schedule of fees

2016-17

**Personalised Supports – mandatory items**

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| --- | --- | --- | --- |
| **item** | **description** | **funding source** | **amount** |
| Administration fee\* | Contribution towards operating the organisation. | Individual support package /total spend over $25,000 | $1440 /year, charged monthly |
| Administration fee\* | Contribution towards operating the organisation. | Individual support package /total spend under $25,000 | $840 /year, charged monthly |
| Support Coordination (min 2 hours / week) | Provision of professional coordination encompassing case management, community development and opportunity development | Individual support package | $68.72 /hour, charged monthly |
| Personalised supports daily service user contribution | Assists with meeting all organisational compliance requirements. | personal contribution *Via Direct Debit\* or Centrepay* | $8.50 /day, charged monthly |

\*Where Inclusion Melbourne does not manage your Individual Support Package, the Administration fee will be based on your total spend. For new service users to Inclusion Melbourne the maximum administration fee will be charged until a spending pattern has been established.

**Personalised Supports – optional items**

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| **item** | **description** | **funding source** | **amount** |
| Volunteer management fee | Contribution to ongoing management, training and support of volunteers. | Individual support package | $1300 /year, charged monthly |
| Volunteer establishment fee | Contribution towards advertising, recruiting and inducting a new volunteer match. | Individual Support package | $216.83 /establishment, payable 3 months after volunteer commencement |
| Direct support | Provision of direct support staff to support placements and activities | Individual Support package | $46.22 /hour, charged monthly |
| Transport costs: taxi  (billed as per individual account) | Use of taxi for transport | mobility allowance  *Via Direct Debit\* or Centrepay* |  |
| Transport costs :taxi booking fee | Contribution towards the provision and monitoring of each taxi booking. | Individual support package | $2.00 /booking, charged monthly |
| Transport costs : Inclusion Melbourne or volunteer vehicle | Use of Inclusion Melbourne or volunteer vehicle for transport | Mobility allowance  *Via Direct Debit\* or Centrepay* | $1.00/Km, charged monthly |

**\*note:**Payments are to be made monthly via Direct Debit. Most people accessing Inclusion Melbourne are eligible to receive the mobility allowance on top of the Disability Support Pension.

**item explanation**

| **item** | **what this fee covers** | **funding source** | **funding basis** |
| --- | --- | --- | --- |
| **administration** | * organisational accountability and governance * management of individual budgets * external accounts paid as required for service users and family governed arrangements * provision of statements * administrative overheads, including property rental * human resources administration | funded through the individual support package | Charged on a monthly basis |
| **support coordination** | * development and facilitation of individual support plans * overseeing implementation of service user plans * development and oversight of annual Service User budget * assisting with locating, establishing, coordinating and maintaining activities * support to resolve an issue * supervision of staff * ensuring the wellbeing of all people in community locations | funded through the individual support package | People we support are required to purchase a minimum amount of support coordination time based on the Support Coordination Assessment Tool.  The amount of support coordination time varies widely between people and can change as the needs of the service user change. |
| **daily service user contribution** | * implementation, analysis and reporting of service quality indicators * costs associated with the development and growth of the business * maintenance of quality improvement processes * costs incurred as a result of DHS’s independent monitoring and auditing * costs associated with professional development for staff and volunteers * costs associated with recruiting and training staff * costs associated with community development and partnership. | funded by personal contribution | The fee is based on actual number of days (or part days) of participation.   This charge appears on the service user invoice and is charged monthly. |
| **volunteer coordination fee** | * the ongoing monitoring, training and supervision of volunteers. * the development and expansion of the volunteer program. | funded through the individual support package | Charge applied to every month where a Service User is partaking in the volunteer program |
| **volunteer establishment fee** | * the advertising, recruitment and training of a new volunteer. * initial start-up documents and information packs. | funded through the individual support package | The establishment fee is charged for each introduction to a volunteer, a maximum of three establishment fees may be charged annually. If a new volunteer relationship needs to be established within 6 months of an initial introduction, an additional fee will not be charged. |
| **direct support** | * pay and other entitlements of the staff member. * training and professional development for direct support staff * the guidance and supervision of the direct support staff. | funded through the individual support package | Charge is based on actual hours delivered by the support staff.   This charge appears on the quarterly statement of account. |
| **mobility costs: taxi (billed as per individual account)** | * covers the cost of the taxi journey provided by a Victorian Transport Department registered taxi   note: The state government contributes a 50% subsidy to trips of M40 and M50 card holders. Accounts can be significantly reduced when M40/50 cards are used. Inclusion Melbourne will support families and users to manage the M40/50 card and the subsidy system but the primary onus for this application and management is held by the person and their home support. | funded through the individual support package or funded by personal contribution | This charge appears on the monthly statement of account. |
| **mobility costs: taxi booking fee** | * covers the cost incurred where a taxi is booked and monitored and the account reconciliation. | funded through the Individual Support Package or funded by personal contribution | Charged per taxi booking.  This charge appears on the monthly statement of account. |
| **mobility costs: transport provided by the organisation** | Running costs of organisational and staff owned vehicles including:   * maintenance * registration * fuel * insurance | funded through the individual support package or funded by personal contribution | Paid per kilometre travelled at standard ATO rates.   This charge appears on the monthly statement of account. |