

# Disability Support funding

*Your guide*

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access   
Uru Ātea

# Kia ora, welcome



Thank you for choosing Access Community Health|Uru Ātea to Host your funding. This booklet is designed to help you navigate your funding, with ideas and information so you get the best from your funding.

With Access, we don't just work with you, we work with your whānau and family, your friends and your community. We support you with relationship building to ensure your network is also our network.

We help you with your ordinary life outcomes. You may already know what these are. We are here to help you connect with and succeed at whatever those may be. A partnership with Access means you paddle your own waka|canoe, and we come along for the ride.

We recognize that you and your whānau/family have life experience that will help you co-design what your best life looks like and how your funding can support that.

## Contact us

**For enquiries and claim forms:**

☎ **0508 123 010**

✉ **[ifenquiry@access.org.nz](mailto:ifenquiry@access.org.nz)**

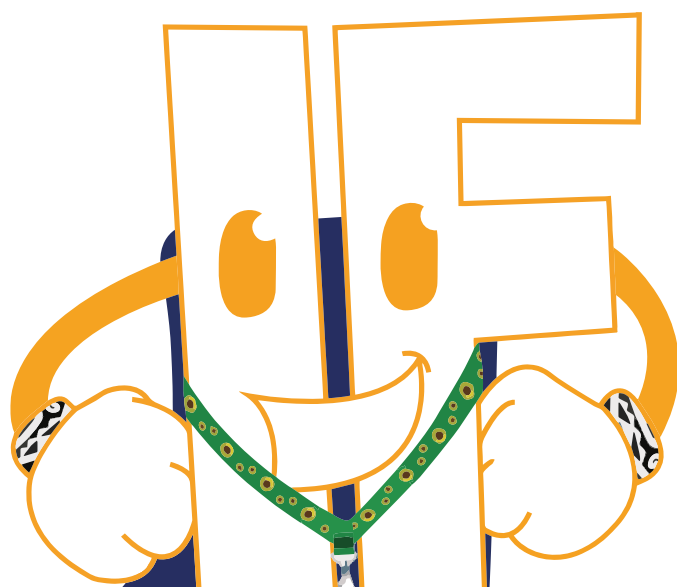
**For payroll and timesheets:**

☎ **0508 422 237 - Press 5**

✉ **[payroll@access.org.nz](mailto:payroll@access.org.nz)**

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# The role of Access Community Health | Uru Ātea

## Our responsibilities as your Host include to support you with:

- \* Understanding your funding
- \* Organising, setting up and managing your supports
- \* Administering payments for support services
- \* Managing your responsibilities
- \* Purchasing criteria and rules
- \* Support you to revisit your plan as your focus changes
- \* Provide ongoing advice and guidance.

## As your Host we work with you to ensure your purchases and supports are:

- \* Relevant to your personal situation
- \* In line with purchasing rules



## Purpose of disability funding

Disability funding was designed to enable eligible disabled people, tāngata whaikaha Māori and their whānau to live a life with ordinary life outcomes. The funding is limited, but it aims to open up opportunities that support you to live a good life by removing some of the barriers you face.

The funding can also be used to support your wellbeing, your whānau and your primary carer through the purchase of respite options – which gives your primary carer the ability to take a break from their caring role. For a definition of respite, visit [www.disabilitysupport.govt.nz/carers/respite-advice-and-other-resources](http://www.disabilitysupport.govt.nz/carers/respite-advice-and-other-resources)

# Understanding the purchasing rules

There are some fabulous resources on the disability support website: [www.disabilitysupport.govt.nz/carers/understanding-the-purchase-guidelines](http://www.disabilitysupport.govt.nz/carers/understanding-the-purchase-guidelines). We encourage you to access this for the most up-to-date information.

As always, knowing how these rules apply in your circumstances is part of the discussion | korero you have with your Kaimanaaki.

## How do I know what services and supports the funding will cover?

There is no menu of supports and services that can be purchased. What can be purchased from your funding relates to the outcomes you want to achieve, and applying the purchasing rules to achieving those outcomes

The funding helps break down barriers for you to participate in your good life. It is not there to pay for your good life, but to fund the things that get in the way of you living your life.



## Recognition payment

A recognition payment is a payment available for administration work that is done on a voluntary basis on the disabled persons behalf. It is available for Agents. The payment must be for reasonable expenditure incurred and no more than \$300 per year. The requirement that the payment be made to cover 'reasonable expenditure' is to ensure that it falls within the scope of the exemption in section CW 62B Income Tax Act 2007. Be mindful the recognition payment comes from the total funding amount you have available, so ensure this fits within your budget.

# Making claims

While we are your Host, MSD - Disability Support does not give us your funding upfront. As you make a claim, we process that claim and make the payment, then we invoice Disability Support Service, Ministry of Social Development to be reimbursed for those funds.

Sometimes, if your claim is for a large amount, we may invoice the Ministry in the first instance then pay the claim once we have received payment from the Ministry.

Any claim made to your funding must come with either:

- \* **A timesheet if you are using our payroll service**
- \* **A claim form and evidence of the spend. For example: a receipt, payroll summary or invoice.**

We can pay an invoice on your behalf, or we can reimburse you if you have already paid.



## Claiming funding based on a quote

We may be able to pay an amount to you based on a quote. In these instances, if it is likely to be on-going, we suggest you create a non-interest-bearing bank account to be used specifically for your disability support funding. This ensures it is kept separate from your own personal account transactions and allows for easy audit processes.

- 1 **Provide us with the quote and a completed claim form**
- 2 **We deposit that amount into your account**
- 3 **You purchase the item then provide us with evidence of the purchase, within 10 working days.**



# Support Staff

Support staff can be a great way of using your funding to help you towards some of your outcomes or goals. Talking about support staff is a big topic, so let us break it down for you into some smaller more manageable pieces.

## Things to consider with engaging support staff

**What outcome/purpose do you need the support worker for?**

**For example:** Maintenance, acquiring a new skill, embedding a new skill, support/ upskilling with domestic duties, identifying areas of interest through researching and trying new activities, supporting into employment. Having a clear expectation can help support actual outcomes, rather than still working on a goal of learning to cook two years on.

**Is it realistic to have one person work towards every outcome, or various people with different skills to help with specific outcomes.**

**For example:** A support worker to help with domestic tasks. A support worker to help move into employment. These might be different support staff with different strengths. You could also look to employee the staff differently. For the domestic tasks it might be a long-term role, for the supporting into employment a short term role.

**Do you need someone that can perform specific tasks, or to work creatively towards an outcome?**

**For example:** Your role might need creative thinking and flexibility such as: Support in learning to catch a bus, support to engage in activities of interest with a view to increasing life skills. Or your role requires tasks to be completed, such as: check the temperature of the shower, and support with selecting suitable clothes.

# The basics of engaging support staff.

**There is more specific information later in this guide around the engagement of support staff.**

- \* Be clear on why you are engaging support staff, and the support you want to help you towards your outcomes/ goals.
- \* You must follow New Zealand Employment Laws and be a good employer.
- \* Ensure you have an Employment Agreement or Contract for Service in place with your support staff.
- \* Your home is a workplace when you have support staff. This means that you need to apply current health and safety legislation to your home with things like identifying and reducing/ isolating hazards and risks and having an emergency plan.

## Paid family carers

**There are some circumstances when a family member living in the same home as the disabled person is able to be paid a wage to deliver supports. Please discuss this with your Kaimanaaki.**

**There are some important things to consider if you are looking to engage a family member to provide support or if you are the person looking to become the family carer.**



- \* Be mindful of the age and stage of the disabled person. When appropriate have regular check-ins with the person (eg: once a year) to see if they still want a family member delivering supports or if they would like to try someone else.
- \* Periodically check in with the support being delivered. Sometimes we get so used to doing things a certain way or in a time efficient way that we miss opportunities to allow our person to build their own capacity and capability.
- \* Keep an eye to the future – do you still want to be delivering support 5-10 years from now, or do you have a plan to help your person transition into the next part of their life journey.
- \* If you have a paid family carer, how do you ensure they take leave? They get four weeks' leave every year, what can you have in place to ensure as a good employer that these breaks occur?



# Respite

It's important for carers to plan regular breaks and time out. Having a break gives you the chance to 'recharge your batteries' and follow your own interests. The person you care for may benefit from a break too. Respite might be taking a break for a few hours, a day, overnight or longer.

There are some good publications/resources available to help you find ways to give yourself a break:

## **Carer NZ**

☎ 0800 777797

🌐 [www.carers.net.nz/information/advice-give-yourself-a-break/](http://www.carers.net.nz/information/advice-give-yourself-a-break/)

## **MSD General**

☎ 0800 559009

🌐 [www.msd.govt.nz/documents/what-we-can-do/community/carers/a-guide-for-carers.pdf](http://www.msd.govt.nz/documents/what-we-can-do/community/carers/a-guide-for-carers.pdf)

If you have respite funding, please be aware expenses that are a necessary part of supporting the disabled person while the full-time family carer takes a break often falls within purchasing rules. Activities the primary carer undertakes while they are having a break are not funded.

There is at times an ordinary life outcome as well as disability related cost to respite. As with all disability funding, what meets purchasing rules is individual to you and what outcomes/goals you are looking to achieve. Let's explore some examples.

## **School holiday programmes**

- \* To provide respite for the primary carer during school holidays. Things to consider, if the parent is working, is the school holiday programme an ordinary life outcome (paying for childcare while working), or is it actual respite –



giving the primary carer a break. It might be that a lot of the parents time during a school term is taken up with leaving work early to attend to the child (specific to disability) so it may be reasonable that a school holiday programme is funded while the parent is at work.

## **Residential facilities**

- \* This might be a small boutique establishment, an aged care facility, or with a traditional residential care provider. Somewhere you can go that meets your needs and provides your primary carer with a break.
- \* Funding may cover the cost of getting to respite, please ensure you check with your Kaimanaaki.

## **The purchase of an item**

- \* There are some items that can be purchased from a respite allocation. Refer to the purchasing rules or speak to your Kaimanaaki. This includes information on sensory items.

# Recruitment/ Selection

There are a number of resources available to support you with the recruitment and engagement of support staff.

[www.employment.govt.nz](http://www.employment.govt.nz), starting employment, hiring.

There are also some organisations that are able to provide you with direct support in this area, as well as some employment platforms specifically set up to engage support staff.

Access provides resources to help you with this process including (but not limited to):

- \* **Job description template**
- \* **Sample Interview questions**
- \* **Application forms**
- \* **Police Vetting forms**
- \* **Checklists to help you navigate the process**
- \* **Reference check form**

Access team members are also able to support you with recruitment and selection support. We have experienced team members able to meet with you and give you the level of support you want to go through the recruitment, selection and employment process. Contact your Kaimanaaki or the office for more information.



## When your support staff take leave

It is important to plan for what needs to happen when your support staff take leave. Sometimes this will be planned annual leave, at other times it will be last minute and unexpected – such as sick leave. Options to consider:

If leave is taken, do you require cover or are you able to make do for the period they are away? Perhaps having a plan of essential needs and optional needs while the support person is on leave

If you have a team of support staff, see if another team member can cover

Engage a support worker through Access to cover planned leave

Check your natural support network and see if any can provide short-term supports.

# Engaging Support Staff

## Forms/templates available from Access

We have a number of forms and templates available to help you with the engagement of your support team. If you would like to access these forms, please contact us via email

✉ [ifenquiry@access.org.nz](mailto:ifenquiry@access.org.nz)

and we will forward them to you.

## Resources and information in a variety of formats

There are a number of employer training modules available to support you to be a good employer. We encourage you to access this via: [www.employment.govt.nz](http://www.employment.govt.nz)

Use the search function and look up tools and resources. Navigate to the applicable employer training modules.

The IRD also has a number of resources available, offers seminars and has newsletters.

Access provides regular newsletters with helpful information and reminders around employment.

## Accident Compensation Corporation (ACC)

Your payroll provider will manage ACC payments on your behalf. If you are not using a payroll provider, then you must ensure you pay ACC levies directly to ACC. Refer to their website for more information



## ACC and Inland Revenue Department

If you use Access as your payroll agency, you may still receive correspondence from ACC and/or IRD from time to time, relating to your capacity as an employer. Please forward this correspondence to Access. We will discuss any implications with you.

## Personal Tax

If you use Access as your payroll agency we will pay the PAYE on your employees earnings.

You are still personally responsible for your own Individual Income Tax Return (IR3).

## Some things to remember about leave

Encourage your support staff to take their full amount of accumulated leave every year. We suggest you work with them to identify when they expect to take their leave so you can make appropriate plans.

Be very mindful about when you are looking to take leave and try and negotiate you both taking leave at the same time.

Refer [www.employment.govt.nz](http://www.employment.govt.nz) 'annual closedowns'. If you have a regular time every year when you don't require support you can have a clause in your employment contract about an annual closedown.

- \* Ensure they complete a leave request form.
- \* Your employee can request to have a maximum one week per year of their annual leave 'cashed-up'. Refer: [www.employment.govt.nz](http://www.employment.govt.nz) navigate to leave and holidays, annual holidays, cashing-up annual holidays for more information.
- \* Your funding covers their leave entitlements, and it is challenging for your budget if you allow annual leave to accumulate.
- \* Any unused annual leave is paid out to your support staff when they cease working for you

For more in-depth information about leave please check:

[www.employment.govt.nz](http://www.employment.govt.nz)



## Other useful contacts

**Inland Revenue** - [www.ird.govt.nz](http://www.ird.govt.nz)

**KiwiSaver** - Employees call 0800KIWISAVER (0800 549 472)

**Employer** call 0800 377 772

**Department of Business, Innovation and Employment** (formerly Department of Labour)

Call 0800 20 90 20 or  
Visit [www.mbie.govt.nz](http://www.mbie.govt.nz)

**EMA Advice line:** (Advise the representative that you have membership through [www.employment.govt.nz](http://www.employment.govt.nz))

**Disability Support Services**

Call 0800 566 601  
Visit [www.disabilitysupport.govt.nz](http://www.disabilitysupport.govt.nz)

## Notes

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## Notes

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# **Take control with IF**

(Individualised Funding, Enhanced Individualised Funding, Personal Budgets)

*Your funding, your way*



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 ifenquiry@access.org.nz

 [www.access.org.nz](http://www.access.org.nz)



*A better day, every day.*

