

Easy Read - Money and Property

How will we look after your money and property?

	<p>This document tells you how we will look after your money and property.</p>
	<p>You are the owner of your money and property.</p> <p>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.</p>
	<p>We can only use your money or property if you have agreed and it is written in your Service Agreement.</p>
	<p>You agree to our staff helping you use by completing the Participant Money and Property Consent Form.</p>
	<p>Property:</p> <ul style="list-style-type: none">• 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.

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	<p>Money:</p> <ul style="list-style-type: none">• You tell us how you want to spend your money• Our staff cannot touch your money without your permission.
	<p>If you ask a support worker to help you spend your money, they must check they can with our </p>
	<p>Our staff cannot use your PIN or get money from an ATM because this is your VERY private information.</p>
	<p>If a support worker helps you with your money, they must follow our rules to keep you and your money safe.</p>
	<p>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.</p>
	<p>Staff will count out your money with you before buying something.</p> <p>They will count out your change after buying something.</p> <p>You will both sign a record agreeing your money was correctly spent.</p>
	<p> will tell you every month how and when your money was spent.</p>

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	<p>Our staff cannot give you any advice or recommendations about money matters.</p>
	<p>If we think someone is misusing your money or property, our [redacted] will tell you.</p>
	<p>If you think someone is misusing your money or property, tell our [redacted] immediately.</p>
	<p>The [redacted] will:</p> <ul style="list-style-type: none">• Investigate, record evidence and write a report• Tell the police or other authorities, if needed• Provide additional support to you (if needed).
	<p>If you want help after the Service Agreement is written, we will:</p> <ul style="list-style-type: none">• Talk with you about the help you need• Write everything in your notes
	<p>The [redacted] will then:</p> <ul style="list-style-type: none">• Include the help you need in your Service Agreement and Support Plan• Give you an updated copy of your Service Agreement and Support Plan.
	<p>If you are unhappy with the way we have managed your money or property you can tell the NDIS Commission:</p> <ul style="list-style-type: none">• Call: 1800 03 55 44 (free call from a landline)• Go to their website: www.ndiscommission.gov.au
	<p>You can contact us on:</p>