

WE MOVE – Equipment Assessment Grant

Guidelines Individual NSW/ACT



Introduction

This Equipment Assessment Grant is available to provide financial assistance to pay for an allied health professional such as an Occupational Therapist to complete an assessment and write the support letter required to apply for the We Move – Equipment grant.

If you already have a support letter or do not need assistance to pay for an allied health professional to complete an assessment, please see our 'We Move – Equipment' grant.

We Move - Equipment Assessment Grant will fund:

Assessment and equipment trial (if applicable) by a relevant healthcare professional to complete a support letter that **MUST** address the following criteria:

- Child's current situation and their need for requested mobility equipment
- Appropriateness of requested equipment
- How the request will benefit the child and support them to pursue their goals
- Evidence of a trial of the equipment (if applicable)

Funding is available up to a total of \$1000 and total cost will be approved based on the complexity of the required assessment.

Eligibility

- Child is aged 18 years or under
- Child has a disability or long-term health condition formally documented by a health professional.
- Family household income is below \$200,000 per year
 - this includes child support, investment income, overseas income, or any other income from parent/carers financially responsible for the child
- All residents of NSW and ACT can apply, including non-citizens, temporary visa holders and refugees.

Eligible We Move Equipment requests

You can apply for one or more item that directly relates to your child's diagnosis and are supported by a GP or allied health professional. The items recommended in the support letter will form the basis of the grant and if successful, cannot be amended after the approval date.

Examples of eligible requests include, but are not limited to:

- Adaptive toys and safety equipment
- Special needs strollers and pushchairs
- Wheelchairs – must be assessed, prescribed, and trialed by an OT
- Adaptive seating and specialised car seats
- Modified bikes, trikes and scooters
- Assistance dogs (partial funding). Only considered if they give mobility and independence

Your application

- Applications are open all year round.
- Applications are made on behalf of child by parent/carer or identified support person over 18 years
- If you need assistance completing the application form, please seek help from a support person such as a health professional, caseworker, teacher, therapist, family member or friend.

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Required Documentation

Applicants are expected to submit a truthful and factual application and attach all requested documentation. Incomplete applications risk being delayed and, in some cases, denied.

The following attachments must be included as part of your application

1. **GP or Paediatrician letter**

- Outlining child's diagnosis/condition.
- Must be dated within 12 months of application.

2. **Quote from relevant healthcare professional to:**

- complete assessment for requested equipment
- complete equipment trial (if applicable)
- source quotes (if required)
- write support letter

Quote must be no older than three months at the time of submission and remain valid throughout the assessment process.

3. **NDIS Funding**

If your child has NDIS Funding provide the following:

- Identify why item(s) requested are not covered by child's NDIS plan
- Proof of exhausted or denied NDIS funding

4. **Proof of Household Income**

For each parent/carer who is financially responsible for the child the following must be submitted:

- Your most recent Notice of Assessment from the Australian Taxation Office (ATO).
- PLUS
- If receiving **Centrelink Payments** - your most recent Centrelink Income Statement
 - If parent/carer is **employed** - 2 most recent payslips showing your annual income
 - If parent/carer is **not receiving Centrelink Payments and unemployed** - last 3 months of bank statements
 - If parent is **self-employed** - last three months of bank statements.

It is important that you provide the correct financial information as we are unable to consider applications with insufficient financial evidence.

Need help finding the right document?

- To access your Notice of Assessment from the ATO please follow the below link:
<https://www.ato.gov.au/individuals-and-families/your-tax-return/check-the-progress-of-your-return-and-refund/your-notice-of-assessment>
- To access your Centrelink Income Statement from Centrelink please follow the below link:
<https://www.servicesaustralia.gov.au/centrelink-online-account-help-request-document>

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Ineligible grant requests

Requests that will not be considered under the grant:

- Equipment that is:
 - not directly related to a child's special/additional needs
 - not deemed medically/developmentally necessary
 - considered a standard toy, equipment, or everyday household item
 - sports equipment that is non-adaptive
 - considered a restrictive practice or constraint, outside of safe transportation requirements
- Expenses that have already been initiated or paid for prior to submission or written approval
- Incomplete application forms
- More than one grant request in a 12-month period
- Equipment from non-Australian distributors that cannot invoice Variety directly
- Travel expenses – including public transport and petrol
- Warranties, insurance, maintenance, service agreements, batteries, repairs
- Administrative fees or operational costs
- Capital works and installation costs
- Trampolines

Review and Approval of We Move - Assessment grant

Each application is assessed by the Kids Support team on its own merit. Eligible submissions are presented to the Grants Committee every two months who make the final decision.

You will receive notification by email when your application has been assessed. Please allow up to 8 weeks for the review process to be completed.

Unsuccessful applications are at the discretion of the Grants Committee and eligible to reapply in 12 months. Reasons pertaining to unsuccessful applications are at the discretion of the Grants Committee and will not be disclosed to the applicant.

Successful applications and payment of requested assessment

- An outcome letter is sent via email outlining how to use the grant
- Successful applicants will be responsible to arrange the required assessment and ensure support letter addresses the following criteria:
 - Applicants' situation and need for requested mobility equipment
 - Appropriateness of requested equipment
 - How the request will benefit the child and support them to pursue their goals
 - Evidence of a trial of the equipment (if applicable)
- No retrospective funding i.e., the grant cannot fund an assessment that is underway or completed prior to the date of the approval letter.
- It is the responsibility of the parent/carer to upload the tax invoice to Variety's online portal from the allied health professional once assessment has been completed
- Variety does not provide money directly to applicants unless an itemised receipt showing proof of payment for approved service/item is available



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Review and Approval of We Move – Equipment request

Once the assessment is complete it is the responsibility of the parent/carer to upload the support letter to Variety's online portal. The support letter for the request equipment will be presented to the Grants Committee who will make the final decision. You will receive notification by email when your application has been assessed. Please allow up to 8 weeks for the review process to be completed.

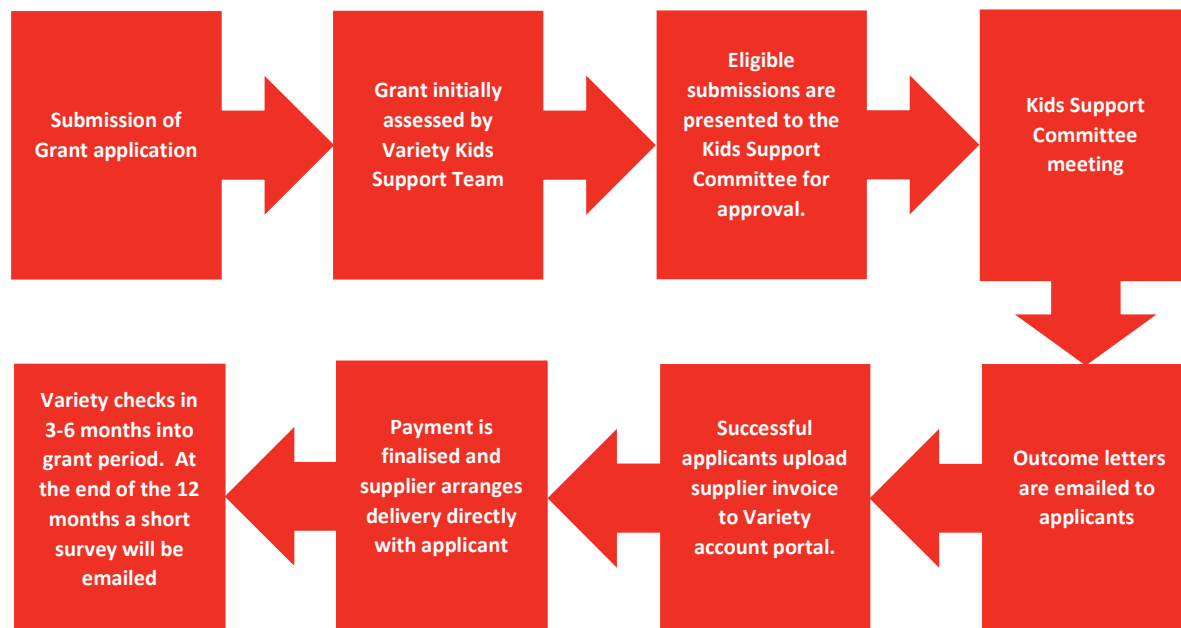
Successful applications and payment of equipment

- An outcome letter is sent via email outlining how to use the grant
- Successful applicants have 12 months from the date of their approval letter to use their grant
- No retrospective funding i.e., the grant cannot fund equipment that has been purchased prior to the date of the approval letter.
- It is the responsibility of the parent/carer to upload a tax invoice to Variety's online portal from the supplier quoted in the application for the approved item at the approved amount
- Variety does not provide money directly to applicants unless an itemised receipt showing proof of payment for approved item is available
- Any unspent funds will be forfeited after the expiry date of the grant.

Further Information

If you require further information, please do not hesitate to contact the Kids Support team on kidssupport@variety NSW.org.au

Application Steps/Process



If you require further information, please do not hesitate to contact the Kids Support team on kidssupport@variety NSW.org.au