



Australian Government

Department of Social Services

Employment Assistance Fund

Terms and Conditions



Easy
Read





Australian Government
Department of Social Services

The Australian Government Department of Social Services wrote this.

We say **DSS** for short.

When you see the word **we** it means DSS.



We wrote this in an easy to read way.

We use pictures to explain some ideas.

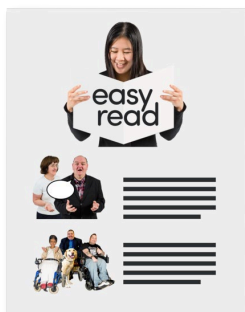
Bold

We have some words in **bold**.

Not bold

This means the letters are thicker and darker.

These are important words.



This is an Easy Read summary of another document.

This means it has the most important ideas.



We can answer any questions by email.

Email us jobaccadmin@dss.gov.au



You can ask for help to read this document.

You can ask

- A friend
- Family members
- A support person.



We recognise Aboriginal and Torres Strait Islander people as the **Traditional Owners** of the land we live on.



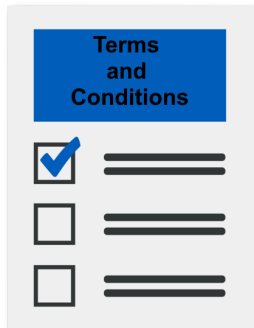
They were the **first people** to live on and use the

- Land
- Waters.

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Terms and conditions for EAF



Terms and conditions are rules that you must follow to get **funding** for **Employment Assistance Fund**.

We call it **EAF** for short.



Funding is **money** to take part in EAF.



To take part in EAF you need to

- Read
- Understand
- Agree

To the terms and conditions.



You **cannot** take part in EAF if you do **not** agree to the terms and conditions.

My application form



I understand and agree that

1. The **application** form is to get support from EAF



An application is a form you fill out to get support from EAF.

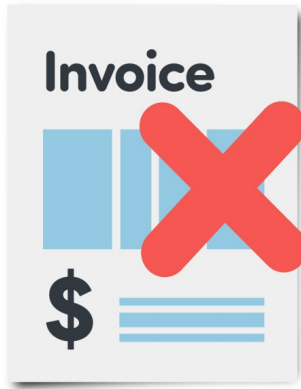
The application form is online only.

This is to ask for funding to support your disability at work.



2. The application form needs to be

- Filled out
- Approved.



We will **not** approve your application form for supports that have been

- Paid for
- Agreed to buy already.



Supports EAF may pay for might be

- Workplace modifications

This is when there are changes to your workplace.



- Items to use at work

This is things like **screen reading** software.

Screen readers change words that are written down to being spoken.



- Services

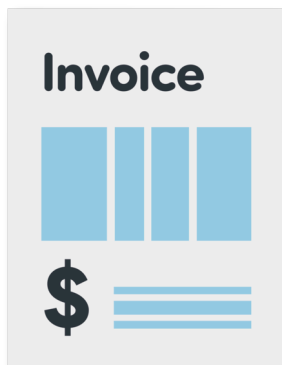
This is things like training to support you to use your new equipment.



3. I will pay for the supports from my own money if my application is approved.

I will ask for

- Some
- All



Of the money back.

This is called **reimbursement**.

I will follow the amount of money that has been agreed to.

What EAF will not pay for

I understand and agree that



1. I **cannot** get money for EAF supports from any other

- Local government
- State government
- Australian Government.



2. I **cannot** get EAF funding if I got a **compensation payment** in the last 7 years from

- My **employer**
- **Someone else.**

A compensation payment is money someone gives you when something bad happens.



An employer is someone who pays someone to do work for them.



Someone else could be

- Not from your workplace
- Different from the main people involved.



3. I **cannot** get support for medical or health

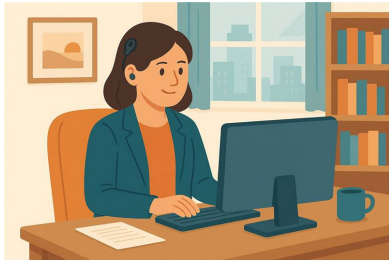
- Supports
- Equipment
- Services.



You **cannot** get funding for

- Prescription glasses

These glasses help you see better.



- **Cochlear implants**

A cochlear implant is a device that helps Deaf people to hear.



- **Hearing aids**

Hearing aids help people hear better.

Who can put in the application form



EAF **guidelines** say who can put in an application.

Guidelines are rules to put in your application for EAF.

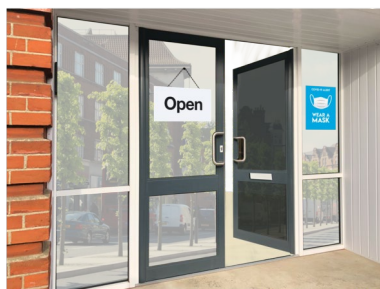


I am putting in the application because I am

- A person with disability who is a worker



- The employer of a person with disability



- A person with disability who runs their own business

This can be called **self employed**.



- Someone who is looking for a job and needs
 - Assistive technology
 - Special equipment
 - Auslan services
 - Assistance or support at work

You can put in your application for Auslan services up to 5 days after your interview.



- An Employment Service Provider putting in the application for
 - A person with disability using their service



Or

- The person with disabilities employer
- A nominee of a person with disability



A nominee is someone you choose to

- Make decisions for you
- Do things for you.

About my information



By putting in my application I understand

1. All my personal information in my application form will be kept safe



2. DSS will use the information in my application to decide if I can get EAF funding



3. DSS might share
 - Information in my application form
 - Extra information I give after putting in my application form.



They will only share this information with

- People who will make changes to my workplace
- **A National Panel of Assessors** employee
- My employer.

We call it **NPA Assessor** for short.

An NPA Assessor is a person who will do an assessment in my workplace.



- DSS might check that EAF is working well by looking at
 - Information in my application form
 - Extra information I give after putting in my application form.



They might use the information to do

- **Research**

Research means

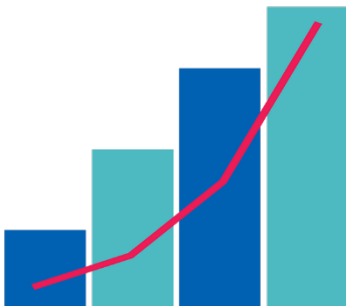
- Finding out what people think about things
- Using the information to **help others**.



- **Evaluation**

Evaluation means you look at what

- Went well
- Could be done better.



- Look at **data**

Data is

- Facts
- Information
- Records.

Putting in my application form



By putting in my application form I understand

- DSS will use the information in my application to decide if I can get EAF funding



- I need to meet the **criteria** in the EAF Guidelines

Criteria is the list of rules to follow to get support from EAF.



- I have a disability that will
 - Last for 2 years or more
 - Makes it hard for me to do my job
 - Need changes to my workplace to be able to do my job.



I have read and understood the terms and conditions.

I agree to follow them.



I agree that the information in my application form is true.



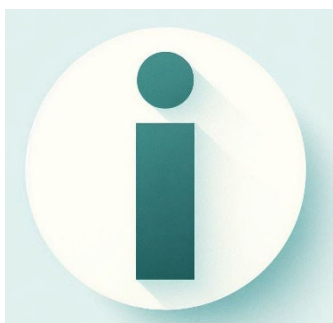
If you are putting in the application for a person with disability you have

- Explained the terms and conditions to them
- They understand and agree for you to put in the application for them.



- You can put in the application form for them.

Contact us



You can contact us if you **need more information.**



You can send us an email.

jobaccess@genu.org.au



You can call us.

1800 464 800



You can look at our website.

www.jobaccess.gov.au

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