young person have a disability?
 - Has the Children in Out-Of-Home Care Tutoring Program been considered?
 - Does the child/young person have a plan in place with NDIA?
- If eligible, has the child/young person been referred to the DCP School Engagement program?
- Has previous intervention been provided? What was the outcome of this?

Assessment of Non-Government School ESO/SSO Support

- New or review applications for non-government ESO or SSO support must be submitted each term for every child/young person, along with a progress report of previous intervention.

For further information, please refer to Non-Government School Enrolments, Fees and Associated Educational Service Procedure.

Interstate Government School Education Services Officer (ESO) / School Services Officer Support

As per section 3.3.2 Non-Government School Education Services Officer (ESO) / School Services Officer (SSO) Support (excluding "3.3.2 c") with the following addition:

- Case to be monitored to ensure transfer of case is imminent and support is received from relevant State education and support systems.

All Other Resources – Insurance Claims over \$1,000.00 but less than \$10,000.00

Relates to damage caused by a child or young person placed in foster care or other care placement facility.

It is essential that Carers are not significantly financially disadvantaged because of damages caused by children/young persons in their care.

For further information, please refer to [Insurance and Claims Procedure](#).

General considerations for Insurance Claims

- Carers are required to organise their own insurance covering their home, contents and vehicle. (It is expected that the Carer claims against their own insurance with DCP reimbursing the Carer the amount of the excess payable on their insurance policy, so that they are not out of pocket).
- The loss, damage and or injury is a result of providing care for child/young person, including accommodation which has been intentionally inflicted.
- Claim does not exceed the reasonable market value of the Carer's property loss, damage or the Carer net loss, whichever is the lesser amount.
- Reasonable proof of ownership of any loss, damage and or injury, i.e. police incident report, photographs of damage has been provided.
- 3 quotes for goods and services.



General *exclusions* for Insurance Claims

Accidental damage – this is a risk assumed by the Carer, in the same way as any householder assumes a risk of accidental damage by guests, visitors or members of the household.

Insurance Claims under \$1,000.00 or over \$10,000.00

- Claims below \$1,000.00 need to be assessed and determined in accordance with appropriate general processes and approvals from the appropriate delegate.
- Claims with an expected value of \$10,000 or greater must be submitted via email to DCP:Insurance <DCPInsurance@sa.gov.au> who will then refer the claim to the SAICORP Claims Manager via email.

For further information, please refer to Insurance and Claims Procedure.

All Other Resources – Other (over \$5,000.00)

All other resources may include (but are not limited to)

Lease of motor vehicles

In some unique or very limited situations, it may be permissible to make a contribute toward the lase of a vehicle that the Carer family would not otherwise have required due to the special needs or circumstances of the child(ren)/young person(s) in the placement.

General considerations – lease of motor vehicle

- If a DCP preferred Lease Company is not available, Carer to provide 3 quotes. (Note: Lease Plan is not to be used as a provider)
- Lease Agreement to be between the Carer and the Lease Company.
- The Carer will have the responsibility of maintaining the vehicle to an acceptable standard including running costs and ongoing maintenance.
- DCP contribution towards lease to be reviewed every 3 months.
- Carer is required to sign DCP Contribution to Leasing of Vehicle for Carer – Agreement and Acknowledgement.

Renting a larger home

In some situations, it may be permissible to make a contribution toward the renting of a larger home which would not otherwise have been required, if it were not for the special needs of a child or young person, or the addition of child(ren)/young person(s) in care in a family placement.

General considerations

- Demonstration of the long term benefit to the child(ren) / young person(s) in care and that the larger home is not something that the Carer would reasonably have acquired themselves.



4.5 Submitting an Application

Case Manager

- Ensure that the resource is considered exceptional (thus should follow this procedure) and meets the general and specific criteria (refer to Section 3.3).
- Complete the Exceptional Resource Funding Request Application Form and attach any additional supporting documentation.
- If the resource is \$20,000.00 or above, create a C3MS Referral to appropriate Financial Wellbeing Team for Carer financial assessment and comment.

Financial Wellbeing Team (for resources \$20k and above)

- Accept C3MS referral. Application will be assessed at the Carer level.
- Interview Carer and prepare Income and Expenditure Statement and Memo based on information provided by the Carer.
- Upload Income and Expenditure Statement and Memo on C3MS and return to Case Manager via C3MS.

Case Manager

- *(If applicable)* review comments made by Financial Wellbeing Team. Update original application to summarise any actions/investigation to be taken following financial wellbeing assessment and comment. Upload Income and Expenditure Statement and Memo onto C3MS, attached to the original application at the child/young person level.
- Forward application to Business Manager for financial review.

Business Manager

- Review financial aspects of application and forward to appropriate Manager for review and endorsement.

Manager

- Review and endorse application and then forward full application to Regional Director for endorsement/approval.

Financial Authorisor

- Resource is UNDER \$20,000.00, application must be directed the Regional Director for review and decision.
- Resource is \$20,000.00 or OVER, application must be endorsed by the Regional Director and directed to Deputy Chief Executive or Chief Executive for review and decision.



4.6 Application Assessment

There is no general rule as to what level of reimbursement is appropriate, however budgetary constraints and individual circumstances of the child/young person will influence this decision.

Applications are assessed on an application by application basis, with consideration given to

- History of child/young person
- Care and protection/order arrangements
- Length of time in placement
- Financial assessment/co-contribution
- Rationale for resource
- Safety and placement stability
- Sibling/family connections
- History of exceptional funding

4.7 Application Authorisation

If the application is APPROVED

- Payment arrangements to be inserted here
- Inform the Carer of the decision/arrange resource
- Update C3MS with decision/upload a copy of approval.
- Update child/young person's Action Plan.
- Update Exceptional Resource Funding database

If the application is NOT APPROVED

- Child/young person's Action Plan needs to detail what alternate actions will be taken and what outcomes are expected to be achieved.
- Inform the Carer of the decision.
- Update C3MS with decision.
- Update Exceptional Resource Funding database



5. Roles and responsibilities

Role	Authority/responsibility for
Case Manager	<ul style="list-style-type: none">• Consultation with Carer to discuss the child/young person's needs, options and financial assistance requirements.• If resource meets the criteria, complete the Exceptional Resource Funding Request Application Form and attach any additional supporting documentation.• If the resource is \$20,000.00 or above, create a C3MS Referral to applicable Financial Wellbeing Team for Carer financial assessment and comment. On receipt of financial assessment, review comments. Update original application to summarise any actions/investigation to be taken following financial wellbeing assessment. Upload Income and Expenditure Statement and Memo on to C3MS, attached to the original application at the child/young person level.• Full application to Manager for review, endorsement and forwarding to appropriate Financial Authorisor.• If application is not approved, the child/young person's action plan needs to detail what alternate actions will be taken and what outcomes are expected to be achieved.• If application is approved, arrange payment, consult with Carer and arrange resource.• Update child/young person's Action Plan to reflect what resources have been allocated, how they are to be used, timeframes and costs at each stage, whether the intended outcomes are achieved and if further resources are required• Update C3MS with the decision and actions to be taken. Upload a copy of the approved document.• Regularly review progress regarding the child/young person and Family/Carer during individual supervision and through case consultations within team meetings and will provide the manager with regular updates regarding progress and any reports at review dates.
Financial Wellbeing Team	<p>For Exceptional Resources \$20,000.00 or over</p> <ul style="list-style-type: none">• Accept C3MS referral. Application will be assessed at the Carer level.• Interview Carer and prepare Income and Expenditure Statement and Memo based on information provided by the Carer.• Upload Income and Expenditure Statement and Memo on C3MS and return to Case Manager via C3MS.• Consultation with Case Manager regarding expenditure statement and memo for individual children and family/Carer.
Business Manager	<ul style="list-style-type: none">• Review financial component of exceptional resource funding request.• Forward exceptional resource funding request application to appropriate Manager.
Manager	<ul style="list-style-type: none">• Review and endorse <i>exceptional resource</i> funding request.• Forward exceptional resource funding request application to appropriate Financial Authorisor.



Role	Authority/responsibility for
	<ul style="list-style-type: none">• Monitor expenditure in consultation with business support.• Provide regular updates to the relevant executive director.
Financial Authorisor	<ul style="list-style-type: none">• Level 3 or 4 Authorisor or the Chief Financial Officer authorise all applications for exceptional resource funding under \$20,000.00.• Chief Executive Officer or Deputy Chief Executive Officer authorise all applications for exceptional resource funding for \$20,000.00 or over.
Business Support	<ul style="list-style-type: none">• Process payment / reimbursement.• Update Exceptional Resource Funding Database.• Provide a reporting function.

6. Monitoring, evaluation and review

As part of the Financial Management Compliance Program, this procedure will be reviewed and updated by Finance and Corporate Services in accordance with the review date shown at 'Table 1 – Document Control'.

Updated policies and procedures must be approved in accordance with the Policy Framework.

7. Supporting documents

- [Exceptional resource funding request application form \(DOCX, 145.1 KB\)](#)
- [Exceptional Resource Funding - Non-Government School Enrolment Annual Review and Payment of Fees Application Form](#)
- [Non-government school enrolments, fees and associated educational services procedure \(PDF, 521.0 KB\)](#)
- [Insurance and damage claims procedure \(PDF, 543.8 KB\)](#)
- [Special needs loading application form \(DOCX, 195.9 KB\)](#)
- [DCP contribution to leasing of vehicle for carer agreement form \(DOC, 83.5 KB\)](#)

Admin use only	
Reference No	
Request Type	



Exceptional Resource Funding Request Application

Purpose of this form: application for *exceptional funding* requests for resources to support the needs of children, birth families and carers.

How to use this form:

1. open Application Template, "Save As" a new document, with appropriate file name.
2. complete all relevant sections of the application plus any supporting information required (as directed in application).
3. for resources \$20,000.00 and above (or as directed), please send application via C3MS worklist to Financial Wellbeing Team to complete a Carer Income and Expenditure Report and Memo ("memo is where the Financial Wellbeing Worker will provide any relevant comments based on the I & E).
4. on completion of application, application to be sent to appropriate Manager for review and endorsement. Said Manager, will then forward to appropriate Financial Authoriser for decision.

Section 1: Application Details

Caseworker			
Caseworker		Office	

Child/Young Person					
Surname			Given name/s		
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Age		C3MS ID: <input type="text"/>
CAT Score	LEVEL 1 <input type="checkbox"/>		LEVEL 2 <input type="checkbox"/>		LEVEL 3 <input type="checkbox"/> LEVEL 4 <input type="checkbox"/>
NDIS Eligibility	Does this child receive NDIS Funding?		YES <input type="checkbox"/> NO <input type="checkbox"/>		NDIS Plan Attached <input type="checkbox"/>
	If NO. IS this child eligible for NDIS Funding?		YES <input type="checkbox"/> NO <input type="checkbox"/>		
Special Needs Loading	Does this child receive an additional loading?		YES <input type="checkbox"/> NO <input type="checkbox"/>		Loading Amount%

Care and Protection / Order Arrangements			
Assessment and Support <input type="checkbox"/>	Reunification <input type="checkbox"/>	Family Preservation <input type="checkbox"/>	Guardianship <input type="checkbox"/>
Care and Protection Order in Place YES <input type="checkbox"/> NO <input type="checkbox"/>		Length of Orders	

****Please add additional tables if multiple children are included in the application****

Placement Details					
Biological Parent <input type="checkbox"/>	Kinship Carer <input type="checkbox"/>	Foster Carer <input type="checkbox"/>	Residential Care <input type="checkbox"/>	Commercial Care <input type="checkbox"/>	
Surname			Given name		
Residential Address			Suburb/Town	State	
Residential / Commercial Care Facility			Contact Person		
Carer Payments			\$.....Carer Payment is received for this child/young person per fortnight.		
Length of Time in this Placement					



Section 2: Exceptional Resource Funding Request

Exceptional Resource Request Type		
<input type="checkbox"/>	Non-Government School Enrolments and Payments of Fees	Complete Sections 1-7 of this application <i>plus</i> Section A.
<input type="checkbox"/>	Non-Government School Education Services Officer (ESO) or School Services Officer (SSO) Support	Complete Sections 1-7 of this application <i>plus</i> Section B.
<input type="checkbox"/>	All Other Resources – Insurance Claims (\$1,000.00 - \$10,000.00)	Complete Sections 1-7 of this application <i>plus</i> Section C <i>plus</i> attach three or more quotes for goods and services.
<input type="checkbox"/>	All Other Resources – Motor Vehicle Lease	Complete Sections 1-7 of this application <i>plus</i> attach three or more quotes. Carer must sign DCP Contribution to Leasing of Vehicle for Carer – Agreement and Acknowledgement Form.
<input type="checkbox"/>	All Other Resources – Other (over \$5,000.00)	Complete Sections 1-7 of this application <i>plus</i> attach three or more quotes for goods and services.

Is Family/Carer Co-Contributing?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	NOT APPLICABLE <input type="checkbox"/>
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Name of Provider	Cost
	\$
	\$
	\$
Family / Carer Co-Contribution	-\$0.00
Total (minus any co-contribution)	\$

Supporting Information		
Child/Young Person's Annual Review and Case Plan	ATTACHED <input type="checkbox"/>	NOT APPLICABLE <input type="checkbox"/>
Child/Young Person's Complexity Assessment Tool Report	ATTACHED <input type="checkbox"/>	NOT APPLICABLE <input type="checkbox"/>
Child/Young Person's NDIS Plan	ATTACHED <input type="checkbox"/>	NOT APPLICABLE <input type="checkbox"/>
Section A - Non-Government School Enrolments and Payments of Fees	COMPLETED <input type="checkbox"/>	NOT APPLICABLE <input type="checkbox"/>
Section B – Non-Government ESO or SSO Support	COMPLETED <input type="checkbox"/>	NOT APPLICABLE <input type="checkbox"/>
Section C – Insurance Incident Report Details	COMPLETED <input type="checkbox"/>	NOT APPLICABLE <input type="checkbox"/>
Quotes for Goods and Services	ATTACHED <input type="checkbox"/>	NOT APPLICABLE <input type="checkbox"/>
Leasing of Vehicle for Carer – Agreement and Acknowledgement Form	ATTACHED <input type="checkbox"/>	NOT APPLICABLE <input type="checkbox"/>



History of Exceptional Resource Funding				
Item		\$	Year	
Item		\$	Year	

Section 3: Information Relevant to this Application

Rationale for Exceptional Resource Funding Application	
<ul style="list-style-type: none">Brief history of child / young personCurrent IssuesPlanned interventionsExpected outcomes: what are the issues that will be addressed by this solution?	
Has consultation occurred with:	
Primary Social / Case Worker	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NOT APPLICABLE
Carer Payments	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NOT APPLICABLE
Placement Services	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NOT APPLICABLE
Aboriginal Services	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NOT APPLICABLE
Psychological Services	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NOT APPLICABLE
Other (please indicate)	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NOT APPLICABLE
Alternative Options Considered <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NOT APPLICABLE	
<ul style="list-style-type: none">Please provide detail of alternative options considered (if applicable).	



Section 4: Monitoring and Review

How will this resource be monitored?

- Case consultations with Supervisor
- Family Care Team Meetings (6 weekly)
- Review and Progress Report to Manager

Section 5: Author Details

Application processed via work list on C3MS YES ☐

Author: Sign: Date:

Position: Contact Number:

Section 6: Financial Wellbeing Assessment (for resources \$20k and above)

Application and Supporting Documentation to Financial Wellbeing Team via referral on C3MS YES ☐

Financial Wellbeing Program Assessment

Income and Expenditure Statement / Financial Wellbeing Program Memo Attached YES ☐ N/A ☐ (under \$20,000)

Comments of significance to note and proposed actions to be taken:

Section 7: Review

Financial Statement has been completed for resources over \$20,000.00 ☐ YES ☐ NOT APPLICABLE

Application to Business Manager for review YES ☐

Application processed via work list on C3MS YES ☐ Client C3MS ID :

Item/s requested: Amount to be approved:

Rationale for approval:



Basware Coding Details:

Project Code.....Task Code.....Cost Code.....

Section 8: Endorsement

Manager Name (print):.....Sign: Date:

ENDORSED ☐ NOT ENDORSED ☐

Director (for all resources \$20,000 or over)

Name (print):.....Sign: Date:

ENDORSED ☐ NOT ENDORSED ☐

Section 9: Decision

RESOURCE \$20,000.00 or UNDER

Exceptional Resource Funding request for client (C3MS ID) for the amount of \$(total amount of application)

☐ Chief Financial Officer or ☐ Authorisation Level 3 or ☐ Authorisation Level 4

Name (print):.....Sign: Date:

APPROVED ☐ NOT APPROVED ☐

RESOURCE is OVER \$20,000.00

Exceptional Resource Funding request for client (C3MS ID) for the amount of \$(total amount of application)

☐ Chief Executive Officer or ☐ Deputy Chief Executive Officer

Name (print):.....Sign: Date:

APPROVED ☐ NOT APPROVED ☐



Section A: Supporting Information

Non-Government School Enrolments and Payments of Fees

Name of School			
School Address			
School Year		School Term(s)	(select all applicable): 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
Enrolment Only <i>(carer pays all educational expenses)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Enrolment and Payment of Fees <i>(if yes please complete tables below)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Associated Educational Services	School Support Officer / Education Services Officer <input type="checkbox"/> Other (external tutor) <input type="checkbox"/>		

Non-Government School Fees Breakdown		
Child / Young Person	Funding Request Type	Cost
	Tuition Fees	\$0.00
	Capital Resource Levy	\$0.00
	Technology Levy	\$0.00
	Composite Fee	\$0.00
	General Purpose Levy	\$0.00
	Other (please provide details)	\$0.00
	SUB-TOTAL	\$0.00
Discounts/Contributions	Discount/Contribution Type	Cost
	<i>Less School Card Discount</i>	-\$0.00
	<i>Less Other discounts (e.g. sibling discount) (please provide details)</i>	-\$0.00
	<i>Less Carer Co-Contributions</i>	-\$0.00
	GRAND TOTAL	\$0.00

****Please add additional tables if multiple children are included in the application****

NOTE: Family Based Carers are required to use the Education Grant (paid at the beginning of each school term) to assist with other educational expenses

Such expenses include:

- excursions and camps
- school uniforms
- books and stationery

Other Educational Expenses should be funded by the respective hub/office allocated incidental expenses budgets (in accordance with appropriate approvals from the appropriate delegate).



Section B: Supporting Information

Non-Government Educational Expenses – Education Services Officer (ESO) or School Services Officer (SSO) Support

Associated Educational Services		
Child / Young Person One	Funding Request Type	Cost
	School Services Officer (SSO) / Education Services Officer (ESO)	\$0.00
	External Tutor	\$0.00
	Other (please provide details)	\$0.00
	<i>Less Carer Co-Contributions</i>	-\$0.00
	GRAND TOTAL	\$0.00

Proposed Start Date	Proposed End Date	Number of Weeks	Hours Per Week	Rate Per Hour

School Details		
Name of School:		School Address:
Does this child/young person have a current Education Plan?	Yes <input type="checkbox"/> (please attach)	No <input type="checkbox"/>

Current education funding in place or explored			
Has the school identified and utilised all funding resources available	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, provide details of the type of current supports in place and the amount of funding allocated/utilised:
Has the school referred to the Inclusion and Learning Team (Catholic Education) or the AISSA Educational Consultants (Student Diversity) (Independent Schools)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, provide details of the type of current supports in place:

Other Department for Child Protection supports in place for the child or young person (to be completed by DCP)			
Does the student have a disability?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes <ul style="list-style-type: none">provide details of what support(s) are in place / details of funding allocated:has the Children in Out-of-Home Care Tutoring Program been considered?does the student have a plan with the NDIA?
If eligible, has the young person been referred to the DCP School Engagement program	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, provide details of what support(s) are in place / details of funding allocated:



ESO / SSO Support Plan

If SSO / ESO Support request is for continued funding (second or subsequent), please complete Part A and Part B below.

If this is a *new* request for SSO / ESO Support, please complete Part B *only*.

Part A – Past Intervention (if applicable) – Outcomes Achieved

Outcomes	Actual Outcome / Learning and Future Support Suggestions
Educational	
Behaviour	
Health / Personal Care	
Social / Emotional	
Attendance	
Other (please indicate)	

Part B – Current Intervention – Strategies to be Put in Place

Anticipated Outcome	Proposed Strategies to achieve Anticipated Outcomes	Timeline
Educational		
Behaviour		
Health / Personal Care		
Social / Emotional		
Attendance		
Other (please indicate)		



Section C: Supporting Information

Insurance Incident Report Details

Details of Incident

Location / Address of Incident

Carer's House ☐

NGO Property ☐

Hotel/Motel ☐

Caravan Park ☐

School ☐

Public Place ☐

Incident Date

Incident time

☐ AM ☐ PM

Date Incident Reported

Name of Person Incident
Reported To:

Nature of Incident

Property Damage ☐

Bodily Injury ☐

Theft / Loss ☐

Name of Injured Party and/or Owner of Damaged/Lost Property:

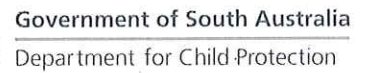
People Involved in the Incident

Name	Age	Gender	C3MS ID	Carer's Full Name
		M <input type="checkbox"/> F <input type="checkbox"/>		
		M <input type="checkbox"/> F <input type="checkbox"/>		
		M <input type="checkbox"/> F <input type="checkbox"/>		
		M <input type="checkbox"/> F <input type="checkbox"/>		

Details of Damage or Loss to Personal Property

Please provide a brief description of the damage or loss (attach photographs)

☐ Urgent Repairs Required



Estimate	
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What is the estimated cost of replacing or repairing the damaged property	\$
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If a vehicle was involved:	Make	Model	Registration
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Does the owner of the vehicle have any insurance cover at the time of the damage or loss?	YES <input type="checkbox"/> NO <input type="checkbox"/>
---	--

Insurance Company		Policy No.	
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Details of Personal Injuries	
1. Name of the injured person	
2. Date of the injury	
3. Location of the injury	
4. Description of the injury	
5. Name of the treating physician	
6. Date of medical treatment	
7. Description of medical treatment	
8. Name of the employer	
9. Date of the incident	
10. Description of the incident	
11. Name of the witness	
12. Date of the report	
13. Signature of the injured person	
14. Signature of the employer	
15. Signature of the witness	

What injuries did the claimant or other party sustain (attach photographs if possible)

Did the claimant or other party seek treatment for their injuries?	YES <input type="checkbox"/> NO <input type="checkbox"/>
--	--

If YES please indicate type of treatment

<input type="checkbox"/> Debriefing <input type="checkbox"/> Professional Counselling <input type="checkbox"/> Other Personal Support	<input type="checkbox"/> First Aid <input type="checkbox"/> Hospitalised <input type="checkbox"/> Other (please specify)
---	--

Did the claimant or other party indicate their intention to make a claim for their injuries?	YES <input type="checkbox"/> NO <input type="checkbox"/>
--	--

Other Information

Have SAPOL been notified?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	If YES SAPOL Report No	
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Date Reported			
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Any Other Comments

