



Australian Government

Department of Social Services

Employment Assistance Fund

Guidelines

Version 3.2

July 2016

Contents

1.	Introduction.....	3
	Objective.....	3
2.	Who is eligible for EAF assistance	3
3.	What EAF covers.....	4
	Workplace modifications and equipment	5
	Ownership, maintenance and replacement of Modifications.....	6
	Auslan Interpreting Services.....	6
	Auslan interpreter requirements.....	7
	Workplace Assistance and Support Services	7
4.	Who can apply.....	8
5.	Important information	8
	Terms and conditions	8
	Circumstances where EAF assistance will not be approved.....	8
	Fraud	9
	Recovery of payments	9
	Post Implementation Outcome Survey	10
6.	How to apply.....	10
7.	Approval and reimbursement process.....	10
	The Workplace Modification Assessment	10
	Notification of the outcome of the EAF Application	11
	Reimbursement	11
	Auslan Level 1	11
8.	Documentary Evidence requirements.....	11
	Evidence to support EAF Application.....	12
	Evidence for claiming reimbursement.....	13
9.	Requesting a review of decision.....	14
10.	Contact details for JobAccess	15
11.	Glossary	16
12.	Attachments	18
	Attachment 1 - EAF Application Terms and Conditions	18
	Attachment 2 – Form – Claiming Auslan Level 1 Travel Fees.....	20

1. Introduction

- 1.1 The Australian Government's Employment Assistance Fund (EAF) provides financial assistance to a person with disability or their Employer for workplace modifications, equipment and services they require as a result of their disability and are necessary for them to be able to perform their Employment duties.
- 1.2 These Guidelines outline the assistance that is available and provide information for Applicants about the eligibility criteria, the application process and the documentation needed to support the application. It is important that the Applicant and the person with disability (if they are not also the Applicant) read this document before submitting the EAF Application. A JobAccess Adviser can be contacted if further information is required. Contact details are available in Section 10 of these Guidelines.
- 1.3 The EAF is delivered through the Australian Government's JobAccess Provider. JobAccess is an information and advice service for all disability employment matters. All EAF Applications are made online through [JobAccess](http://www.jobaccess.gov.au) (www.jobaccess.gov.au).
- 1.4 Capitalised terms in these Guidelines are defined in the Glossary at Section 11.

Objective

- 1.5 The objective of the EAF is to encourage and support the Employment of people with disability, improve their access to work opportunities, and maximise their capacity and workplace independence.
- 1.6 Employers have obligations under the *Disability Discrimination Act 1992 (Cth)* to make reasonable adjustments in work arrangements for their employees with disability, to ensure they have equal opportunities in the workplace. The EAF provides assistance to Employers to help meet the cost of Modifications their Employee with disability may require to do their job.

2. Who is eligible for EAF assistance

- 2.1 To be eligible for assistance a person with disability must:
 - a) have an ongoing disability that has lasted (or is likely to last) for at least two years and results in limitation, restriction or impairment that substantially affects that person's Employment and everyday work related activities; and
 - b) require a Modification to their workplace as a result of their disability, and the Modification is essential to carrying out their Employment duties; and
 - c) be an Australian resident.A person with disability must also meet at least one of the following criteria:
 - d) have an offer of Employment or be Employed for a minimum of eight hours per week, for at least 13 weeks;
 - e) be Employed for a minimum of eight hours per week, where that Employment is reasonably expected to continue for at least 13 weeks; or
 - f) be a Self-employed Worker who has been working at least 20 hours per week over the last 13 weeks and earning an hourly income that is at least equivalent to the National Minimum Wage.
- 2.2 A person with disability who has periods of Employment of less than 13 weeks, or who is Employed in a position that may not be continuous (e.g. seasonal industries) may also be eligible for EAF assistance. Applications in these circumstances will be considered and approved by the JobAccess Provider on a case by case basis.

- 2.3 A person with disability who requires work related assistive technology, special work equipment or Auslan interpreting to look for or prepare for a job may be eligible for EAF and may be exempt from the eligibility requirements set out above in 2.1(b), 2.1(d), (e) and (f).
- 2.4 The Applicant will be required to submit documentary evidence with the EAF Application that confirms eligibility. The types of evidence that can be submitted are detailed in Section 8 of these Guidelines.

3. What EAF covers

- 3.1 Subject to 5.2, EAF covers workplace modifications, work equipment, Auslan services and workplace assistance and support services.
- 3.2 Assistance under the EAF must be clearly directed to the specific needs of the person with disability and be essential for them to perform their Employment duties. Examples of Modifications are listed in the tables below at 3.7, 3.12 and 3.15.
- 3.3 The cost of the Modification must represent value for money for the Australian Government and be reasonable, taking into consideration the extent to which it will be used to complete essential employment duties and whether a more reasonable alternative adjustment can be made.
- 3.4 It is important to note that EAF Applications will not be approved for items and services already purchased or where a commitment has been made to be purchased. Reimbursement is only available after an EAF Application has been approved and the Applicant has received written notice of that approval.
- 3.5 There will be circumstances, including where the Modification is for personal use as well as for Employment, when the JobAccess Provider may approve partial reimbursement.
- 3.6 Where a number of Employees would be assisted as a result of a Modification, the JobAccess Provider will consider EAF Applications for multiple Employees on a case by case basis.
- 3.7 EAF assistance may be available for workplace modifications and equipment as detailed in the table below.

Workplace modifications and equipment

Type	Examples	Conditions
Computer software and software upgrades	Screen reading software Speech recognition software Braille recognition software	Approved on a case by case basis, for those who require special software to carry out employment duties due to their disability.
Modifications to work Vehicles	Seat belt extensions Car seat cushions Extensions to foot and hand controls Ramps Swivel Seats Wheelchair docking	Where the Employee uses the work Vehicle as part of the essential activities of their job. For example, a courier/delivery driver whose role it is to deliver items.
Communication technology devices	Paging systems Braille printers Joysticks, mouse alternatives and touchpads Assistive listening devices Voice recorders Alert systems for telephone, doors and fire alarms Headsets	Cochlear implants and hearing aids are not funded by EAF.
Items of work equipment, or modifications to existing work equipment	Talking cash registers Automatic floor cleaning devices Talking tape measure Adapted kitchen appliances Desks or chairs Work platforms	Items that the Employer is obligated to provide an Employee are not funded by EAF.
Physical workplace adjustments	Alternative lighting Wheelchair accessible toilets Access ramps Noise control devices Automatic doors and alert systems Workstation height adjustments Adjusting locations of shelves and entry switches	Building modifications is capped at \$30,000 (GST exclusive) per applicant Building modifications can only be considered where there is written agreement from the building owner or landlord that the building modification can be implemented. All EAF Applications that include building modifications require a Workplace Modifications Assessment which will be arranged by the JobAccess Provider.

Note: This list provides examples of modifications that may be approved for funding. It is not meant to be a complete list. There will be some circumstances where the percentage of personal use, versus work use will be considered when determining the amount that will be approved.

Ownership, maintenance and replacement of Modifications

- 3.8 It is important to identify who will own the Modification once the item or items have been approved for purchase. Ownership must be confirmed in writing prior to approval of the EAF Application. This will determine who is responsible for maintenance or repairs and what will happen to the Modification if the person with disability changes jobs. Ownership of the Modification must be agreed to in writing between the JobAccess Provider and any party benefiting from the Modification.
- 3.9 Responsibility for ongoing maintenance, repair or replacement of the Modification, and liability as a result of injury caused by the Modification, will rest with the owner of the Modification. The Australian Government or the JobAccess Provider does not accept any responsibility for such maintenance, repair, replacement, liability or insurance.
- 3.10 If an Employee with disability changes Employment, Modifications that are portable should move with that Employee. If the owner of the Modification is not the person with disability and the Modification is portable, the owner should ensure the Modification:
- moves with the person with disability to their new job; or
 - where the Employee is a Participant, is transferred to a Disability Employment Services Programme Provider, jobactive Provider or Community Development Programme Provider to be used by another person with disability; or
 - is retained in the workplace to be used by another person with similar needs.

Auslan Interpreting Services

- 3.11 Auslan assistance aims to maximise the ability of people who are deaf or have a hearing impairment to find work and assist them to achieve workplace independence.
- 3.12 The EAF provides reimbursement for three types of Auslan interpreting assistance outlined in the table below.

LEVEL	ITEMS	CONDITIONS
Auslan Level 1	<p>Auslan interpreting for work related activities, including Remote Interpreting and Real Time Captioning.</p> <p>Interpreter travel fees (travel time only) for Auslan Level 1 only</p>	<p>Funding is capped at a maximum of \$6,000 (GST inclusive) for a 12 month period, which begins from the date of final approval of the Application.</p> <p>The annual cap of \$6,000 and the 12 month period will restart, if an employee who is deaf:</p> <ul style="list-style-type: none"> is promoted or transferred to a new job but remains with the same employer, or commences employment with a different employer (a new EAF Application will be required). <p>Cancellation fees for an interpreting service appointment will not be reimbursed.</p> <p>Only available for approved Auslan Level 1 assistance where the Auslan interpreter is accredited with National Accreditation Authority for Translators and Interpreters (NAATI).</p> <p>Reimbursement of \$53 per hour (GST inclusive), if the interpreter has travelled more than 200km return for from the business location of the interpreter to the approved assignment address.</p>

LEVEL	ITEMS	CONDITIONS
		Reimbursement for travel fees is separate from and in addition to the \$6,000 cap. The Claiming Auslan Level 1 Travel Fees form (at Attachment 2) must be completed and submitted to the JobAccess Provider to receive reimbursement.
Auslan Level 2	Reimbursement for Auslan interpreting for job interviews and related activities such as site visits, completion of tests and information sessions.	There is no limit on the number of job interviews for which Auslan Level 2 assistance may be sought. Funding for Auslan Level 2 is separate from, and in addition to, Auslan Level 1 interpreting assistance. Reimbursement for interpreter travel fees is not available for Auslan Level 2.
Auslan Level 3	Provides financial assistance to Co-workers who use Auslan as their main method of communication with Employees who are deaf, to complete the nationally recognised course – Certificate II in Auslan.	Cap on Auslan Level 3 Assistance is \$855. The EAF Application should be submitted and approved prior to enrolment. Reimbursement is made after successful completion of the course.

Auslan interpreter requirements

- 3.13 The EAF provides funding for Auslan interpreters at the professional or para-professional level who have current accreditation with National Accreditation Authority for Translators and Interpreters (NAATI). While not mandatory, Applicants are also encouraged to engage members of the Australian Sign Language Interpreters Association (ASLIA). Interpreters are required to provide services in a transparent and impartial manner, be responsive to workplace arrangements and maintain a high level of expertise.
- 3.14 The JobAccess Provider may ask you to provide evidence that Auslan interpreters and course trainers meet qualification and eligibility requirements. If there is insufficient evidence, the JobAccess Provider may exclude an EAF Applicant from further consideration of Auslan interpreting funding until sufficient evidence is provided.

Workplace Assistance and Support Services

- 3.15 The EAF can be used to purchase a range of work related assistance and support services as outlined below.

Type	Items	Conditions
Training or technical support	Assistance to help a person with disability learn to use specific modifications or equipment	Training or technical support will not be approved for modifications and equipment that is normally provided by the employer. Requests for training or technical support assistance must be included in the total cost of the items in the EAF Application. The JobAccess Provider may consider approving travel costs, on a case by case basis, where a person with disability has to attend training interstate or travel distances of 300 kilometres or more.

Specialised support and training packages	For people with mental health conditions or specific learning disorders	Capped at a maximum of \$1,500 (incl. GST) payable per eligible employee in a 12 month period.
Awareness training for the workplace	Disability awareness training Deafness awareness training Mental health awareness training	All awareness training must be delivered by trainers who have a minimum of a Cert IV in Training and Assessment and have relevant expertise. The training cannot be delivered by the Employer's own organisation or a DES Provider's own organisation. Capped at a maximum of \$1,500 (incl. GST). Payable per eligible Employer for each Employee with disability within a 12 month period. Travel assistance is not available for Awareness Training.

4. Who can apply

4.1 An EAF Application can be submitted by:

- an Employer of a person with disability;
- an Employee with disability;
- a Self-employed Worker with disability;
- a job seeker who requires Auslan Level 2 assistance or who requires work related assistive technology or special work equipment to look for and prepare for a job; or
- a Disability Employment Services Provider, jobactive Provider, or a Community Development Programme Provider on behalf of their Participant or Participant's Employer.

4.2 A person may also apply for EAF assistance on behalf of someone with disability as their nominee. In this instance the nominee must:

- have written permission from the person with disability to submit the EAF Application;
- inform the person with disability and their Employer about the EAF process, terms and conditions, and keep them updated as to progress of their EAF Application; and
- complete the information on the Nominee tab contained in the online EAF Application.

5. Important information

Terms and conditions

5.1 The online EAF Application contains the Terms and Conditions which the Applicant is required to agree to prior to submitting the EAF Application. Attachment 1 of these Guidelines lists those Terms and Conditions and it is very important the Applicant reads these before submitting the EAF Application.

Circumstances where EAF assistance will not be approved

5.2 There are circumstances where EAF Applications will not be approved.

These include where:

- (a) the person with disability has not met the eligibility criteria outlined in these Guidelines
- (b) the EAF Application is incomplete
- (c) the Applicant fails to provide the required documentary evidence to support the EAF Application

- (d) there is insufficient evidence that the Modification will address identified barriers faced by the person with disability to perform their employment duties or improve work productivity
- (e) ownership of the Modification cannot be agreed
- (f) an EAF Application relates to items that have been purchased prior to the EAF Application being made, or a commitment has been made to purchase items without prior written approval from the JobAccess Provider
- (g) the cost of the modification does not represent value for money or is unreasonable taking into consideration the extent to which it is expected to be used to complete essential employment duties and whether it is reasonable to make other alternative adjustments
- (h) insufficient funds availability
- (i) the person with disability is in receipt of or entitled to the same or similar assistance as provided under these Guidelines from an Australian Government source or state, territory or local government bodies. The JobAccess Provider may require the Applicant to provide evidence, in a form acceptable to DSS, that proves that person is not receiving or entitled to receive such assistance
- (j) the person is receiving, or has received a compensation payment through their current employer or another party within the last seven years, which covers the cost of the assistance being sought under the EAF
- (k) the assistance sought is for medical, therapeutic, health related aids, equipment or services, including prescription glasses, cochlear implants and hearing aids
- (l) assistance is sought for home Modifications, unless:
 - (i) the JobAccess Provider is satisfied that the Employee with disability is unable to attend another place of work due to their disability or a Self-employed Worker works from home, and
 - (ii) the request for Modifications directly relate to a significant part of their employment duties
- (m) the assistance sought is for repairs or maintenance
- (n) the employer has a statutory obligation to provide the Modification (e.g. work health and safety regulations, Building Code of Australia requirements), and
- (o) other circumstances notified by DSS to the JobAccess Provider.

Fraud

5.3 The *Criminal Code Act 1995 (Cth)* provides that offences involving fraudulent conduct against the Australian Government are punishable by penalties including imprisonment.

5.4 An Applicant must contact the JobAccess Provider immediately if they suspect potential fraud in connection with applying for, or receiving EAF assistance. The JobAccess Provider will investigate and action as appropriate.

Recovery of payments

5.5 Any recovery of payments made incorrectly will be managed by the JobAccess Provider or DSS

Post Implementation Outcome Survey

5.6 After receiving EAF assistance, DSS or the JobAccess Provider may ask you to complete a post implementation outcomes survey. This will provide you with an opportunity to provide feedback on the EAF assistance you have received. Survey results will be de-identified and used by DSS for policy development and programme evaluation.

6. How to apply

- 6.1 All EAF Applications are made online through the Online Services secure site on [JobAccess \(www.jobaccess.gov.au\)](http://www.jobaccess.gov.au). Links to the Online Services are located at the top left of the JobAccess homepage. JobAccess includes instructions on how to complete an EAF Application, which can be found under Available Support>Financial Support>Programmes>Employment Assistance Fund (EAF). However, if you need assistance completing the EAF Application, contact a JobAccess Adviser on **1800 464 800**.
- 6.2 Before completing the EAF Application the Applicant should:
- read and understand the contents of these Guidelines, including the terms and conditions regarding the submission of an EAF Application,
 - ensure the person with disability meets the eligibility requirements for assistance, and
 - have all the necessary documentary evidence to support the EAF Application. This is outlined in Section 8 of these Guidelines.
- 6.3 Before submitting the EAF Application, the Applicant should ensure it is complete and correct to the best of their knowledge.
- 6.4 Documentary evidence that is required to support the EAF Application can be submitted by email to jobaccessadvice@workfocus.com

7. Approval and reimbursement process

7.1 EAF Applications will not be approved for items already purchased or where a commitment has been made to purchase. Reimbursement is only available after an EAF Application has been approved in writing and proof of purchase has been submitted to the JobAccess Provider within given timeframes outlined at 7.9 of these Guidelines.

The Workplace Modification Assessment

- 7.2 An EAF Application is subject to a Workplace Modification Assessment (WMS Assessment) unless this requirement is waived by the JobAccess Provider. A WMS Assessment may be waived for items costing up to \$1,000 (GST inclusive) or in some circumstances, and subject to consideration by the JobAccess Provider, where the EAF Application has provided clear written justification, as outlined in Section 8, about the item being requested. EAF Applications submitted by Disability Employment Service Programme Providers, jobactive Providers or Community Development Programme Providers for Modifications totalling less than \$10,000 may not require a WMS Assessment.
- 7.3 There is no cost to the Applicant for WMS Assessments. They are arranged by the JobAccess Provider and conducted by professional, qualified WMS Assessors from the National Panel of Assessors. The WMS Assessment involves an evaluation of a specific job in a specific workplace and makes recommendations for the most cost effective Modifications to enable the person with disability carry out their employment duties or increase work productivity.
- 7.4 If a WMS Assessment is required, the JobAccess Provider will contact the Applicant. The JobAccess Provider will select a WMS Assessor with relevant disability and industry experience to conduct the WMS Assessment. The WMS Assessor will contact the Employer to arrange a

suitable time for the WMS Assessment. During the WMS Assessment the WMS Assessor will consider:

- the worksite tasks of the person with disability;
- the work environment; and
- the disability specific barriers preventing the person with disability to complete work tasks.

7.5 The WMS Assessor will use their expertise to make independent recommendations for Modifications that will enable the person with disability to perform their employment duties.

7.6 The WMS Assessor will complete a WMS Assessment Report detailing the outcomes of the assessment and quotations. A copy of the report will be provided to the parties involved so there is an opportunity to discuss and confirm the details contained in the report.

7.7 The WMS Assessor will submit the finalised WMS Report to the JobAccess Provider. The JobAccess Provider will review the report and request any additional information where required.

Notification of the outcome of the EAF Application

7.8 The JobAccess Provider will provide the Applicant with written advice of whether the EAF Application has been approved or not approved. This advice will include information about ownership of the item(s).

Reimbursement

7.9 If the EAF Application has been approved the Applicant can then purchase the Modification. The Applicant must provide an invoice and proof of payment to the JobAccess Provider. The invoice and proof of payment must be sent to the JobAccess Provider within 21 days of final approval of the EAF Application. The JobAccess Provider may not pay or reimburse claims that are over 30 days of the final approval of the EAF Application. In circumstances where this timeframe may not be met, please contact the JobAccess Provider. Some applications in these circumstances may be considered by the JobAccess Provider on a case by case basis.

7.10 After the JobAccess Provider has received the invoice and proof of payment, reimbursement will be made by electronic funds transfer to the Applicant.

7.11 Alternative arrangements are available for Employees, Self-employed Workers and job seekers who may submit a request to the JobAccess Provider to pay the supplier directly. These requests will be considered on a case by case basis by the JobAccess Provider.

Auslan Level 1

7.12 After an EAF Application for Auslan Level 1 has been approved, it is active for 12 calendar months from approved date. Invoices and proof of payment should be submitted to the JobAccess Provider for reimbursement until the 12 month period expires or until the \$6,000 cap has been reached, whichever occurs first. Applications that do not meet these circumstances may be considered by the JobAccess Provider on a case by case basis.

8. Documentary Evidence requirements

8.1 Documentary evidence is required to support the EAF Application and to receive reimbursement for items that have been approved for funding. The table below outlines the acceptable types of documentary evidence. Alternative documentary evidence can be discussed with the JobAccess Provider.

Evidence to support EAF Application

Eligibility Criteria	Documentary evidence required
<p>1. Have an ongoing disability that has lasted, or is likely to last, for at least two years and results in a limitation, restriction or impairment that substantially affects Employment and everyday activities</p>	<p>Standard General Practitioner report or medical certificate, or Allied health practitioner report, or Centrelink report or medical certificate, or Specialist medical report. The documentary evidence must confirm the person with disability meets this criterion.</p> <p>If you have a permanent disability or an ongoing need for Auslan interpreter services you will only need to provide this evidence with your first approved EAF Application.</p> <p>If you have difficulty obtaining or are unable to obtain the required documentation, please advise the JobAccess Provider.</p> <p>Note 1: This evidence about ongoing disability is not required for a Participant in Disability Employment Services.</p> <p>Note 2: If you require Auslan interpreter services the JobAccess Provider can help you determine other suitable documentary evidence.</p>
<p>2. Require a Modification to their workplace or work equipment as a result of their disability which is essential to carrying out the Employment duties.</p>	<p>Workplace Assessment Report (arranged through The JobAccess Provider after the EAF Application has been submitted) or where the JobAccess Provider waived the requirement for a WMS Assessment, a written justification from the Applicant that includes:</p> <ul style="list-style-type: none"> • a statement by the employer that outlines why the Modification is essential for an employee with disability to complete their employment duties, and • a declaration by a suitably qualified and independent third party deemed appropriate by the JobAccess Provider confirming that the person's disability is a barrier to Employment and that the requested Modification in the EAF Application is essential for that person to complete their Employment duties.
<p>3. Be an Australian resident.</p>	<p>If you were born outside Australia you will need to provide evidence of your Australian residency. For example, a certified copy of certificate of citizenship or passport or permanent residency visa.</p> <p>Note 1: This evidence is not required for a Participant in Disability Employment Services.</p> <p>Note 2: This evidence will only be required with first EAF (including Auslan) application.</p>
<p>And meet one of the following:</p>	
<p>4. Have an offer of Employment or Employed for a minimum of eight hours per week, for at least 13 weeks</p>	<p>Evidence that the offer of Employment or Employment is for a minimum of 8 hours per week and is for at least 13 weeks. This may include a copy of signed and dated Contract of Employment, written offer of Employment or other written evidence the JobAccess Provider considers suitable.</p>
<p>5. Be Employed for a minimum of eight hours per week, where that Employment is reasonably expected to continue for a period in excess of 13 weeks</p>	<p>Evidence that the Employment is for a minimum of 8 hours per week and that it is expected to continue for at least 13 weeks. This may include a copy of signed and dated Contract of Employment, written offer of Employment or other written evidence the JobAccess Provider considers suitable.</p>

Eligibility Criteria	Documentary evidence required
<p>6. Self-employed Worker that has been working at least 20 hours per week over the last 13 weeks and earning an hourly income that is at least equivalent to the National Minimum Wage.</p>	<ul style="list-style-type: none"> • Provision of an ABN • Evidence of working 20 hours per week over the last 13 weeks – this may include a record of appointments or diary entries • Evidence of income over the last 13 weeks that is at least equivalent to the hourly National Minimum Wage rate for all hours worked (minimum 20 hours per week) <p>Evidence of income may be in one of the following forms:</p> <ul style="list-style-type: none"> • Sales records, contracts with clients or contracts of Employment • A statement of income from a Certified Practising Accountant or Certified Accountant • Copy of records from the Australian Taxation Office • Any other evidence deemed suitable by the JobAccess Provider the Self-employed worker can provide. <p>A Statutory Declaration is not sufficient evidence to confirm eligibility.</p> <p>To determine whether sufficient income has been earned (net of business expenses but including tax) and that the National Minimum Wage has been achieved, the personal income should be divided by the actual hours worked by the Self-employed worker.</p>
Other requirements	
Ownership	Statement of ownership signed by parties
If the person with disability is claiming, receiving or received a compensation payment through their current Employer or another party.	<p>If your compensation claim is pending the JobAccess Provider will ask you for more information so they can determine your eligibility for EAF.</p> <p>If your compensation claim has been finalised and closed within the last seven years you will need to provide a copy of payout documentation which confirms the payout did not cover the assistance being sought under the EAF.</p>
Quotations	<p>Individual items up to \$5,000 (GST inclusive) in value require one written quotation. Individual items costing between \$5,000 (GST inclusive) and \$15,000 require two written quotations. Individual items costing \$15,000 or more require three written quotations.</p> <p>Written quotations must contain the supplier’s name, Australian Business Number (ABN), contact details and an accurate description of the item and its cost, separately itemising GST where applicable.</p> <p>Applicants are strongly encouraged to obtain professional advice in relation to their liability for GST.</p>
Nominee	When a person is applying for EAF assistance on behalf of someone with disability as their nominee, a copy of written permission from the person must be provided as per Section 4.2 of these guidelines.

Evidence for claiming reimbursement

Item	Documentary evidence required
Workplace modifications and equipment	<p>A supplier’s tax invoice that includes:</p> <ul style="list-style-type: none"> • the invoice number • the suppliers ABN number • GST (if items are exclusive of GST please ensure this is clear on the invoice)

Item	Documentary evidence required
	<ul style="list-style-type: none"> • description of item • Applicant's name and Application ID number Proof of payment where the supplier is clearly identified. This could be: <ul style="list-style-type: none"> • a copy of your bank's EFT confirmation of the payment, • a receipt from the supplier or Registered Training Organisation (RTO) • written confirmation of full invoice payment from the supplier or RTO • a credit card receipt, or • a copy of the invoice with your payment allocated and a zero balance.
Auslan Level 1 and Auslan Level 2	A supplier's tax invoice that includes: <ul style="list-style-type: none"> • the invoice number • the suppliers ABN number • GST (if items are exclusive of GST ensure this is clear on the invoice) • the Applicant's name and Application ID number • the description of the services and the date/time they were provided • the hours and cost of services • the name of the employer the Auslan Interpreter's name and NAATI registration number
Auslan Level 3 and Workplace Assistance and Support: tax invoice	You must submit an invoice from the RTO where the course is being undertaken. The invoice must include: <ul style="list-style-type: none"> • the invoice number • the RTO's ABN number and GST • Application ID number and name of employee with disability • the description of the services and dates they were provided • the name of the Employer/organisation • the name of the co-worker(s) undertaking the course
Workplace Modifications, Auslan Level 1, Auslan Level 2, Auslan Level 3 and Workplace Assistance and Support: Proof of Payment	Proof of payment where the supplier is clearly identified could include: <ul style="list-style-type: none"> • a copy of your bank's EFT confirmation of the payment • a receipt from the supplier or RTO • written confirmation of full invoice payment from the supplier or RTO • a credit card receipt, or • a copy of the invoice with your payment allocated and a zero balance.

9. Requesting a review of decision

- 9.1 Where an EAF Application has **not** been approved, the Applicant can seek a review of the decision. The Applicant should discuss their EAF Application with the JobAccess Provider before submitting a request to review.
- 9.2 The request for review must include a statement of claims detailing why the EAF Application satisfies the requirements of these Guidelines. Additional relevant information that was not provided with the original application may be submitted. The JobAccess Provider will send requests for review to DSS for consideration. The applicant will be notified of the decision, in writing, within 28 calendar days after the JobAccess Provider received the request for review.

Some applications requesting review of decision may involve extenuating circumstances that may take longer to review and will be assessed on a case by case basis.

The request for review of a decision must be in writing to:

The JobAccess Manager
Employment Assistance Fund
PO Box 1764
Osborne Park DC WA 6916

Requests may also be faxed to **(08) 9382 9277** or emailed to jobaccessadvice@workfocus.com

10. Contact details for JobAccess

10.1 JobAccess Advisers are a team of professionals who provide free, confidential and expert advice on all disability employment matters.

10.2 If there are any questions regarding the EAF or an EAF Application please contact a JobAccess Adviser on:

Free call: **1800 464 800**
TTY: **1800 464 800**
Fax: **(08) 9382 9277**
Post: PO Box 1764
Osborne Park DC WA 6916

10.3 You can also submit an online enquiry form via [JobAccess](#) at **www.jobaccess.gov.au**

10.4 The JobAccess Advisers are available across Australia from Monday to Friday, 9 am to 7 pm Australian Eastern Standard time and Eastern Daylight Saving Time, except for Australian national public holidays.

11. Glossary

Applicant means a jobseeker or Employee with disability, an employer, co-worker of a person with disability, a Disability Employment Services Programme Provider, a jobactive Provider or a Community Development Programme Provider on behalf of a Participant or their Employee, who wishes to access the EAF but has not yet had their EAF Application approved.

Application Date means the date and time upon which an EAF Application is received by the JobAccess Provider.

Auslan means the sign language used by the Australian deaf community.

Auslan Interpreter means Auslan interpreters at the professional or para-professional level who have current accreditation with National Accredited Authority of Translators and Interpreters.

Co-workers means a fellow worker of the subject of an EAF Application.

Disability Employment Services means the Australian Government's Disability Employment Services programme.

Disability Employment Services Programme Providers means providers of Program Services as defined under the Disability Employment Services Deed.

DSS means the Australian Government **Department of Social Services** or such other agency or department as may manage JobAccess and the Employment Assistance Fund on behalf of the Australian Government from time to time and, where the context so admits, includes the Australian Government's relevant officers, delegates, employees and agents.

EAF means the Employment Assistance Fund

EAF Application means a DSS online EAF Application form available on the JobAccess secure site.

Employment or Employed or Employee means the status of a person who is in paid work under a contract of employment, or has a written offer of Employment or who is otherwise deemed to be an employee under relevant Australian legislation.

Employer means an entity that has the legal capacity to enter into a contract of Employment with an Employee.

JobAccess Provider means the entity contracted by DSS to deliver JobAccess services.

jobactive Provider means a national network of private, community and government organisations funded by Department of Employment that helps job seekers into sustainable employment, particularly those who are long-term unemployed.

Modification means the implementation of a piece of equipment or technology, or modification to an existing piece of equipment or technology or implementation of a service available from the EAF that assists a worker with disability to access or carry out essential employment duties of a particular job.

Participant means a person who is defined to be a Participant under the DES Deed and the ES Deed or a person who is defined as an Eligible Jobseeker in the Community Development Programme Funding Agreement.

Real Time Captioning means the real time display of captions on a display screen created as an event takes place. Captions are created by either a captioner or via speech recognition technology and are used by people with hearing impairment.

Remote Interpreting means provision of Auslan interpreting in another location using video conferencing technology to provide two way communication.

Community and Development Programme Provider means a provider of the Community and Development Programme.

Self-employed or Self-employed Worker means a person who derives a regular income as the primary or sole operator of their own business rather than through working under a contract of Employment.

TTY means a special device that lets people who are deaf, hearing impaired, or speech-impaired use the telephone to communicate, by allowing them to type messages back and forth to one another instead of talking and listening. A TTY is required at both ends of the conversation in order to communicate.

Vehicle is defined as something that a person drives and is licensed for road use.

WMS Assessor means a DSS approved WMS Assessor who is a member of the National Panel of Assessors administered by DSS and contracted under the Panel Deed.

12. Attachments

Attachment 1 - EAF Application Terms and Conditions

The following is a copy of the EAF Application Terms and Conditions an applicant is required to sign off on.

- 1) I understand that:
 - (a) this form is used by applicants seeking assistance under the Employment Assistance Fund
 - (b) the Employment Assistance Fund Application Form must be fully completed, submitted and approved before any assistance under the Employment Assistance Fund is provided. The Employment Assistance Fund Application Form will not be approved for any workplace Modifications, other items or services that I have already purchased.
 - (c) I am responsible for paying for the items from my own funds after they are approved and for seeking reimbursement or partial reimbursement.
 - (d) I must only apply for assistance for items which are not claimable from any other source, including Medicare, private health insurance or Australian Hearing Services.
 - (e) I am not entitled to seek assistance for personal, medical, therapeutic, health or fitness items.
 - (f) I am an Employer submitting this Application on behalf of an eligible employee; or I am a Disability Employment Services, Community and Development Program, or jobactive provider; or an Australian Disability Enterprise and am making this Application on behalf of an eligible job seeker or worker ('the applicant'); or an eligible individual making this Application in respect to myself ('the applicant') in accordance with the conditions of the Employment Assistance Fund Guidelines.
 - (g) the Department may publish my name and the details of the financial assistance provided.
- 2) By submitting this Application Form, I acknowledge that:
 - (a) all personal information I have provided in the Application Form is protected by law,
 - (b) the Department is collecting the information in this Form and will use it to assess funding eligibility for the Employment Assistance Fund,
 - (c) The Department may provide the information in the Form to Approved Workplace Modifications Assessors and the employer of the Applicant, to facilitate a workplace modifications assessment,
 - (d) The Department may use the information in the Form for internal purposes relating to the administration of the Employment Assistance Fund, including but not limited to research, evaluation and analysis purposes conducted by the Department or other organisations on its behalf, and
 - (e) Assistance provided from the Employment Assistance Fund may be subject to repayment if the Applicant settles a compensation claim, which includes the assistance outlined in the Application Form.
- 3) I confirm that the Applicant:
 - (a) is an Australian citizen or permanent resident
 - (b) is currently in employment and is reasonably expected to continue in employment for 13 weeks or more
 - (c) is working for at least 8 hours per week OR is self-employed and working for at least 20 hours per week OR is likely to be employed for at least 8 hours per week if the Application is approved, and

- (d) has an ongoing disability that has lasted or is likely to last for at least two years and results in a limitation, restriction or impairment that substantially affects the Applicant's work performance and requires a work Modification.
- 4) I confirm that I have read and understood and agree to comply with the terms and conditions of the Employment Assistance Fund Guidelines.
 - 5) I confirm that I have sought and gained permission from the Applicant to provide the personal information contained in this Form, if submitting it on behalf of the Applicant.
 - 6) I declare that the details in the Form are, to the best of my knowledge, true and correct.
 - 7) I confirm that I am duly authorised to submit this Employment Assistance Application Form, if submitting it on behalf of the Applicant.

Attachment 2 – Form – Claiming Auslan Level 1 Travel Fees

Employment Assistance Fund Claim for Auslan Level 1 Interpreting Travel Fees

Applicants can apply for Reimbursement for Auslan interpreter travel fees (travel time only) at the hourly rate of \$53 (GST inclusive), where travel is essential and is in excess of two hundred (200) km for a return trip from the business location of the interpreter to the approved assignment address. Travel fees are only available for approved Auslan Level 1 national Accredited Authority of Translators and Interpreters (NAATI) accredited Auslan interpreting.

EAF Application ID:
Name of Employee (who the interpreting was for):
Interpreting is for the following date/s:
Interpreting start time:
Interpreting finish time:
Business location (address):

I claim Reimbursement for km. A total of \$ (including GST) for hours and minutes of Auslan Level 1 interpreter Travel Time @ \$53.00 per hour.

Details of the person or organisation seeking Reimbursement of Auslan Level 1 Travel Time.

Name:
Address:
Telephone:
TTY:
Email:
Facsimile:

Name:

Signature:

Date:

Return completed form to JobAccess, PO Box 1764, Osborne Park DC, WA 6916. Or fax to (08) 9382 9277.