Self Directed Funds Policy

# Preamble

The Developing Foundation Inc. is a charitable, membership organisation which provides development and brain injury support to help children and adults reach their goals.

The organisation is tax exempt and is approved as a deductible gift recipient organisation.

The objects for which the Association is established are:

* + To raise funds to assist brain injured people
	+ To organise facilities which will assist brain injured people
	+ To provide support which will enhance the quality of life for severely brain injured people and/or their families who care for such brain injured people in their family homes
	+ To further the knowledge in the medical and therapeutic community about brain development and function with the objective of improving the rehabilitation of people affected by developmental delay and brain injury.
	+ To assist in research into the prevention of developmental delays and subsequent neurological problems.
	+ To undertake such activities such as may be conducive to the achievement of the above objects.

# Policy for client funds allocation

Eligible members may seek permission to raise funds on behalf of the organisation to meet its purposes. From time to time, the Management Committee will decide on the percentage allocation to participating families of the funds raised.

Approved fund raisers will

* Undertake training
* Submit a budget for approval by the Management Committee or their delegated representative
* Agree to abide by the policies and procedures of the organisation

# Policy for Self Directed Support

In line with funding provided under the Disability Services Act 2006, funds raised by participating families through The Developing Foundation can only be used on disability service except as provided under approved discretionary spending.

Everyone who engages in Self-Directed Support is required to be involved in providing an acquittal for actual service provision and expenditure which involves.

* Refer to approved budget for allowable expenditure.
* Seek approval from the Management Committee or their nominee for items outside of the approved budget.
* Complete and submit DGR Expenditure Form with invoice/quotation and send for payment to The Developing Foundation Inc., 14 Munro Street, Auchenflower, 4066.
* Payments are not paid direct to families unless for minor expenditure or as otherwise arranged through the Office Manager.
* If a member’s account does not have the required funds to pay accounts, invoices will be returned to the member for direct payment.

**Families need to ensure the following when buying supports and services:**

Purchase services that are within the ‘service categories’ that have been approved; including Queensland Disability Services Categories and The Developing Foundation Discretionary Categories.

Queensland Disability Services Categories include:

* Accommodation support
* Community support
* Community access
* Respite
* Advocacy, information and alternative forms of communication

The Developing Foundation Discretionary Categories

* Therapy
* Developing Childhood online development program subscription
* Aids & equipment
* Education expenses
* In home support / personal care
* Carer Support as provided in Clause 5.1
* Modifications (Home and Motor Vehicle) as provided in Clause 5.2
* Motor Vehicle with disability modification or to be modified as provided in Clause 5.3
* Health Insurance as provided in Clause 5.4
* Final expenses as provided in Clause 6
* The Developing Foundation Membership Fees (including membership fees for family volunteers)

**Submissions can be made to The Management Committee for other expenses. The decision of the Management Committee is final.**

## Disability Services funding cannot be used for:

* Supports and services funded by other local, state and commonwealth government programs
* Day-to-day living expenses (i.e. electricity, gas, telephone, internet, general household fittings, furniture and whitegoods not used by the person with a disability in meeting their disability support needs, food, groceries, rent or the purchase, running or maintenance costs of vehicles)
* Illegal activities, gambling or activities that are harmful to health (i.e. cigarettes).

The following questions will assist you to decide if you should be buying a certain support or service with funding:

* Is the support or service you intend to buy related to the person’s Disability Services assessed needs (service category)?
* Does it relate to the person’s goals and priorities?
* Is it of direct benefit to the person with disability?
* Is it required as a result of the disability?
* Is it included in The Developing Foundation’s discretionary funding policy?

# Policy when member wishes to cancel membership

Members remain financial until the funds are expended. Funds are managed by the organisation on behalf of the person in accordance with the approved budgets. Unexpended funds are not released to the client’s family.

# Discretionary Support

The Management Committee has approved discretionary support. Further explanation is below.

## Policy for carer support

A percentage of funds may be used to assist with carer support being 15% of funds raised annually or up to a maximum of $1500 per carer (up to a maximum of 2 carers, e.g., husband and wife) annually.

The types of carer expenses which may be included are:

* Counselling / stress management
* Respite/Holiday accommodation
* Remedial massage

## Disability Modifications (Home and Motor Vehicle)

Disability home modifications and motor vehicle disability modifications are allowable. Home modifications must be for the direct benefit of the person with disability.

## Policy with regard to Motor Vehicles

$10,000 may be used towards a motor vehicle which is or will be disability modified.

## Policy with regard to Health Insurance

Health insurance, including a family policy, when the client is included on the policy is an allowable expense.

# Policy for allocation of funds when client passes away

In the event that there are unexpended funds and a client passes away, funds may be used for the final expenses for that person. One allocation of carer support is allowable.

Any balance of funds will be transferred to the general account to be used for the purposes of the organisation to provide development and brain injury support to help children and adults reach their goals.