Employment Assistance Fund

Terms and Conditions



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| Australian Government logo with Department of Social Services underneath | The Australian Government Department of Social Services wrote this.  We say **DSS** for short.  When you see the word **we** it means DSS. |
| A person holding a white book with easy read on the cover | We wrote this in an easy to read way.  We use pictures to explain some ideas. |
| The word bold is in bold and the words not bold are in plain text | We have some words in **bold**.  This means the letters are thicker and darker.  These are important words. |
| An easy read document with pictures and lines for text. | This is an Easy Read summary of another document.  This means it has the most important ideas. |
| teal envelope | We can answer any questions by email.  Email us [jobaccadmin@dss.gov.au](mailto:jobaccadmin@dss.gov.au) |
| Two people with their arms around each other with thumbs up. | You can ask for help to read this document.  You can ask   * A friend * Family members * A support person. |
| Illustration of First Nations people with flags in the background | We recognise Aboriginal and Torres Strait Islander people as the **Traditional Owners** of the land we live on. |
| map of Australia | They were the **first people** to live on and use the   * Land * Waters. |

Contents

|  |  |
| --- | --- |
| Terms and conditions for EAF | 5 |
| My application form | 6 |
| What EAF will not pay for | 9 |
| Who can put in the application form | 12 |
| About my information | 14 |
| Putting in my application form | 17 |
| Contact us | 19 |

Terms and conditions for EAF

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| page with terms and conditions and tick boxes | **Terms and conditions** are rules that you must follow to get **funding** for **Employment Assistance Fund**.  We call it **EAF** for short. |
| a hand holding a 20, 10 and 5 dollar note | Funding is **money** to take part in EAF. |
| Person giving a thumbs-up with a large green checkmark symbol. | To take part in EAF you need to   * Read * Understand * Agree   To the terms and conditions. |
| Clipboard with a red 'X' mark on the paper. | You **cannot** take part in EAF if you do **not** agree to the terms and conditions. |

## My application form

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| --- | --- |
| **Woman holding a large paper form and smiling.** | I understand and agree that   1. The **application** form is to get support from EAF |
| A hand holding a pen over an easy read application form | 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. |
| Two people sitting at a table, one writing and the other pointing at the paper. | 1. The application form needs to be  * Filled out * Approved. |
| Illustration of a stylised invoice with graphics and a dollar sign with a red cross. | We will **not** approve your application form for supports that have been   * Paid for * Agreed to buy already. |
| Person in an electric wheelchair on a portable ramp, smiling. | Supports EAF may pay for might be   * Workplace modifications   This is when there are changes to your workplace. |
| a person sitting at a desk with a computer saying press to start | * Items to use at work   This is things like **screen reading** software.  Screen readers change words that are written down to being spoken. |
| A woman in a black outfit taking notes while talking to a man in a plaid shirt. | * Services   This is things like training to support you to use your new equipment. |
| Hands holding wallet with Australian dollars and make a payment  Illustration of a stylised invoice with graphics and a dollar sign. | 1. 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

|  |  |
| --- | --- |
| teal parliament house with a red cross next to it | I understand and agree that   1. I **cannot** get money for EAF supports from any other  * Local government * State government * Australian Government. |
| A checklist of years from 2021 to 2025 with a blue pen. | 1. 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. |
| Two men shaking hands in front of a meat display. | An employer is someone who pays someone to do work for them. |
| An elderly woman in a pink sweater and a young man in a navy blue suit shaking hands and smiling. | Someone else could be   * Not from your workplace * Different from the main people involved. |
| Nurse attending to a patient with a blood pressure monitor with a red cross. | 1. I **cannot** get support for medical or health  * Supports * Equipment * Services. |
| A pair of black rectangular eyeglasses with clear lenses with a red cross. | You **cannot** get funding for   * Prescription glasses   These glasses help you see better. |
| illustration of a person at a desk with a cochlear implant | * **Cochlear implants**   A cochlear implant is a device that helps Deaf people to hear. |
| A modern brown behind-the-ear hearing aid device with a red cross. | * **Hearing aids**   Hearing aids help people hear better. |

## Who can put in the application form

|  |  |
| --- | --- |
| A person smiling while holding a large green book. | EAF **guidelines** say who can put in an application.  Guidelines are rules to put in your application for EAF. |
| Group of five diverse individuals with disabilities smiling and standing together. | I am putting in the application because I am   * A person with disability who is a worker |
| Two men shaking hands in front of a meat display. | * The employer of a person with disability |
| Entrance of a commercial building with an open glass door and 'Wear a Mask' sign. | * A person with disability who runs their own business   This can be called **self employed**. |
| Person in a gray suit reading a newspaper with the headline 'Jobs Available.' | * 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. |
| 2 people sitting at a desk with the banner Providers An illustration of a group of people in a room with an assistance dog | * An Employment Service Provider putting in the application for * A person with disability using their service   Or   * The person with disabilities employer |
| A man in a grey hoodie shaking hands with a woman in a black blazer with a speech bubble saying nominee. | * 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

|  |  |
| --- | --- |
| Older woman making a 'shush' gesture with her finger over her lips and a 'CONFIDENTIAL' stamp overlay. | By putting in my application I understand   1. All my personal information in my application form will be kept safe |
| Person seated at a table with thought bubbles showing thumbs-up and thumbs-down gestures. | 1. DSS will use the information in my application to decide if I can get EAF funding |
| Two people discussing documents, one holding a paper and pointing at it while the other looks at it thoughtfully. | 1. DSS might share  * Information in my application form * Extra information I give after putting in my application form. |
| A group of people sitting at a table with Assessment report on the board behind them. in front of them is signs that say support for people with disability, wage support and modifications in the workplace. | 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. |
| A man writing in a notebook and a woman examining something with a magnifying glass. | * 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. |
| A person holding a magnifying glass | They might use the information to do   * **Research**   Research means   * Finding out what people think about things * Using the information to **help others**. |
| illustration of a big clipboard with evaluation and check boxes with people with disability on both sides | * **Evaluation**   Evaluation means you look at what   * Went well * Could be done better. |
| A graph with a red line | * Look at **data**   Datais   * Facts * Information * Records. |

## Putting in my application form

|  |  |
| --- | --- |
| Person seated at a table with thought bubbles showing thumbs-up and thumbs-down gestures. | By putting in my application form I understand   * DSS will use the information in my application to decide if I can get EAF funding |
| Elderly person holding a piece of paper with a numbered list. | * I need to meet the **criteria** in the EAF Guidelines   Criteria is the list of rules to follow to get support from EAF. |
| Group of five diverse individuals with disabilities smiling and standing together. | * 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. |
| Person giving a thumbs-up with a large green checkmark symbol. | I have read and understood the terms and conditions.  I agree to follow them. |
| Elderly woman in a pink sweater filling out an easy-read form at a wooden table. | I agree that the information in my application form is true. |
| Two people having a serious conversation, one explaining and the other listening. | 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. |
| A man in a green shirt giving a thumbs-up next to a checklist with green check marks. | * You can put in the application form for them. |

## Contact us

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| white circle with teal i in the middle | You can contact us if you **need more information.** |
| teal envelope | You can send us an email.  [jobaccess@genu.org.au](mailto:jobaccess@genu.org.au) |
| teamobile phone | You can call us.  **1800 464 800** |
| teal computer | You can look at our website.  [www.jobaccess.gov.au](http://www.jobaccess.gov.au/) |

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