



Australian Government

**Department of Families, Housing,
Community Services and Indigenous Affairs**

Part C: Application Information
Services and Support for People with Disability Program
Disability Employment Assistance

Preface

The Australian Government Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA or the Department) has a suite of documents (the **Program Guidelines Suite**) which provides information relating to the program. The documents provide the key starting point for parties considering whether to participate in the program and form the basis for the business relationship between FaHCSIA and the funding recipient.

They are:

- **Part A: Program Guidelines** which provides an overview of Program and the Activities relating to the program;
- **Part B: Information for Funding Recipients** which provides information on the Complaints processes and Financial and Funding Agreement arrangements.
- **Part C: Application Information** provides specific information on the Activity, Selection Criteria, Performance Management and Reporting. This part should be read in conjunction with the Standard Terms and Conditions.

FaHCSIA reserves the right to amend these documents from time to time by whatever means it may determine in its absolute discretion and will provide reasonable notice of these amendments.

Table of Contents

PREFACE	2
1 PROGRAM OVERVIEW	4
1.1 PROGRAM OUTCOMES	4
1.2 AIMS AND OBJECTIVES	4
2 ACTIVITY OVERVIEW	5
2.1 AIMS AND OBJECTIVES	5
2.2 PARTICIPANTS/CLIENTS/RECIPIENTS/TARGET GROUP	5
2.3 FUNDING FOR THE ACTIVITY	5
2.4 ELIGIBLE AND INELIGIBLE ACTIVITIES.....	6
2.5 ACTIVITY LINKS AND WORKING WITH OTHER AGENCIES AND SERVICES.....	6
2.6 SPECIALIST REQUIREMENTS (E.G. LEGISLATIVE REQUIREMENTS).....	6
2.7 INFORMATION TECHNOLOGY	6
2.8 ACTIVITY PERFORMANCE AND REPORTING.....	7
3 APPLICATION PROCESS	7
4 SPECIAL CONDITIONS APPLYING TO THIS ACTIVITY	7
5 CONTACT INFORMATION	7

1 Program Overview

The Australian Government helps to support people with disability, their families and carers, through programs and services, benefits and payments.

The Services and Support for People with Disability Program provides support to people with disability, their families and carers, through grants and funding to organisations that deliver services for people with disability.

Under Services and Support for People with Disability, the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) funds a number of services for people with disability and their carers, including supported employment services, advocacy, a national booking service for Auslan interpreting services, print disability services, support services for children with Autism Spectrum Disorder and their families, support services for children with Down syndrome, Fragile X syndrome, cerebral palsy, moderate (or greater) vision or hearing impairments, respite services, accessible communities, supported accommodation for people with disability, leadership support for people with disability and Outside School Hours Care for Teenagers with Disability.

FaHCSIA is also working closely with the State and Territory governments on 5 key priority reform areas under the National Disability Agreement.

1.1 Program Outcomes

To provide supported employment and improve access to information, advocacy and services for people with disability so they can develop their capabilities and actively participate in community and economic life.

1.2 Aims and objectives

Outcome 5 - Disability and Carers aims to provide an adequate standard of living, improved capacity to participate economically and socially and manage life transitions for people with disability and/or mental illness and carers through payments, concessions, and support and care services.

The Services and Support for People with Disability program aims to provide access to improve access to information, advocacy and services for people with disability so they can develop their capabilities and actively participate in community and economic life.

2 Activity Overview

The provision of Disability Employment Assistance is delivered by services that assist people with disabilities to obtain and retain employment.

Disability Employment Assistance is delivered by services that support employees with disability in Australian Disability Enterprises (ADEs).

Nationally 195 organisations provide employment assistance to some 20,000 people with disability as at March 2013.

Employment assistance for people with disability should include a number of supports that enable the person with a disability to fully participate in employment. Service Providers may buy in services to meet the individual support needs of clients, such as training specialists, counsellors and health professionals.

2.1 Aims and objectives

The immediate outcomes of Disability Employment Assistance are that people with disability employed in ADEs receive support based on assessed need, receive fair wages and receive quality services (the quality of the services provided is assessed via an independent external mechanism). The longer term objectives are that people with disability enjoy improved standards of living and social inclusion by genuine employment in disability supported employment services and achieve increased levels of self-esteem and well-being associated with employment.

2.2 Service provider eligibility

Organisations eligible for funding are defined by section 7 of the *Disability Services Act 1986* (Cth)

2.3 Participants/clients/recipients/target group

The target group is defined by section 8(1) of the *Disability Services Act 1986* (Cth).

2.4 Funding for the activity

In 2013-14, Australian Government funding will be around \$217 million, subject to take up and the level of client support needs.

Funding for the activity is managed via the FaHCSIA Standard Funding Agreement, the Terms and Conditions of which can be accessed at: [FaHCSIA website](#)

Funding is provided using an outcomes based funding model known as “Case Based Funding”, where funding is paid on the achievement of certain milestones under the Funding Agreement. The current Case Based Funding fees are available on the [FaHCSIA website](#).

FaHCSIA’s right to terminate, or reduce the scope of, a Funding Agreement is set out in the FaHCSIA Standard [Terms and Conditions](#).

2.5 Eligible activities

Employment assistance is defined as meeting the support needs of people with disability in a supported employment service by providing practical supports in a suitable work environment including, but not limited to:

- a) Assessments
- b) Preparation of Employment Assistance Plans
- c) Training (social skills training, work readiness training, work preparation training, on-the-job training and other training)
- d) Supervision and other one-on-one support
- e) Interpreter assistance for interviews and/or work orientation
- f) Counselling
- g) Case management
- h) Physical Assistance and Personal care
- i) Administrative duties such as documenting and managing client records

FaHCSIA can be contacted for advice on any activities outside of the list provided above.

2.6 Activity links and working with other agencies and services

For information on the procedures for liaison between ADEs and Centrelink (when a person is seeking supported employment in an ADE), applicants should refer to [Appendix A](#) to the Operational Guidelines which forms part of the current Funding Agreement between FaHCSIA and ADE organisations.

2.7 Specialist requirements (e.g. Legislative requirements)

Funding under this Activity is a grant of financial assistance under subsection 12AD(1) of the *Disability Services Act 1986*. Organisations that receive funding under this Activity must comply with the *Disability Services Act 1986* (Cth) at all times during the Activity period. They must meet all applicable standards under the Disability Services Standards (FaHCSIA) 2007 and hold and display Current Certificate(s) of Compliance stating that they meet all applicable Standards.

Funded organisations must also use their best efforts to achieve the following goals/objectives:

- Further the Objects of the *Disability Services Act 1986* (Cth) made under Section 3 of that Act; and
- Further the Principles and Objectives of the *Disability Services Act 1986* (Cth) made under Section 5 of that Act.

2.8 Information technology (IT)

All ADE organisations must have access to FOFMS (FaHCSIA Online Funding Management System).

FaHCSIA has a standard policy for the protection of the privacy of client information collected on FOFMS. Clauses are included in the FaHCSIA Standard [Terms and Conditions](#) to implement this policy.

2.9 Activity performance and reporting

The department measures the performance of the Activity against the following indicators
Activity Performance Indicators:

- Percentage of supported employees across all outlets working full-time (at least 35 hours per week) – target 30 per cent
- Average number of hours worked per week by your supported employees across all your outlets – target 26 hours per week by the Activity end date
- Percentage of supported employees across all outlets where their annual average wage has increased by more than the percentage increase in Average Weekly Ordinary Time Earnings (AWOTE), or who already earn the national minimum wage – target 90 per cent
- Percentage of supported employees across all outlets exiting to open employment – target 5 per cent by the Activity end date
- Disability Employment Assistance funding as a percentage of total revenue of the organisation – target 40 per cent or less by the Activity end date
- Percentage of supported employees across all outlets with an Australian Qualifications Framework qualification – target 50 per cent by the Activity end date
- Percentage of support staff with Certification III in Disability Services, or a recognised equivalent or higher qualification – target 50 per cent by the Activity end date
- Percentage of supported employees who have training identified in their Employee Assistance Plan and have also achieved the specified training. – target 100 per cent.

The number of supported employees assisted by supported employment services is a deliverable for the Service and Support for People with Disability Program that is included in the department's Portfolio Budget Statements.

3 Application Process

To enable ongoing service provision, the Department may conduct direct approaches to existing Disability Employment Assistance service providers who met the requirements of their funding agreements or have the capacity and mechanisms in place to do so at the time of renewal. Under a direct approach application forms and selection criteria are not used.

For selection of providers for any new services the application processes will follow the [Guidelines](#) made under subsection 5 (1) of the *Disability Services Act 1986* (the Act).

4 Special Conditions applying to this Activity

At present there are no special conditions applying to this Activity

5 Contact information

To contact FaHCSIA please phone 1300 653 227 (calls are charged at a local rate except from mobile phones which are charged at mobile rates).