

Workforce Extensions North Adelaide Health

Easy Read - Money and Property

How will we look after your money and property?

Prepared for:

Name	
Address	
Date	



This document tells you how we will look after your **money and property**.



You are the owner of your money and property.

If **you say that it is okay**, we can help you to **buy things** with your money and **we will use your property to deliver your services**.



We can only use your money or property if **you have agreed** and **it is written in your Service Agreement**.



You agree to our staff helping you use by completing the **Participant Money and Property Consent Form**.



Property:

- Our staff will **only use your property** if it is needed to help deliver your services.
- You must tell us it is **okay to use** your property.
- We will **add a list of property** that can be used into your Support Plan.



Money:

- **You tell us** how you want to spend your money.
- Our **staff cannot touch your money** without permission.



If you ask a support worker to **help you spend your money**, they must check they can **with our director**.



Our **staff cannot use your PIN number** or **get money from an ATM** because this is your **VERY private information**.



If a support worker helps you with your money, they **must follow our rules** to keep you and your **money safe**.



Our staff will keep all of the receipts for things they have used your money to buy.

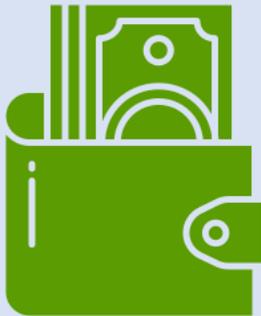
They will **keep a record** of all of your money that has been spent.



Staff will **count out your money** with you **before buying** something.

They will **count out your change after buying** something.

You will both **sign a record agreeing** your money was correctly spent.



}\${Organisation Name} will tell you every month how and when your money was spent.



Our staff cannot give you any advice or information about money matters.



If we think someone is misusing your money or property, our director will tell you.



If you think someone is **misusing your money or property**, tell our director immediately.



The director will:

- **Investigate, record evidence and write a report**
- **tell the police** or other authorities, if needed
- **provide additional support** to you (if needed).



If you want help after the Service Agreement is written, we will:

- **talk with you about** the help you need
- **write everything** in your notes



The director will then:

- include the help you need in your **Service Agreement and Support Plan**
- give you an **updated copy of your Service Agreement and Support Plan.**



If **you are unhappy** with the way we have managed your money or property you can tell **the NDIS Commission:**

- Call: **1800 03 55 44** (free call from a landline)
- Go to their website:
www.ndiscommission.gov.au