



Family &
Community
Services

Individual Funding Packages Guidance for Intermediaries

A companion guide to the Individual Funding Handbook



Document approval

Individual Funding Packages – Guidance for Intermediaries has been endorsed and approved by:

Linda Mallett

Executive Director, Ageing Disability and Home Care

NSW Department of Family and Community Services

Approved: 11 November 2016

Document version control

Document name: Individual Funding Packages – Guidance for Intermediaries

Version: Version 1.1

Document status: FINAL

Authoring unit: Life Skills, Employment and Respite

Date: November 2016

Note

This document is a companion to the [Individual Funding Handbook](#)¹ and should be read in conjunction with it.

¹ <http://www.adhc.nsw.gov.au/?a=320504>

Table of contents

- 1 Introduction.....1
 - 1.1 Background.....4
 - 1.2 Quality Requirements.....5
- 2 The intermediary model.....7
 - 2.1 Changing intermediaries7
- 3 Best practice.....9
 - 3.1 Service Agreements.....9
 - 3.2 Use of disability funding9
 - 3.3 Reporting requirements.....10
 - 3.4 Overview of financial reports11
 - 3.5 Transparency and validation12
 - 3.6 Acquittals12
 - 3.7 Monitoring and reviews14
- 4 For more information15
- 5 Appendix 1 – Making a Service Agreement16
- 6 Appendix 2 – Expenditure reporting sample17

1 Introduction

NSW has been expanding individual funding arrangements for people with disability under the [Living Life My Way Framework](#)² since 2013.

The Department of Family and Community Services (FACS), which supports people with disability to realise their potential, has released an [Individual Funding Handbook](#)³ (the Handbook) which integrates and streamlines the various policies and guidelines governing individualised funding under or aligned to the *Living Life My Way Framework*.

The *Individual Funding Packages – Guidance for Intermediaries* (the Guide) is a companion to the Handbook and should be read in conjunction with it. To complement the Handbook, the Guide contains advice and practical materials to help organisations better understand and implement the intermediary role and its requirements under their [Funding Agreement](#)⁴.

In this Guide, the term *Intermediary* refers to an entity which acts as an Intermediary for a person receiving individual funding. In the intermediary model, the person with disability or their nominee directs their own services and the Intermediary has responsibility for all administrative and reporting activities. The Intermediary may also provide direct supports.

1.1 Background

This document is intended as a resource for intermediaries in administering individual funding across the following program areas:

- Supported Living Fund (SLF)
- Individual Accommodation Support Packages (IASP)
- Leaving Care Program (LCP)
- Community Support Program (Younger Onset Dementia) [CSP]
- Young People in Residential Aged Care (In-Reach and In-Home [YPIRAC])
- Young People in Residential Aged Care (YPIRAC IASP)
- Extended Family Support (EFS)
- Community Participation (CP)
- Flexible Respite
- Boarding House Relocation Program
- Life Choices / Active Ageing (LC/AA)

² https://www.adhc.nsw.gov.au/_data/assets/file/0007/271843/Living_Life_My_Way_Framework.pdf

³ http://www.adhc.nsw.gov.au/_data/assets/file/0014/320504/Individual-Funding-Handbook.pdf

⁴ Section 6: Performance and Section 7: Law and policies (clauses 6.1, 6.2, 7.1, 7.2 in particular)

The *Living Life My Way* framework is preparing NSW for the National Disability Insurance Scheme (NDIS) by developing a consistent approach to the access, planning, and funding of supports for people with disability. The *Living Life My Way* framework and the NDIS both support people with disability to:

- be independent and participate in social and economic life
- exercise choice and control
- access reasonable and necessary supports

Together, the *NSW Disability Inclusion Act 2014*, the Handbook and this Guide support the administration and expansion of individual funding arrangements in NSW prior to transition to the NDIS.

The Handbook and Guide apply to funded entities and people in receipt of individual funding across the above listed program areas, or a combination of funding amalgamated through *Living Life My Way* into a single package from the date of issue to the date an individual transitions to the NDIS.

1.2 Quality Requirements

The FACS quality framework for disability services is built on the National Quality Framework and based on the NSW Disability Services Standards (NSW DSS), which align with the National Standards for Disability Services (2013).

The *NSW Disability Inclusion Act 2014* and *Disability Inclusion Regulation 2014* reinforces in legislation that all funded providers of disability services must comply with the NSW DSS and undertake third party verification to confirm organisational performance against the NSW DSS.

The quality requirements for FACS funded disability service providers, including those acting as intermediaries, are set out in the 2015-2018 FACS Funding Agreement and outlined in the Quality Policy² on the website. The Funding Agreement describes in the terms and conditions how FACS manages performance with disability service providers and clearly sets out mutual obligations. It also reflects the quality reform requirements in place for NSW which are important in moving to person centred approaches and the transition to the NDIS.

The FACS quality framework for disability services and its requirements are part of the conditions of the funding agreement described at Clause 6.4(a)(b):

6.4 Quality framework

- (a) *You must have a quality management system in place and have your compliance with the Disability Service Standards, or any comparable standards, approved in accordance with regulation 8(b) of the Disability Inclusion Regulation 2014 (NSW) verified in accordance with our Quality Policy.*
- (b) *You must comply with our Quality Policy.*

² <http://www.adhc.nsw.gov.au/data/assets/file/0011/256835/Quality-Policy-for-ADHC-funded-services.pdf>

Service providers are required to report on their progress in compliance to the FACS Quality Framework for disability services. This requirement is part of the conditions of the funding agreement described at Clause 5.1(a)(iv):

5.1 Reporting requirements and Information

(a) You must comply with our reporting requirements including:

(iv) providing information on, or in relation to, any third party accreditations, verifications or certifications as requested by us

More information on the quality reporting requirements can be found on the Quality Page³ of the website.

³ http://www.adhc.nsw.gov.au/sp/quality/adhcs_quality_requirements

2 The intermediary model

Individual funding is allocated to a person rather than to a program, place, or organisation. It gives the person choice and control over how their funds are managed and which supports they purchase. With an individual funding arrangement people will make an individual plan detailing the services they need to meet their goals, aspirations and disability related support needs. People choose their supports, who provides them, and how they want their funding to be paid.

The funding arrangements a person selects will depend on the level of control they want to have over their funding and support services. FACS offers three funding arrangements:

1. Direct Payment Agreement
2. Intermediary
3. Service provider

This document explores the Intermediary funding arrangement.

In this context, the term *Intermediary* refers to an entity which has been approved to undertake the management, administrative, monitoring and reporting functions of the individual funding on behalf of the person with disability. The Handbook describes this arrangement as the person with disability or their nominee directing their own services, and the Intermediary having responsibility for all administrative and contractual obligations including ensuring that subcontracted providers have the right qualifications to provide supports to the person with disability.

Funding is delivered through a Funding Agreement to the person's chosen Intermediary. The Intermediary will hold and manage the funding and help as much or as little as required to monitor the budget and arrange, negotiate and/or purchase supports and services according to the person's approved support plan.

The Intermediary might also provide some direct services, depending on their approval status⁵ and according to the choices of the person with disability and their family/carer.

2.1 Changing intermediaries

As individual funding is allocated to a person rather than an Intermediary or service provider, it is fully portable within NSW. This means that a person can change their Intermediary and service provider if they move within the state, or if their circumstances change, or to create a support arrangement that better suits their needs.

This may involve a change in intermediary and/or service provider, or transferring to a different branch of the same organisation, and/or to a different FACS district. Intermediaries cannot charge an exit fee, and cannot stop a person from engaging a different Intermediary.

While the approval of the current intermediary is not required in order to transfer the funding, they must be given reasonable notice of the change or termination. To facilitate this transfer, details of notification requirements should be included in the

⁵ Intermediary providers should have FACS pre-qualification to provide additional services to individuals. For more information refer to the ADHC [Supplier Directory](#).
Individual Funding Packages – Guidance for Intermediaries

Service Agreement between the person in receipt of the funding and their chosen Intermediary.

Requests for a change of Intermediary are submitted by the individual to FACS for processing. On receipt of a notice or request to change Intermediaries or FACS districts, FACS will complete the internal processes necessary to effect the change. This includes issuing Descriptions of Service, both to end the current funding and to commence with the new intermediary arrangement.

Funding to the individual should remain seamless.

3 Best practice

Disability service providers are committed to high quality services which have the person with disability at the centre of service activities. Some standard components which best practice organisations have in place for individual funding are listed below.

3.1 Service Agreements

A Service Agreement is a written document between the individual and their chosen Intermediary, which sets out a clear set of expectations of the agreed services and how they will be delivered.

The Agreement documents the agreed roles and responsibilities of all parties (e.g. work health safety responsibilities on both sides) and how to resolve any problems should they arise. A Service Agreement template is included as an appendix to this document⁴.

Service Agreements may refer to the individual support plan or list the supports to be provided, their hourly cost, the delivery and duration of services, a review date, notice of termination, what the individual is responsible for, etc.

The Agreement also describes the agreed administrative fee and what it covers. Administrative fees cover fund holding and indirect costs but not direct costs. This fee is negotiable depending on the level and types of services agreed upon (for example, some individuals may agree with their Intermediary to undertake certain administrative tasks themselves).

The administrative fee includes:

- the cost of the financial management of the individual funding package, including bank fees, accounts payable, accounts receivable and reporting
- brokerage of services
- basic service coordination and development of a Service Agreement
- payroll for staff working on both the management of the package, or otherwise employed by the Intermediary in the running of the business
- business services, systems and processes
- Compliance, Quality Assurance, Audit, Work Health and Safety, insurances and the cost of running, leasing, and maintaining the Intermediary's buildings, vehicles, and other assets

Purchase of one-off items (for example, a hoist or assistive software) does not attract an additional fee. For example, a wheelchair costing \$6,000 would not be charged at \$6,720 where the agreed administrative fee was 12%.

⁴ The Service Agreement template and instructions are written in the first person, as the document is intended primarily as a tool for people in receipt of individualised funding.

For more information, please refer to the table provided in the *Principles for the application of administrative fees and charges: individual funding fact sheet*⁵ on the FACS website.

3.2 Use of disability funding

Individual funding provides both choice and flexibility but there are limits within the guidelines of the funding package.

The Intermediary ensures that all expenditure adheres to the relevant FACS guidelines, their contractual requirements and the Handbook, and that all purchases are disability related, are within the funding allocation, and:

- link directly to the agreed goals in the individual support plan as they relate to their disability support needs;
- represent value for money (this means the cost of the support must be reasonable, taking into account both the benefits achieved and the cost of finding or using a different type of support);
- are effective and beneficial; and
- are not available through other funding sources, including other local, State and Commonwealth government programs.

Intermediaries will be familiar with, and guided by, the conditions of the individual funding package. Some examples are listed below:

- Individual funding can complement existing supports, including some services funded by FACS and other mainstream, community services and government agencies (for example, NSW Health).
- Items or services purchased with individual funding should not duplicate or replace existing formal and informal supports.
- Individual funding cannot be used as an income supplement, to pay for the employment of family members (unless approved by FACS under exceptional circumstances for a limited period), or to cover costs that any other community member would reasonably be expected to pay for from their own money.

The Handbook provides additional information and guidance on the purchasing principles of disability supports.

If there is a question about purchasing, the Intermediary will liaise with FACS for clarification before making a purchase, paying for a service, or agreeing to do so.

3.3 Reporting requirements

Providing detailed, easy to understand monthly statements of funding against actual expenditure will maintain clear communication and avoid misunderstandings with funded individuals.

⁵ http://www.adhc.nsw.gov.au/sp/delivering_disability_services/individual-funding

A good quality report clearly shows agreed outcomes against the goods and services provided, number of hours or service, hourly rates, administrative fees, any on-costs, opening and closing balances, and any other relevant details.

Contractual obligations to FACS only require annual reporting in order to process the acquittal of unspent funds.

3.4 Overview of financial reports

Entities funded by FACS to provide intermediary services will have systems, processes and reporting templates in place which they will use to meet their reporting obligations. In addition, in the case of individualised funding, the Funding Agreement requires that intermediaries work with the person to achieve their goals (outcomes) as identified in their individual plan.

A sample report showing annual funding allocation, plus monthly and annual reporting is included as an appendix to this Guide and is available from the FACS website.

To meet these requirements, adequate expenditure reports can be expected to contain the following minimum elements.

An itemised annual budget for the individual which details:

1. Funding recipient's name and financial year being reported
2. The person's identified goals (outcomes)
3. The supports being purchased against each outcome (there may be more than one support against an outcome)
4. The support provider against each support
5. The frequency, duration and hourly cost of each support (or the price of one-off purchases)
6. The annual funding allocation per support listed
7. Any fee charged (explained)
8. Total annual funding

Monthly reports of expenditure versus budget to the individual which detail:

- Income received/funds available at the open of the reporting period (monthly)
- Itemised expenditure and remaining funds for the reporting period against items 2 to 5 above
- Any fee charged
- Any supports provided which differ from the approved support plan (must meet the person's approved goals (outcomes) and be within funding guidelines)

- A section for the person to sign (there should be two copies provided, one for the person to keep and one to be returned to the Intermediary) and date

Annual report to FACS which details:

- Funding recipient's name, financial year being reported, and annual funding details
- Detailed funding versus expenditure against items 2 to 7 above
- Any supports provided which differ from the approved support plan (must meet the person's approved goals (outcomes) and be within funding guidelines)
- Any funds remaining – this would form the basis for the acquittal of any unexpended funding as required under the Funding Agreement
- Any fees charged

Sample reports are provided as an appendix to this Guide, containing all the elements listed here, and may be used as a model if required.

3.5 Transparency and validation

Organisations which value best practice establish strict controls, correct authorisations and officially recorded evidence to ensure accountability and transparency, and to mitigate risk or complaints of misappropriation.

The following controls are included as a guide of what most intermediaries would have in place to validate the delivery of supports against the person's plan. This is not a complete list:

- signed time sheets
- records of invoices, receipts and any supporting documentation of all expenditure against a person's individual funding package
- comprehensive audit trails of documents and expenditure sheets
- requiring funded individuals to sign off on monthly statements
- evidence of FACS approvals

Having or developing sound systems, processes and documentation is a way to protect the best interests of both the funded individual and their intermediary.

3.6 Acquittals

Individual funding can be used flexibly during the funding period to meet the individual's changing needs, goals and circumstances. At the end of each financial year, intermediaries have to meet mandatory contractual requirements under the FACS Funding Agreement and Reporting Policy.

Unspent funds may accumulate during a financial year for a range of reasons including (but not limited to) the person's needs being met through alternative means, the service provider being unable to supply the support as outlined in the support plan, or hospitalisation for a period of time during the year.

It is also possible to set aside a specified part of the annual budget for supports during a planned event (see below). This should be identified in a revised individual support plan with safeguards to ensure the remaining funding can meet the person's essential support needs during the remainder of the funding period.

At the end of each financial year any unspent funds may be rolled over to the next financial year (this is not cumulative and is subject to FACS approval).

The use of any retained funding needs to be used as per the Individual Funding Handbook (and associated Guides) to support people for whom the funds were individually allocated. Surplus funds can also be retained to support organisations to transition to the NDIS. This is only permitted if there is no reduction or negative impact on service delivery for people. If surplus funds cannot be expended then they must be returned to ADHC.

For detailed information on the acquittals process please refer to the *ADHC 2015/2016 Acquittal and Compliance Guide for Funded Service Providers*.

Community Participation service providers are not required to participate in the annual acquittals process and are subject to different processes to recoup unspent funds. Refer to the [Community Participation, Life Choices and Active Ageing Programs Guide](#)⁶ for more information.

In the event that a funding package is being spent significantly differently to the original plan, or over or underspent, this should trigger a review of the person's circumstances and their support plan.

⁶ <http://www.adhc.nsw.gov.au/?a=320510>
Individual Funding Packages – Guidance for Intermediaries

3.7 Monitoring and reviews

Support plans are living documents to be kept up to date and relevant at all times in order to ensure the best possible outcome for the funded individual. Significant changes in a person's circumstances should trigger a review to help determine what is and what is not working and what, if anything, needs to change.

Intermediaries have an important role in monitoring that individual support plans are meeting the person's needs and helping them achieve their goals. Monthly financial reports provide the best opportunity to monitor if the individual is receiving the supports approved in their support plan.

It is important that each support plan have a formal annual review, then six monthly or as agreed and needed. It is highly recommended that independent reviews and monitoring are built into a person's plan, to be undertaken by a support planner independent of any funded intermediary or service provider engaged by the person, to prevent any real or perceived conflict of interest.

Reviews and any resulting agreed actions should be documented with all parties signing and keeping a copy.

Monitoring and review of individual funding arrangements include:

- monitoring outcomes achievement and expenditure associated with implementing the individual support plan
- reporting this information formally to the funded individual and FACS
- ensuring any revised plan is developed within the funding allocation
- contacting FACS when a change in circumstances affects the ability to implement a support plan.

4 For more information

A copy of this Guide, the Individual Funding Handbook, documentation and resources can be found on the Individual Funding page of the ADHC [website](#)⁷.

If additional information is needed, Intermediaries should in the first instance contact their FACS Contract Manager.

The *Funding Agreement for Disability Service Providers* (Terms and Conditions of Agreement) and the *Funding Agreement Guide* for Disability Service Providers detail how Funding Agreements operate and the contractual obligations of funded entities.

The *Individual Funding Handbook* has information about the use and management of individual funding, and should be read in conjunction with this Guide.

If specific issues arise, Intermediaries should contact their FACS District office. A full list of FACS District contacts is included in the Handbook.

⁷ <http://www.adhc.nsw.gov.au/individuals/support/individual-funding>
Individual Funding Packages – Guidance for Intermediaries

5 Appendix 1 – Making a Service Agreement⁶

If you receive individual funding, you have a number of options about how your funds are managed and who manages them. Whatever the funding option you choose, making a written agreement with the organisation that holds your funds will protect the interests of all the parties involved.

This is called a **Service Agreement**.

A Service Agreement (an agreement) will make sure that you and your intermediary (or service provider) have a clear set of expectations of how your supports will be delivered and your funds managed. A good agreement will also list each party's responsibilities and obligations, and explain how to resolve any problems if and when they arise.

When you are working on your agreement, you should take a copy of any support plan you may already have (for example, a Supported Living Fund proposal) to help guide the discussion. Your support plan will show what supports will be delivered, when, by whom, etc. Your agreement will explain the roles and responsibilities of managing your funding to pay for the supports shown in your plan.

Some things you may wish to include in your agreement:

- Your support plan showing the supports to be provided
- The cost of supports in your funding allocation
- How you would like your services to be provided
- How long the supports will be provided for
- When and how your agreement will be reviewed
- How you and your intermediary and/or service provider will deal with any issues that may arise
- What your responsibilities are in the agreement (for example, to be available for appointments)

⁶ The Service Agreement template and instructions are written in the first person, as the document is intended primarily as a tool for people in receipt of individualised funding.

- What your intermediary's and/or service provider's responsibilities are in the agreement (for example, to provide you with monthly financial statements)
- What notice is needed to end the agreement
- Anything else that you and your intermediary and/or service provider agree on
- Signatures

Following is a basic agreement template that you may like to use, or to base yours on, or your intermediary and/or service provider may give you one that they use.

Please note that you do not have to use the template provided. However, it is recommended a service agreement include the same details and type of information shown in the template provided. An agreement should be clear and easy to understand.

If at any point you are unsure about anything in your agreement, it is recommended that you talk to a trusted person (or nominee) to help you with reviewing your agreement before you sign it and give it to your intermediary and/or service provider.

Service Agreement template for individual funding arrangements

This agreement is made between:

Service recipient's name ¹ :	
---	--

And

Intermediary's and/or Service provider's name:	
This agreement will start on	[day] [month] [year]
for the duration of / end on	[specify time period or end date]
Agrees to provide the following	[brief description of the supports]
Complete funding details below as required:	
The total annual funding is	\$
Total fixed term funding is	\$
Total one-off funding is	\$
<i>Detailed cost of supports are attached. [Please attach a document showing the supports with their individual costs].</i>	

Intermediary and/or service provider's responsibilities:	
[insert funded organisation's name] agrees to:	<p>[Insert any information about how you wish the organisation to work with you in the provision of supports. For example:]</p> <ol style="list-style-type: none"> 1. Issue detailed monthly expenditure reports against funding 2. review the service with you [specify a review period – e.g. 6 monthly]² 3. treat you with courtesy and respect 4. consult you on decisions about how your supports are provided 5. work with you to arrange for supports that fit

¹ This is the person receiving the individual funding

² Minimum review period is annually

Intermediary and/or service provider's responsibilities:

	<p>your needs and at your preferred times</p> <ol style="list-style-type: none">6. comply with the approved guidelines relevant to the funding7. listen to your comments and questions and resolve problems quickly8. keep and provide clear records on services provided to you
--	--

Complete section below (see suggested examples):

Service recipient's responsibilities:

I, [insert name], agree to:	<p>[List what your responsibilities will be. For example:]</p> <ol style="list-style-type: none">1. review, sign and return copies of monthly expenditure statements in a timely manner;2. report any errors or inconsistencies in monthly reports without delay;3. follow the approved guidelines of the funding4. work with [insert provider's name] to make sure that the services and supports delivered meet my support needs;5. treat you with courtesy and respect;6. talk to [insert provider's name] if I have any concerns about the services or supports being provided;7. give [insert provider's name] reasonable notice (outlined below) should I wish to cease this agreement;8. comply with safe working practices;9. not request support workers to provide services outside the agreement
-----------------------------	---

Ending this agreement:

Should either party require this agreement to end, we agree to give [insert time period] notice.

If either [insert intermediary and/or service provider's name] or [insert service recipient's name] seriously breaches this agreement, then the requirement of notice may be waived.

Agreement signatures:

All parties agree to the terms and conditions of this agreement

Name of service recipient:	
Signature of service recipient :	
Date:	

I confirm that I understand and agree to the term of this agreement,

OR

that this agreement has been explained to the person receiving the services and that they agree to this:

Signature of nominee [if applicable]:	
Date:	
Name:	
Signature on behalf of intermediary and/or service provider:	
Date:	
Name:	
Position:	

The service recipient and the intermediary and/or service provider should each keep a copy of the signed document.

6 Appendix 2 – Expenditure reporting sample

Individual Funding Allocation									
Approved annual budget for Name Surname for u.../K financial year									
My Budget Plan III									
What disability related PAID supports will purchase to attain my goals		Who will purchase from	How much support will I need		What will it cost?	Enter data below			My annual funding allocation is
My actual outcomes	What I need	Who will provide it	How often / When	Hours per week	Cost per hour or one off amount	hr/wk	S/hr	wk/yr	
ANNUAL FUNDING (ongoing supports)									
Independent review of my support plan			Twice a year	3 hours					\$0
My tenancy is maintained			Weekly	2 hours					\$0
			Monthly	2 hours	\$0				\$0
To be able to drive for the day			Dolly	4 hours					\$0
Maintain health and wellbeing			Weekly	4 hours					\$0
Maintain independence and ability in the community			Monthly	1 hour					\$0
FIXED TERM SUPPORTS (time limited funding)									
Maintain and develop connections within my local community			Weekly (for 35 weeks)	3 hours					\$0
Develop independent living skills			Weekly (for 35 weeks)	6 hours					\$0
Transition to independent living			Weekly (for 21 weeks)	1 hour					\$0
ONE-OFF FUNDING (items purchased one time only)									
Increased mobility	Optional therapist as recommended (quote)	Independent OT	Once only	1					\$0
	Minor home modifications (quote)	Private tradesman	Once only	1					\$0
Fixed term funding (limited time supports)					\$0	Annual funding (ongoing supports)			\$0
Admin fee must be included (as a percentage)					\$0	Admin fee must be included (as a percentage)			\$0
FIXED TERM ALLOCATION					\$0	TOTAL ANNUAL BUDGET ALLOCATION			\$0
						ONE-OFF FUNDING (does not attract an admin fee)			\$0

(1) To better understand what can and cannot be purchased with Individual Funding, please refer to the Individual Funding Handbook and other Information sheets available, and discuss with your Intermediary and/or AOTC contact.

Individual Funding Allocation								
Detailed monthly statement for Name Surname for the month of July								
My outcomes	What I need	Who provides It	How much/ When	Annual/ fixed term funding	Funds received Jul-Sep quarter	Costs incurred in July	Funds remaining	Comments
				\$	\$	\$	\$	
ANNUAL FUNDING (ongoing supports)								
Independent review of my support plan			0	0 \$	\$		\$	
My tenancy is maintained			0	0 \$	\$		\$	
My team is maintained			0	0 \$	\$		\$	
To be ready for the day			0	0 \$	\$		\$	
Maintain health and wellbeing			0	0 \$	\$		\$	
My independence is maintained			0	0 \$	\$		\$	
My safety in the community			0	0 \$	\$		\$	
FIXED TERM SUPPORTS (time limited funding)								
Increased social connections within my local community			0	0 \$	\$		\$	
Develop independent living skills			0	0 \$	\$		\$	
Transition to independent living			0	0 \$	\$		\$	
ONE-OFF FUNDING (items purchased one time only)								
Increased mobility	Occupational Therapist assessment and report (quote)	Independent OT		0 \$	\$		\$	One-off funding: Paid in July ONLY and not included in annual/ fixed term allocation
	Minor home modifications (quote)	Private tradesman		0 \$	\$		\$	One-off funding: Paid in July ONLY and not included in annual/ fixed term allocation
My package is administered	Administration fee(%)	Intermediary Funds Manager	Monthly	\$	\$		\$	
Other/Change	Other/Change							

Please refer to agreed support plan and invoice attached

I confirm that the goods and services listed in this statement have been received (keep one copy/return one copy)

Signed by: Insert name of funding recipient

Date

Individual Funding Allocation
Final annual statement for the Financial year

My Outcomes	ANNUAL FUNDING (ongoing supports)					FIXED TERM SUPPORTS (time limited funding)				ONE-OFF FUNDING (items purchased one time only)		OTHER COSTS		TOTAL BUDGET VS. RUNNING	
	Independent review of my support plan	My tenancy is maintained	My tenancy is maintained	To be ready for the day	Maintain health and wellbeing	Increased independence and safety in the community	Increased social connections within my local community	Develop independent living skills	Transition to independent living	Increased mobility	Increased mobility	My package is administered	Other/Changes	EXPENDITURE FOR THE YEAR	BALANCE/ FUNDS REMAINING
	0	0	0	0	0	0	0	0	0	Occupational Therapist assessment and report (quote)	Minor home modifications (quote)	Administration fee (Yo)	Other/Changes		
Annual budget	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Annual Expenditure	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
July	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
August	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
September	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
October	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
November	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
December	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
January	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
February	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
March	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
April	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
May	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
June	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

I confirm that the goods and services listed in this statement have been received (keep one copy, return one copy)

Signed by: Insert name of funding recipient

Date

