

Transition Guide for Students with a Disability



Version 1

2014

Welcome

I hope that every parent or carer of a school age student with a disability, their teachers and support networks find that this guide provides a stepping stone for the student's transition from school to community. It is not an easy path but it is one that we can travel together and be rewarded through the achievement of some of the student's dreams and goals.

Steven Paull

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Now that I'm 16



Australian Taxation Office

Tax File Number (TFN)



Secondary school tax file number program

Before I start work, or soon after, I will need to get a TFN. The main tax I'll pay is income tax, which is charged on income I receive, such as salary and wages.

When I apply for a TFN through my school, I don't have to provide the ATO any documents to prove my identity because this is confirmed through my school records. I do need to include details on my application form from my Australian birth or citizenship certificate, or my Australian or foreign passport.

My school will check that my student details on the form match school records and, once completed and certified the applications are sent to the ATO for processing.

Generally, my school's careers advisor or office staff can tell me if my school is part of the program. If they're not they can contact their nearest Community Education and Assistance (CEA) site by phoning 13 28 69 and they will assist the school to deliver the program.

If I'm wondering why I pay tax and super, I can explore the nuts and bolts through interactive activities, videos and quizzes online at Tax, Super and You to find out just how much my daily life is affected by tax.

Phone	13 28 65	
Website	Australian Taxation Office	www.ato.gov.au
	Tax, Super and You	www.taxsuperandyou.gov.au
Form	Online application	Selected Newsagents



Put a tick the box and record the date when this section was completed

Medicare

Medicare Card

The Personally
Controlled eHealth
Record System



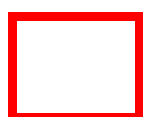
Having a valid Medicare card is important for me to claim a Medicare benefit, visiting a doctor who bulk bills, seek treatment as a public patient in a public hospital or having a Pharmaceutical Benefits Scheme prescription filled. As I'm aged 15 or older, I can get my own Medicare card. Previously as a child under 15 I would have been listed on my parents' card.

To enrol for Medicare I need to fill out a Medicare Enrolment Application form. When I'm enrolled, Medicare will send me a card. Forms are also available from my local DHS Service Centre.

When I enrol, I need to show them original or certified copies of documents, such as my birth certificate or passport, to prove I'm eligible. If I'm not sure, just call 13 20 11 to check what documents I need.

To transfer to my own Medicare card from my parents' card, I need to visit a DHS Service Centre with identification and fill out a Medicare Copy/Transfer Application form.

Phone	132 011	Department of Human Services
Website	http://www.humanservices.gov.au/customer/services/medicare/medicare-card	
Forms	Medicare Enrolment Form (3101)	3101-1010en.pdf
	Medicare Copy/Transfer	3170-1308en.pdf
	Medicare Claim Form	Form 1210
	Medicare Bank Account Details	Form 1579



Put a tick the box and record the date when this section was completed



myGov is a fast simple way for me to use government services online. One secure myGov account gives me access to a range of Australian Government services including:

Centrelink, Medicare, Child Support, National Disability Insurance Scheme and the National eHealth Record System.

I must have an email address that is not shared by another person to open a myGov account.

Phone	132 011	Department of Human Services
Website	https://my.gov.au/LoginServices/main/login	



Put a tick the box and record the date when this section was completed

Bank Accounts



From ASIC,
the financial
regulator



Money Smart

Most banks offer special bank accounts specifically for young people. A few of them even have special websites to help the education process.

I can learn how to manage my money so I can do the things I want like:

- Starting work
- Budgeting
- Credit cards
- Online and mobile banking
- Prepaid cards
- Relationships and money

Note that Children's saving accounts where they are aged more than 16

- less than \$120 per year does not need to quote their TFN
- \$120 or greater per year needs to quote their TFN, otherwise PAYG tax will be withheld

Third Party access/trust accounts are available if unable to operate bank account/cash card safely and budget money independently

Phone	1300 300 630	Money Smart
Website	www.moneySMART.gov.au	
Forms	Banking – Managing your money	banking.pdf



Put a tick the box and record the date when this section was completed



There are payments and services available to help me if I have an illness, injury or a disability. There is also support to assist my family or carer.

Disability Support Pension (DSP)

I may get Disability Support Pension if I am unable to work for 2 years because of illness, injury or disability, or if I'm permanently blind.

- I must be aged 16 or over but under age pension age at date of claim lodgement, and
- must have a physical, intellectual or psychiatric impairment assessed at 20 points or more under impairment tables, and
- inability, as a result of impairment, to work for 15 hours or more per week for the next two years, and
- inability, as a result of impairment, to undertake a training activity which would equip the person for work within the next two years, or
- be permanently blind



Put a tick the box and record the date when this section was completed

Youth Disability Supplement

If I receive a Disability Support Pension and I'm under 21, I will automatically receive the Youth Disability Supplement in my Disability Support Pension payment.

If I'm receiving Youth Allowance or ABSTUDY, I:

- must have an illness, injury, or disability that prevents me from working for 30 or more hours a week and that is expected to last for more than two years, and
- must have an employment services assessment

Mobility Allowance



Mobility Allowance assists me, when I'm involved in qualifying activities including looking for work or any combination of paid employment, voluntary work, vocational training and independent living or life skills training and cannot use public transport without substantial assistance.

I may be eligible for Mobility Allowance if I:

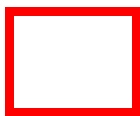
- am aged 16 or over, and
- cannot use public transport without substantial assistance, and
- need to travel to and from my home when I am looking for work, doing work or training

I may be eligible for the higher rate of Mobility Allowance if I am:

- receiving Disability Support Pension, Parenting Payment, Newstart Allowance or Youth Allowance (job seeker)

Note: I can still qualify for Mobility Allowance if there is no public transport where I live

Forms	Claim for Mobility Allowance	ma001-1206en.pdf
	Medical Report Mobility Allowance	ma002-1207en.pdf



Put a tick the box and record the date when this section was completed

Pensioner Education Supplement (PES)

The Pensioner Education Supplement (PES) can help me with the costs of full-time or part-time study

I may be eligible for Pensioner Education Supplement or ABSTUDY Pensioner Education Supplement if I am receiving a DSP from Centrelink

Youth Allowance

Youth Allowance can assist me if I am studying, undertaking training or an Australian Apprenticeship, looking for work, or sick.

I may be eligible for Youth Allowance if I am:

- 16-24 years old and undertaking a full-time Australian Apprenticeship
- 16–20 years old and looking for full-time work or undertaking a combination of approved activities, or have a temporary exemption from the participation and activity test requirements. If I do not have a Year 12 certificate or an equivalent qualification (Certificate level II or above) I will generally be expected to undertake study or training to meet the activity test.
- 18-24 years old and studying full-time
- 16-17 years old and studying full time (or 15 in certain circumstances) if I need to live away from home to study, or
- are considered independent for Youth Allowance



Put a tick the box and record the date when this section was completed

Continence Aids Payment Scheme (CAPS)

If I have permanent and severe incontinence, the Continence Aids Payment Scheme (CAPS) may help me meet some of the costs of my incontinence products. Eligibility conditions apply.

I can use my CAPS money to buy the products I need from my supplier of choice.

To apply, my doctor and I, or other health professional, need to complete an application form and send it to the Department of Human Services. They will advise me if I am eligible for the payment.

Forms

CAPS Application Form

[CAPSApplicationForm.pdf](#)



Put a tick the box and record the date when this section was completed

Pensioner Concession Card

To get a Pensioner Concession Card (PCC) I must be receiving a pension such as the Disability Support Pension, Parenting Payment (Single), or Carer Payment



Health Care Card

I must also be receiving a qualifying payment or be a Mobility Allowance customer who cannot get a Pensioner Concession Card



Case Co-ordination

This provides me with support to help connect me to appropriate services in my community and provides more help if I have complex needs. Case Coordination staff have more time to work with me to understand my circumstances and better connect me to services in my community to help me achieve my goals.

Employment Services Assessment (ESAt)

Previously known as Job Capacity Assessments (JCA) the ESAt recommends the most appropriate employment service assistance based on an assessment of my barriers to finding and maintaining employment (this may relate to the impact of a person's disability, injury, illness, or other disadvantage), and work capacity (in hour bandwidths)

Phone	13 2717	Disability, Sickness and Carers
Website	www.centrelink.gov.au	
New	www.humanservices.gov.au	
Forms	Medical Report for Assessor	sa433-1207en.pdf



Put a tick the box and record the date when this section was completed

Australian Government

National Disability Insurance Scheme (NDIS)



DisabilityCare Australia is the national disability insurance scheme. This is the new way of providing individualised support if I am eligible with permanent and significant disability, my families and carers. DisabilityCare Australia is the insurance that gives me peace of mind. Disability could affect anyone - having the right support makes a big difference.

I will be able to choose my providers and how I access supports, based on my individualised support plan. My plan will include the supports that DisabilityCare Australia will provide to help me achieve my goals. These can include linking and community access, and funded support based on individual needs.

My Access Checker is a tool with a series of questions to help me understand whether I may be able to access assistance from DisabilityCare Australia. This process is anonymous.

The scheme will be rolled out in stages, because it's a big change and it needs to be right and make it sustainable. Queensland will commence progressively from July 2016.

Every Australian Counts



The Every Australian Counts campaign helps people campaign for the NDIS in many different ways. I can support the current campaign action today through joining at the Every Australian Counts website.

Phone	1800 800 110	
Website	www.ndis.gov.au	
Website	www.everyaustraliancounts.com.au	
Forms	Introduction to DCA	An Introduction to DisabilityCare Australia.pdf

Disability Employment Services (DES)



Disability employment assistance services provide specialised employment help for me if I have a disability, injury or illness.

I don't have to be receiving, or be eligible to receive, a payment from Centrelink to use disability employment assistance services. In most cases I should have undertaken an Employment Services Assessment before I can access these services.

The assessment must indicate:

- that I have a disability, illness or injury
- the level of support that I require
- the types of assistance required to help me get a job or to stay in a job

Assistance may also include:

- Supported Wage System
- Wage Subsidies and
- Workplace Modifications

Phone	General Enquiries	1800 805 260
	Job Access	1800 464 800
DEEWR	Department of Education, Employment and Workplace Relations	
Website	http://deewr.gov.au/disability-employment-services	



Put a tick the box and record the date when this section was completed

National Disability Coordination Officer Program (NDCO)



The Australian Government's NDCO Program targets the barriers that I may face in successfully accessing and completing post-school education and training and subsequent employment.

A national network of NDCOs works within 31 specific regions across Australia to improve the coordination and delivery of support services to help make it easier to enrol or participate in post-school education, training and employment.

The goals of the NDCO program are to:

- Improve transitions to help me with move from school or the community into post-school education and training and subsequent employment
- Increase my participation in higher education, vocational education and training and employment
- Establish better links between schools, universities, TAFEs, training providers and disability service providers so that they can work together to provide the best possible assistance for me

Phone	31 Areas across Australia	
Website	Department of Education, Employment and Workplace Relations	
	www.deewr.gov.au/ndco	
Forms	NDCOs How can we help	NDCO How Can We Help.pdf
	Considering Higher Education	Considering higher education.pdf
	Life after School	Get ready top ten tips.pdf
	Pathways for School Leavers	Transition pathways.pdf

Australian Apprenticeship Centres



Contracted by the Australian Government to provide one-stop shops for those seeking to hire me as an Australian Apprentice or for me to take up an Australian Apprenticeship as a career path.

Australian Apprenticeships Centres:

- Provide assistance to employers, Australian Apprentices and training providers throughout the duration of the Australian Apprenticeship
- Market and promote Australian Apprenticeships in the local area
- Administer incentive payments to employers and personal benefits to Australian Apprentices
- Work with the State and Territory Training Authorities to provide an integrated service
- Establish effective relationships with Job Services Australia providers, Group Training Organisations, Registered Training Organisations (RTOs), schools and community organisations

Australian Apprenticeships Centres provide information, administration services and support to my employer and me. They assist with the signing of training contracts and also, assess, approve and process the payment of Australian Government incentives to eligible employers, and personal benefits to me if I'm eligible Australian Apprentices specifically to assist me in the early years of my Australian Apprenticeship when my wages are generally at their lowest.

Phone	13 38 73	300 sites across Australia
Website	www.australianapprenticeships.gov.au	
Forms	Fact Sheet ASBA	School Based Apprenticeships.pdf



Put a tick the box and record the date when this section was completed

Group Training Organisations (GTO)



Group Training is an alternative employment arrangement for Australian Apprentices and employers whereby a GTO recruits me as a potential and/or existing Australian Apprentice under an Apprenticeship/Traineeship Training Contract and places me with 'host' employers while I undertake my training.

The GTO is my employer and this simple arrangement is particularly attractive to small and medium enterprises considering employing an Australian Apprentice when this might otherwise not be possible. It also creates quality employment and training opportunities for me and provides a breadth of experience gained in a number of different enterprises.

The GTO's responsibilities include:

- Selection and recruitment of Australian Apprentices
- Undertaking the employer responsibilities including wages, allowances, superannuation, workers compensation, sick/holiday pay and other employment benefits
- Management of the quality and continuity of training, both on and off the job
- Providing the additional care and ongoing support necessary to achieve the successful completion of the Training Contract by the Australian Apprentice

Some specialise in servicing a particular industry, while others may cater for an entire region, covering many industries.

Phone	1800 819 747	Group Training Australia
Website	www.grouptesting.com.au	



Put a tick the box and record the date when this section was completed

Registered Training Organisations



Training.gov.au encompasses the national register which contains the authoritative information about Registered Training Organisations (RTOs), recognised training products and the approved scope of each RTO to deliver nationally recognised training as required in national and jurisdictional legislation within Australia.

Information on this site is maintained by the Registration and Course Accreditation Bodies (RCABs) and the Industry Skills Councils (ISCs) and is a joint initiative of Australian State and Territory Governments.

Phone	On line email contact	
Website	www.training.gov.au	On line registration



Skilling Solutions Queensland is the Queensland Government's free training and career information service. Their face-to-face service will provide me with important information on:

- formal skills recognition
- career pathways
- training options
- apprenticeships and traineeships

Their specially trained consultants can work with me to identify opportunities to turn my workplace experience into a formal qualification through recognition of prior learning (RPL). Or, if I'm seeking a career change they can work with me to explore career and up-skilling options.

Phone	1300 654 687	8:30am – 4:45pm
Website	www.skillingsolutions.qld.gov.au	

General Construction Induction Card

This card, formally known as a blue card, is intended to provide new and existing building and construction industry workers with the introductory understanding and knowledge needed to commence or continue work within the building and construction industry.

In undertaking this training I will be required to demonstrate my personal awareness of occupational health and safety legislative requirements and the basic principles of risk management and prevention of injury and illness in the construction industry.

Training organisations are available throughout the state or it can be done online.



First Aid Training

Apply First Aid HLTF311A (previously Senior First Aid) and Perform CPR HLTCPR211A courses are nationally recognised and required by some industries. These courses are nationally accredited.

Apply First Aid is current for three (3) years also including a 12 month CPR component. The Australian Resuscitation Council recommends that CPR is renewed every 12 months

Training organisations are available throughout the state or it can be done online

myfuture



Australia's career information and exploration service

I can do activities to build my career profile, explore career ideas, consider career options and develop my career plan. I can revisit My Guide account at any time to update and review my information

The Job Guide website includes hundreds of occupational profiles and their education and training pathways

Phone	08 8334 3211 (Fax only)	
Website	www.myfuture.edu.au	
Job Guide	http://www.jobguide.deewr.gov.au/	
Forms	Online registration	
	Parents talking career choices	Parents Talking Career Choices
	Year 12 what next?	Year 12 what next.pdf

LifeTec Queensland



LifeTec Queensland is a leading provider of information, consultation, and education on assistive technology that can help me improve my quality of life and remain independent.

In partnership with a range of complementary organisations, LifeTec Queensland provides advice on the range of available solutions regardless of a person's age or level of ability.

Their health professionals can assist me to maximise my independence and my ability to manage everyday tasks whether in the home, workplace, or out in the community.

Phone	1300 885 886	
Website	www.lifetec.org.au	
Forms	LifeTec Information Brochure	About Us Web.pdf

Queensland Government



TAFE Queensland Pathways

I can take various pathways on my TAFE learning journey.

I must be 15 years of age to enrol in TAFE programs. My school can arrange the required forms and ensure these are forwarded onto the schools consultant at TAFE Queensland.

The Queensland certificate of education (Senior studies) allows continuing secondary school students to complete flexible Year 11 and 12 studies at TAFE.

This can range from academic study to a combination of TAFE vocational courses and general studies. The course is for me if I feel that I may learn better with a varied structure and mature learning environment in a non-standard setting.

I can study TAFE at school, through:

- direct enrolment into programs at TAFE
- delivery in schools by TAFE
- school based apprenticeships or traineeships

You can enrol at the relevant TAFE Queensland institute for most TAFE programs

Phone	1300 308 233	
Website	www.tafe.qld.gov.au	
Forms	Planning QCE Pathways	gce_planning_pathway.pdf



Put a tick the box and record the date when this section was completed

Department of Communities (Disability Services)

The Department of Communities (Disability Services) can help me, my family or carer to access services that may be available to support me through informal and mainstream services, or the specialist disability service system.



Request for Assistance Form

This form has been specially designed to make access to specialist support simpler and easier and contains just three pages to complete. If I have a disability and meet the eligibility criteria I may be able to receive specialist disability services. The seven eligibility criteria are grouped into three clusters and are based on the Disability Services Act 2006

Cluster 1 I am:

1. an Australian citizen or permanent resident with a suitable visa
2. a Queensland resident AND
3. under 65 years of age at the time of application

Cluster 2 I have a disability that is:

4. due to an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment (or a combination of impairments) AND
5. permanent or likely to be permanent

Cluster 3 My disability results in:

6. substantial reduction in capacity for communication, social interaction, learning, mobility or self-care/management AND
7. a need for support

Phone	1800 177 120 toll free	
Website	www.disability.qld.gov.au	
Forms	Request for Assistance	Request for Assistance Form
	Every Dollar Counts	concessions-made-easy.pdf



Put a tick the box and record the date when this section was completed

Specialist Disability Services

Community Aids Equipment and Assistive Technologies Initiative (CAEATI)

Communication support (up to a maximum of \$4,500 per person)

Communication support includes items that assist people to connect and exchange information with their communities of choice, for example:

- Speech generating device
- PODD communication books

Community mobility (up to a maximum of \$4,500 per person)

Community mobility includes items that improve physical access in the community, for example:

- Power assist wheels

Active participation (up to a maximum of \$1,000 per person)

Active participation includes items to support a person in recreational and civic activities, for example:

- Outdoor recreational wheelchairs
- Sports wheelchairs

To be eligible for CAEATI, you must:

- not be entitled to receive the full cost of the aids, equipment or assistive technologies under another government-funded program; AND
- not be receiving, or entitled to, any form of legal compensation related to your disability; AND
- be assessed as eligible for specialist disability services

Website	www.qld.gov.au/disability/adults/caeati/
Forms	CAEATI Subsidy application caeati-cfm1-subsidy-application-form.docx



Put a tick the box and record the date when this section was completed

Vehicle Options Subsidy Scheme (VOSS)

This scheme aims to improve my independence and support me to have greater participation in my community.

If I'm eligible, VOSS will benefit me and my family and carers by improving access to private transport and will subsidise the cost of:

- a detailed assessment of vehicle modification requirements with a recommendation for the best solution
- vehicle modifications, the purchase of an already modified vehicle or a vehicle to be modified specifically to match identified needs
- lessons to learn to drive the modified car

Phone	1800 177 120	TTY 1800 010 222
Website	http://www.communities.qld.gov.au/disability/support-and-services/our-services/vehicle-options-subsidy-scheme-voss	
Forms	VOSS Fact Sheet	VOSS.pdf



Put a tick the box and record the date when this section was completed

Family Support Program (FSP)

Through this Program, my family is able to be supported in a manner that builds their resilience and capacity to care for me.

Two types of supports may be available to my family:

- access to a Facilitator who will work with them to build their networks and increase their access to resources within their community; and
- the provision of funded supports

Website	www.disability.qld.gov.au	
Forms	Fact Sheet	family-support-program-factsheet.pdf



Put a tick the box and record the date when this section was completed

Support for School Leavers (S4SL)

Disability and Community Care Services connects me and my family with funded service providers that can help me to participate in planning for my future, identify my goals and assist me to set out to achieve those goals.

Activities or experiences to participate in could include:

- connecting to social groups that are of interest to me
- assisting to develop day-to-day living skills, including using public transport independently
- participating in courses to further enhance my skills, including fashion design and retail
- assisting to access work experience or voluntary work
- futures planning for the transition from school to adult life



Put a tick the box and record the date when this section was completed

Companion Card

The card is issued in my name and is valid for 5 years. It gives me as a cardholder freedom to go to different places with different people. My companion may be a partner, family member, and friend, volunteer or paid carer assistant.



I present my card when purchasing tickets at participating businesses and I am issued with a second ticket for my companion at no charge.

Phone	13 QGOV (13 74 68)	
Website	http://www.communities.qld.gov.au/communityservices/community-support/queensland-companion-card	
Forms	Application Form	Companion Card application-form.pdf



Put a tick the box and record the date when this section was completed

Department of National Parks, Recreation, Sport and Racing



Get Started – Funding to help kids participate

Get Started assists me if my family can least afford or I may otherwise benefit from joining a sport or recreation club. I may be provided with a voucher of up to \$150 to help pay for club membership and/or participation fees. The vouchers can be redeemed at a sport or recreation club registered with the program.

I can apply as long as I am under the age of 18 and I am a resident of Queensland and I hold or my parent, guardian or carer holds a Centrelink Health Care Card or Pensioner Concession Card or if I am identified by two referral agents which may include a school teacher, police officer or a member of Parliament.

To apply for a Get Started voucher I must first register for a QGrants account which can be created at any time.

1. I need to go to QGrants and click on ‘Sign up here’
2. Complete the required details; make note of my email address and password as these will be required to apply for the voucher
3. Activate my account (I will not be able to apply for a voucher until I have activated my account)

Phone	1300 656 191	
Email	getstarted@nprsr.qld.gov.au	
Website	http://www.nprsr.qld.gov.au/funding/getinthegame/getstarted.html	
Forms	QGrants	https://qgrants.osr.qld.gov.au/appl_direct
	Active Choices	active-choices-parent-carer-checklist.pdf

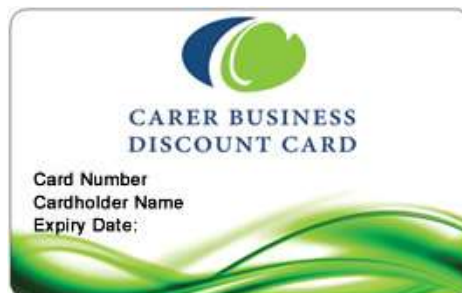


Put a tick the box and record the date when this section was completed

Carer Discounts

Carer Business Discount Card

This Card recognises and supports carers by providing discounts on goods and services at participating businesses throughout Queensland.



To be eligible my carer must be a resident of Queensland and receive the Centrelink Carer Payment or Carer Allowance.

Applications may be made on line or by using a download application

Website	www.qld.gov.au/community/support-for-carers/carers-card	
Forms	Application	Carer-card-application-form.pdf



Put a tick the box and record the date when this section was completed

The Care Program



The CARE program is a member driven rewards program which allows members of Carers Queensland to access great discounts on things such as electricity, insurance, food hamper delivery, entertainment and more through those businesses that are listed on the web site.

Cost of membership is \$10 per year



Phone	1800 242 636	
Website	http://carersqld.asn.au/get-involved/the-care-program	
Forms	CarersQLDClientDetails_FormSubmit.pdf	



Put a tick the box and record the date when this section was completed

My Future: My Life



While I'm in years 11 and 12 and if I am eligible I can access time-limited financial assistance to support me to pursue the goals I have for life after school. It is designed to give me choice, flexibility and control over my planning for the move from school to life after school.

My Future: My Life can be used for almost any purpose which is clearly linked to my goals for life after school. My goals do need to be very clearly captured in my SET Plan (or equivalent) and there needs to be a clear and direct link between my goals and what I'm requesting support to purchase.

If support is requested for any form of communication device, as well as meeting the regular My Future: My Life criteria, I will need to provide an assessment from a Speech Pathologist and a recommendation that the device being requested is both appropriate and necessary for me to pursue the specific goals for my life after school.

What I can seek My Future: My Life support for is limited only by my imagination and the dreams and plans I have for life after school.

Phone	1300 My PLAN	1300 697 526
Website	www.myfuturemylife.com.au	
Email	info.mfml@bne.centacare.net.au	
Forms	Tips for Students	My Future My Life Tips 4 Students.pdf
	Application	MyFutureMyLife_ApplicationForm.docx
	Online Application	



Put a tick the box and record the date when this section was completed

Home and Community Care (HACC) program



The HACC program is a jointly funded Australian Government and state/territory government program. It provides funding for basic maintenance and support for me if I live at home and if my capacity for independent living is at risk, or if I am at risk of premature or inappropriate admission to long term residential care. This may include unpaid carers of people assessed as being eligible for the program

Phone	1800 242 636	Commonwealth Carelink
Website	www.health.qld.gov.au/hacc	Queensland Health

Non-Government Organisations (NGO's)

Specialist disability services aim to support me to live as independently as possible. Access to services provided and funded by the Department of Communities Disability Services is determined through a comprehensive process to cover my pathway through contact, assessment, prioritisation and linking to services.

The Human Services Quality Framework (HSQF) contains 8 Service Standards. The purpose of these standards is to ensure that I receive quality services, and that my rights are acknowledged by service providers. As a service user I can make suggestions on how I would like to give input to the services I receive, and expect such opportunities to be provided by the service provider.

Phone	1800 177 120	
Website	http://www.communities.qld.gov.au/disability/contact-us	
Forms	Disability Service Standards	HSQF Standards.pdf



Put a tick the box and record the date when this section was completed

Commonwealth Respite and Carelink Centres



Respite

The Australian Government has established a network of Commonwealth Respite and Carelink Centres around Australia. Centres provide a link to and information about a wide range of community, aged care and support services available locally or across Australia, including services for older people, people with a disability, and those who provide care and services. Centres can also assist carers with options to take a break through short-term and emergency respite services, based on assessed need, and provide advice on and coordinate access to respite services in a carer's local area.

I can contact my nearest Commonwealth Respite and Carelink Centre by phoning a national telephone number Freecall 1800 052 222.

Anyone can contact a Commonwealth Respite and Carelink Centre and to date Centres have assisted over 500,000 people.

When I contact a Commonwealth Respite and Carelink Centre the staff at the Centre will discuss my situation with me, and give me information about the local services available or those I may benefit from.

Phone	1800 052 222	1800 555 727 speech-to-speech
Website	www.commcarelink.health.gov.au	
Forms	Brochure	carelink.pdf



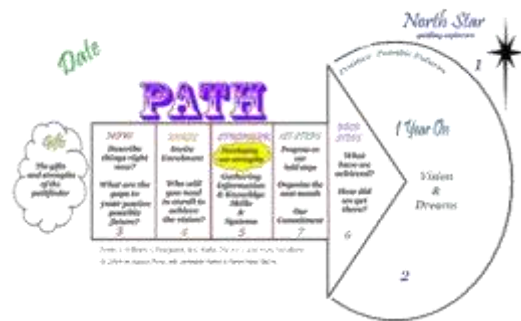
Put a tick the box and record the date when this section was completed



Parent to Parent is funded by the Department of Communities to provide planning that focuses on my gifts, capacities and strengths

PATH

P.A.T.H. is a person centred planning tool that provides a graphic plan for my future. It records where I am now and my journey towards a desirable future. A P.A.T.H. is usually completed in one 2 – 3 hour session with a facilitator and a graphic recorder





Put a tick the box and record the date when this section was completed

Essential Lifestyle Plan

A Lifestyle plan provides information on how I can best be supported. It focuses on balancing what it important to and important for me, whilst keeping my skills and gifts as a focal point.

The plans are developed with input from me, my family, my friends and other people who know me well

Phone	07 5472 7072	1800 777 723
Website	www.parent2parentqld.org.au	



Put a tick the box and record the date when this section was completed

Department of Transport and Main Roads

Learner Licence

I must declare that I am medically fit to learn to drive the class of motor vehicle. If I have a medical condition that might adversely affect my ability to drive safely, I am required to show a medical certificate from my doctor stating that I am medically fit to drive or ride safely



Put a tick the box and record the date when this section was completed

Taxi Subsidy Scheme (TSS)

Half of the total taxi fare is subsidised (up to a maximum of \$25 per trip).

Scheme membership is approved for a maximum of five years. All members must reapply for assessment before their current membership expires

Phone	1300 134 755	
Website	http://www.tmr.qld.gov.au/business-industry/Taxi-and-limousine/Taxi-subsidy-scheme.aspx	
Forms	Taxi Subsidy Scheme Application	F2330 ES.pdf

Disability Parking Permit

Australia now has one disability parking permit that is recognised in all states and territories – the Australian Disability Parking Permit. Individuals and organisations can apply for a permit

Phone	13 23 80	
Website	www.tmr.qld.gov.au/disabilityparking	
Forms	Australian Disability Parking Permit Application	F4814 ES.pdf



Put a tick the box and record the date when this section was completed

Now that I'm 18



Centrelink

Department of Human Resources



Youth Disability Supplement

I may be eligible for Youth Disability Supplement if I am:

- aged under 21 years, and
- receiving Disability Support Pension, or
- receiving Youth Allowance as a job seeker, full-time student, or Australian Apprentice, or
- receiving ABSTUDY as a full-time student or Australian Apprentice

If I am receiving Youth Allowance or ABSTUDY I must:

- have an illness, injury or disability which prevents me from working 30 or more hours per week and is expected to last for more than 2 years, and
- have a Employment Services Assessment

If I'm receiving Disability Support Pension and under 21 the Youth Disability Supplement will be automatically included in my Disability Support Pension payment.

Other Services

Case Co-ordination

This provides me with support to help connect me to appropriate services in my community and provides more help if I have complex needs. Case Coordination staff have more time to work with me to understand my circumstances and better connect me to services in my community to help me achieve my goals.

The service is voluntary and you can opt out at any time.

Website	www.humanservices.gov.au/customer/services/centrelink/case-coordination
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Online Payment Finder

By using the link below I can select options from each row that best describe my circumstances. Then, I choose 'Read more' to see a list of suggested payments for me to investigate further.

Website	www.humanservices.gov.au/customer/payment-finder/#?q=5100100000001000000000000000&_suid=136503485200408570089300200814
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Financial Information Service (FIS)

A free, confidential service that provides education and information on financial issues including:

- understand my financial affairs
- learn more about investing
- learn how to save and plan for the future
- learn more about shares, property, salary sacrificing, and superannuation
- start planning my retirement and understand the options available
- understand the financial implications when I, or someone close to me, is considering moving into residential care
- use credit in a sensible way

Website	www.humanservices.gov.au/customer/services/centrelink/financial-information-service
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Centrelink Express Plus Apps

Express Plus mobile apps are a simple, fast, mobile way for me to do some of my business with Centrelink and give me more choices so I can manage my own records. There are mobile apps designed for seniors, students, job seekers and families.

Website	www.humanservices.gov.au/customer/enablers/centrelink/centrelink-online-services/express-plus-mobile-apps
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Crisis and Special Payments

Advance Lump-Sum Payment

I may be able to get paid an income support payment immediately, even if I'm not already receiving a Centrelink payment. The type of payment or assistance that I may be able to get will depend on my individual circumstances. If I already receive a Centrelink payment, I may be able to receive an advance lump-sum payment from my existing payment.

Crisis Payment

This is a one-off payment if I'm experiencing difficult or extreme circumstances.

Special Benefit

This helps if I'm in severe financial hardship because of reasons outside my control and I cannot receive any other income support payment or benefit.

Carer Adjustment Payment

This is a payment that helps my family deal with the increased care needs of a child aged under seven years who has had a sudden accident.

Child Disability Assistance Payment

This is paid annually to help my family with the costs of caring for a child with a disability.

Special Disability Trust

My immediate family members or I can establish a to plan for my future care and accommodation.

The Pension Loans Scheme

This can help me if my capital is tied up in assets and I need more income to live on. I can also apply for early release of my superannuation on specific compassionate grounds or if I'm in severe financial hardship.

Adult Guardian



The role of the Adult Guardian is to protect my rights and my interests if I am unable to make decisions for myself.

This lack of decision-making ability, known as impaired capacity, may be caused by intellectual or psychiatric disability, acquired brain injury, dementia or temporary illness such as delirium. As an independent statutory officer, the Adult Guardian operates free from interference from government and non-government organisations.

A substitute decision-maker is able to make decisions on my behalf.

Substitute decision-makers can include:

- an appointed guardian – appointed by the Queensland Civil and Administrative Tribunal (QCAT) this can be a private guardian (family or friend), or the Adult Guardian as last resort
- an informal decision-maker – from my support network (such as a family member or friend)
- a statutory health attorney (for health care related matters only)

Phone	1300 653 187	
Website	http://www.justice.qld.gov.au/justice-services/guardianship/adult-guardian	
Forms	Fact Sheet	AdultGuardianFactSheet.pdf



Put a tick the box and record the date when this section was completed

Department of Transport and Main Roads

Adult Proof of Age Card (18+ Card)

The Queensland Government is replacing the Card 18+ (also known as an 18+ Card or a proof of age card) with the Adult Proof of Age Card.



Both the Card 18+ and Adult Proof of Age Card provide proof of age for Queenslanders aged 18 years or older, and are ideal for people who don't hold a driver licence or passport. They are also commonly used by people with a licence who, for security reasons, do not want other private information displayed as the Card 18+ and Adult Proof of Age Card do not include my address.

Phone	13 23 80	13 23 90
Website	http://www.tmr.qld.gov.au/Licensing/Card-18-plus.aspx	
Forms	Adult Proof of Age Card	F4772 ES.pdf



Put a tick the box and record the date when this section was completed

Department of Communities (Disability Services)

Comprehensive Health Assessment Program (CHAP)

The Department of Communities (Disability Services) is making available an easy to use CHAP to enable improved identification and documentation of my health needs if I have an intellectual disability.



CHAP is available to every adult with an intellectual disability in Queensland who receives a Disability Services delivered or funded service. This book can be downloaded by registered service providers and completed by individuals, family members, carers, general practitioners and staff of government and funded non-government service providers on behalf of a person with an intellectual disability.

Phone	Check with your local service provider
Website	http://www.communities.qld.gov.au/disability/support-and-services/for-service-providers/service-initiatives/comprehensive-health-assessment-program-chap

Mobile and Attendant Care Initiative

The Initiative aims to deliver flexible drop-in support for me if I am living independently or with a carer/family member to enable me to live in my own home.

The initiative takes a preventative and early intervention approach designed to avoid having me leave my home to receive accommodation support, through providing a cost effective and individually tailored model of support.

Delivery of the service is targeted at adults (18-65 year olds) with a disability who have needs that can be met through a drop-in support model.



Put a tick the box and record the date when this section was completed

Community Living Initiative

The Community Living Initiative may help me set up a home and lifestyle of my choice. If you are a member of my family who cares for me and are exploring the possibility of me making the transition to living in my own place, this initiative may also assist you.

Phone	07 3404 3601	1800 177 120
Website	http://www.communities.qld.gov.au/disability/support-and-services/our-services/community-living-initiative	
Forms	Factsheet	cli-factsheet.pdf
	Application	explaining-my-plan-form-cli.pdf

In Queensland there are Local Area Coordinators and a number of organisations that have a strong focus on planning.

Two organisations specifically funded to provide succession planning are:

Parent to Parent Queensland

Phone	07 5472 7072	1800 777 723
Website	Parent to Parent Queensland	www.parent2parentqld.org.au

Mamre Association - Pave the Way

Phone	07 3291 5800	1300 554 402
Website	Community Living Initiative	www.pavetheway.org.au

Although based in South-East Queensland, these organisations offer help to all Queenslanders state wide

The Community Living Initiative is currently under review to consider changes that will align it more closely with DisabilityCare Australia. It is expected that this will occur over a period of months and further information will be provided as it becomes available.



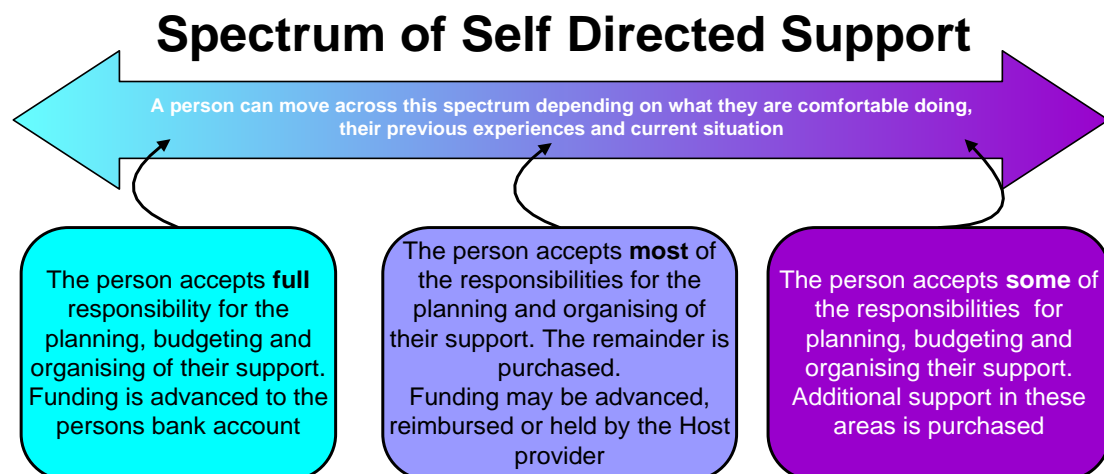
Put a tick the box and record the date when this section was completed

Your Life Your Choice

Your Life Your Choice is an approach that enables me and/or my family to have choice and control over my disability supports and services to achieve positive outcomes in my life. By using funding and other resources to plan, purchase and select supports and services that suit individual needs, I become an active participant in the design and delivery of my disability support.

Planning for self-directed support should be related to my needs, be sustainable and focused on positive outcomes.

A 'Host provider' is a non-government service provider that has been approved to deliver services under the Disability Services Act 2006 (Qld). The provider is also endorsed by Disability and Community Care Services to support people with a disability and their family with their funding as a recognised self-directed support service provider.



Phone	13 QGOV (13 74 68)	
Website	http://www.communities.qld.gov.au/disability/key-projects/your-life-your-choice	
Forms	Framework	YLYC framework.pdf
	Information	YLYC information.pdf



Put a tick the box and record the date when this section was completed

Australian Electoral Commission (AEC)



Enrol to vote

I can complete the online form to enrol then print, sign and return the form to the AEC.

To enrol, I need to show evidence of my identity by:

- providing my driver's licence number, or
- providing my Australian passport number, or
- having my identity confirmed by a person who is on the electoral roll

Although I can enrol if I'm 16 or 17, I cannot vote until I turn 18.

Voting is compulsory for every Australian citizen aged 18 years or older. If I do not vote and do not have a valid and sufficient reason for failing to vote, a penalty is imposed.

If I have a person who holds a power of attorney for me as a voter they are not permitted to vote for me, as there is no provision for proxy voting in federal elections in Australia.

Website	Australian Electoral Commission	http://www.aec.gov.au/enrol/
Forms	Australian Electoral Enrolment Form	er016w-qld-0511.pdf



Put a tick the box and record the date when this section was completed

The Public Trustee



The Public Trustee is a self-funding statutory authority that reports to Queensland Parliament through the State's Attorney-General.

It delivers a range of services including:

- enduring powers of attorney
- free Will making
- deceased estate administration
- management of investments and trusts
- auctioning of property, vehicles and goods and chattels
- financial administration for people with decision making impairment
- administering unclaimed money
- acting as trustee for a number of Queensland's philanthropic foundations and trusts

Wills

A Will is a legal document that outlines how I would like my assets (Estate) distributed when I die and appoints the person who will be responsible for the administration of my estate. Everyone over 18 who has capacity to make a Will, should make one.

Enduring Power of Attorney

If I'm over 18 and have capacity to understand the nature and the effect of the power I'm giving an Attorney, it's important me plan for my future by making an Enduring Power of Attorney.

Phone	1300 360 044	Wills
Phone	1300 367 711	Enduring Power of Attorney
Website	www.pt.qld.gov.au	



Put a tick the box and record the date when this section was completed

Acknowledgements

Parent to Parent Queensland would like to acknowledge BigDog Support Services Pty Ltd Toowoomba, Gladstone Rosella Park Special School and NDCO area 20 for their significant contribution to this publication.

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Debbie Rooskov

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Phone: +61 7 5472 7072

Free call: 1800 777 723 (excluding mobiles)

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NB: Links and information contained in this booklet were updated and active at the time of production 2nd January 2014 Version 1 follows after 2013 Version 8