

# Workforce Extensions North Adelaide Health

## Easy Read - Money and Property

How will we look after your money and property?

Prepared for:

<b>Name</b>	
<b>Address</b>	
<b>Date</b>	



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**.



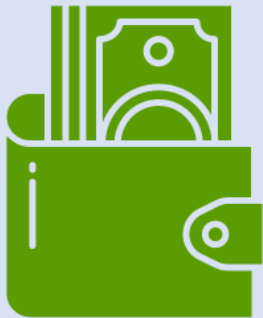
If a support worker helps you with your money, they **must follow our rules** to keep you and your **money safe**.



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](http://www.ndiscommission.gov.au)**