



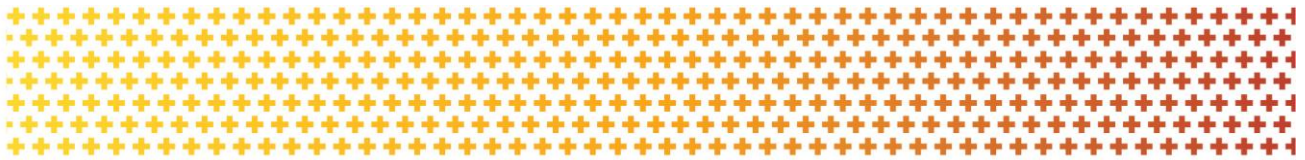
Australian Government

**Community
Grants Hub**
Improving your grant experience



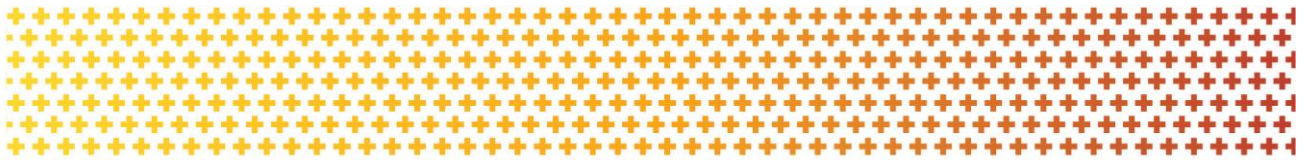
Disability Employment Continuity of Support (DECoS)

Questions and Answers



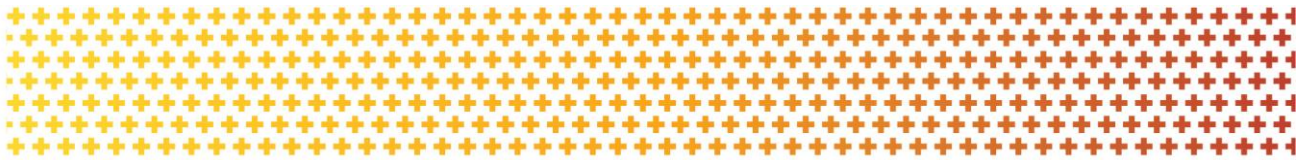
Acronyms and Abbreviations

ADE	Australian Disability Enterprise
CBF	Case Based Funding
CGH	Community Grants Hub
CoS	Continuity of Support
DEA	Disability Employment Assistance
DECoS	Disability Employment Continuity of Support
DMI	Disability Maintenance Instrument
DSS	Department of Social Services
EAP	Employment Assistance Plan
FAM	Funding Arrangement Manager
GOGs	Grant Opportunity Guidelines
NDIA	National Disability Insurance Agency
NDIS	National Disability Insurance Scheme
NSDS	National Standards for Disability Services
RRSS	Rural and Remote Service Supplementation
SACS	Social and Community Services Workers Supplementation
The Agreement	The Commonwealth Standard Grant Agreement
The Guidelines	Operational Guidelines - Disability Employment Continuity of Support
The Portal	Disability Case Portal
TVS	Temporary Viability Support
WBPA	Work Based Personal Assistance



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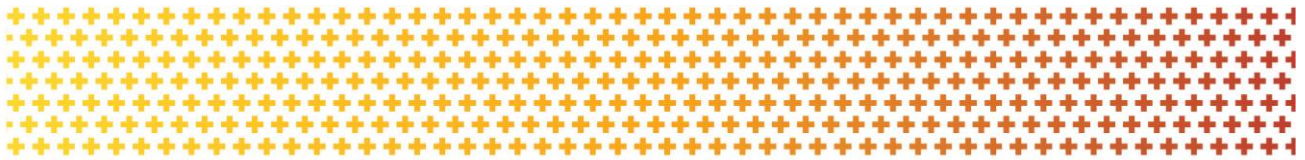
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About the grant opportunity

1. What are the grant opportunity documents?

Your organisation was sent an email with a link to [GrantConnect](#), which has the grant opportunity documents. This email also contains a link to the online application form and instructions on how to complete the online application.

The full package of grant opportunity documents consists of:

- Grant Opportunity Guidelines
- Questions and Answers
- Commonwealth Standard Grant Agreement
 - the Agreement comprises the Grant Details Supplementary Terms from the Clause Bank, the Standard Grant Conditions (Schedule 1) and any other document referenced or incorporated in the Grant Details
- Declaration – Unable to Provide Financial Statements
 - You will only need this form if you are unable to provide your 2 most recent year-end financial statements.

You are strongly encouraged to read all of these documents before commencing your application.

If your organisation did not receive an email, but is listed as an eligible organisation, please contact the CGH by phone on 1800 020 283 (option 1) or by email at support@communitygrants.gov.au.

2. What is CoS?

The Australian Government is committed to providing CoS to existing clients of Commonwealth disability programs who are ineligible for the NDIS.

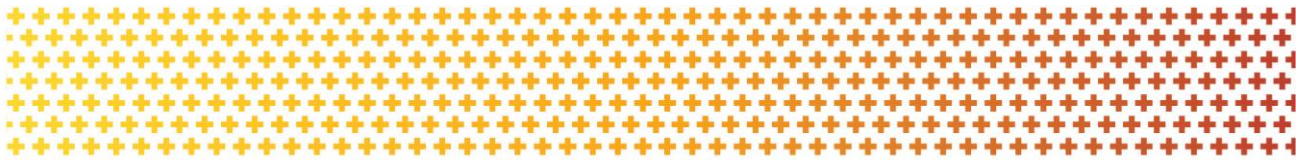
CoS will assist these clients to achieve similar outcomes to those they were aiming to achieve prior to the introduction of the NDIS.

3. What is the DECoS program?

The DECoS program is one of a number of CoS programs delivered by Commonwealth, state and territory governments.

The DECoS program will run from 1 April 2021 to 30 June 2023.

From 1 April 2021, the DECoS program will provide funding for supports and services that enable current DEA clients who are confirmed ineligible for the NDIS to participate in and retain employment.



Clients (supported employees) funded through the DEA program who have been confirmed ineligible for the NDIS (due to their age, residency, citizenship or disability type), will be eligible for the DECoS program.

4. Which government department is responsible for the DECoS program?

DSS will manage the DECoS program. Should your application be successful, you will enter into a grant agreement with DSS.

5. Why has my ADE been invited to apply for this grant opportunity?

You are invited to apply for this grant opportunity because you are an existing provider - under the DEA program, which ceases on 31 March 2021.

6. Should my ADE apply for DECoS if we have no supported employees left on CBF?

No, to be eligible to apply for the DECoS program, your ADE must:

- have an existing DEA agreement
- have DEA clients who do not meet the NDIS eligibility requirements, or are anticipated to not meet the NDIS eligibility requirements.

If you do not submit an application now, there will be no other opportunities to take part in the DECoS program.

7. What are the eligibility requirements for a supported employee to be funded under DECoS?

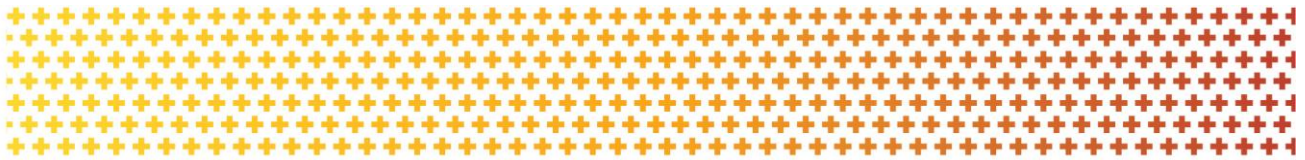
Supported employees funded under the DEA program who have been confirmed ineligible for the NDIS (due to their age, residency, citizenship or disability type), will be eligible for the DECoS program.

Specifically, a person will be eligible to be a supported employee under DECoS if:

- at 31 March 2021, they are a supported employee funded under the DEA program, with a case status of 'Started' or 'Returned from Suspension'
- they made an NDIS Access Request to test their eligibility for the NDIS
- the NDIS have confirmed they are ineligible for the NDIS due to their residency, citizenship, age or disability type.

If a supported employee is ineligible for the NDIS due to their age, they are not required to test their NDIS eligibility.

There is no age limit for supported employees who can be funded under DECoS.



DECoS providers will not be required to obtain evidence from a supported employee to confirm their eligibility for DECoS. DSS will confirm a supported employee's eligibility through data held within the DSS and the NDIA.

8. How do I know if a supported employee at my ADE is eligible for DECoS funding?

If applicants have any questions about a supported employee's eligibility for DECoS please contact the CBF Helpdesk (Helpdesk.CBF@dss.gov.au).

If applicants have any questions about a supported employee's eligibility for the NDIS please contact the NDIS Helpdesk (enquiries@ndis.gov.au).

9. What eligibility criteria does my ADE have to meet (as an applicant) to apply for this grant opportunity?

To be eligible for a DECoS grant, your ADE must:

- be one of the invited organisations listed in Appendix A of the GOGs, and have received an invitation to apply for this grant opportunity. No other organisations are invited to apply
- have an existing DEA program grant agreement and existing DEA client/s who do not meet the NDIS' eligibility requirements based on residency, citizenship, age or disability type
- be an eligible organisation as defined under section 7 of the Disability Services Act 1986
- be compliant with the NSDS, or currently undergoing a re-certification or surveillance audit.

Applicants will be subject to a financial viability check (see question 10).

DSS may request a copy of your certificate of compliance against the NSDS.

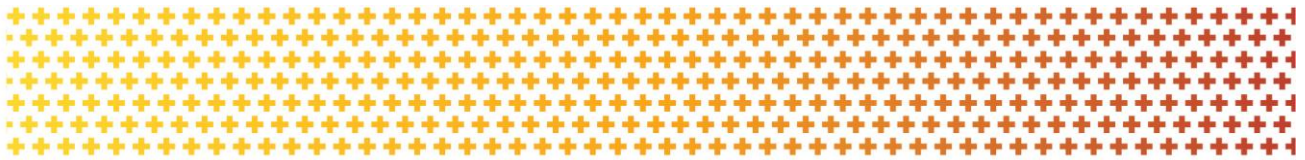
10. What is a financial viability check?

The financial viability check is a risk mitigation process that takes into account the financial position of an applicant and other risk factors related to the quality and reliability of the applicant's financial information.

If the outcome of your ADE's financial viability check determines your organisation has a high financial risk, we may exclude your application from further consideration. If your ADE's application has been successful and its financial viability is subsequently deemed non-viable, we reserve the right to revoke your ADE's grant agreement at any time.

11. What are the grant conditions for the DECoS funding round?

A copy of the Grant Conditions and Supplementary Terms for the DECoS funding round are included in the grant opportunity documents available from [GrantConnect](#).



About the grant agreement

12. What can my ADE use the grant funding for?

Your activities must be directly related to providing supports and services that:

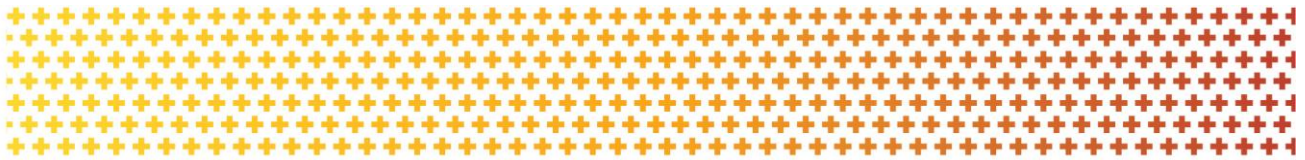
- enable each supported employee in the DECoS program to participate in and retain paid employment in a suitable work environment
- meet the needs of the supported employee by providing practical supports including, but not limited to:
 - supervision and other one-on-one support
 - assessments
 - preparation of EAPs (as defined in the Guidelines)
 - training (social skills training, work readiness training, work preparation training, on-the-job training and other training)
 - interpreter assistance for interviews and/or work orientation
 - counselling
 - case management
 - physical assistance and personal care
 - administrative duties such as documenting and managing employee files.

Grant funds can only be spent on eligible grant activities as defined in the grant agreement.

13. What the grant money cannot be used for

Your organisation cannot use the grant for the following activities:

- accepting new clients into DECoS
- receiving funding from more than one source to deliver the activity to an individual
- any activity which is not related to supporting the needs of people with disability in supported employment
- costs that are not directly related to the delivery of the specified activity
- purchase of land
- purchase of motor vehicles
- supported employee wages
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documents
- major construction or capital works
- overseas travel
- recruitment expenses
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.



14. How much funding is available for the grant agreement?

The total amount of the funding payable under the grant agreement will be calculated based on the number of supported employees you provide the activity to.

15. How will my ADE be paid under the grant agreement?

Payments will be made to DECoS providers monthly, in arrears, via the Portal (see question 26).

16. What types of funding are available in the DECoS program?

Funding available under the DECoS comprises of:

- **CBF core fees**
 - Employment Maintenance Fee
- **CBF Additional Fees**
 - WBPA
- **Quality Assurance Certification and Surveillance payments** (see question 21)

Please refer to the Agreement for more information about the funding available under the DECoS program.

17. What are the CBF core fees?

CBF core fees will be calculated based on the number of supported employees you provide the activity to.

One level of funding (equivalent to the DMI 4 level) will be provided per supported employee, per month to the service provider. Below is the funding amount per supported employee that service providers will receive in each financial year (FY).

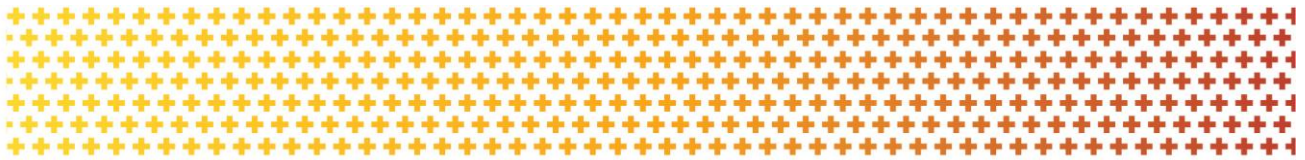
- In 2020–21 FY, service providers will receive \$1,341 per month, per supported employee
- In 2021–22 FY, service providers will receive \$1,368 per month, per supported employee
- In 2022–23 FY, service providers will receive \$1,395 per month, per supported employee

18. Will funding be indexed each financial year?

Yes. CBF core fees will be indexed by 2% each financial year, as they were in the DEA program.

19. Is the funding ongoing?

No. The grant period will commence 1 April 2021 and end 30 June 2023.



20. Will the WBPA supplement/payment be available?

Yes, these payments will be available for eligible supported employees under the DECoS program.

21. Will Quality Assurance Certification and Surveillance payments be available?

Yes, payments will be available under the DECoS program in accordance with section B.18 of the Agreement.

22. Will intake payments be available?

No, intake payments will not be available under the DECoS program.

23. Will TVS be available?

No, TVS will not be available under the DECoS program.

24. Will my ADE receive RRSS?

RRSS will not be paid under the DECoS program.

DSS based the current RRSS funding levels on supported employee numbers prior to the commencement of the NDIS (when there were up to 20,000 people in the DEA program). This is no longer appropriate given the small size of the DECoS cohort. In addition, NDIS providers can receive a remoteness loading when claiming employment supports from the NDIS.

25. Will SACS be available?

No, the DECoS program is not a SACS eligible program.

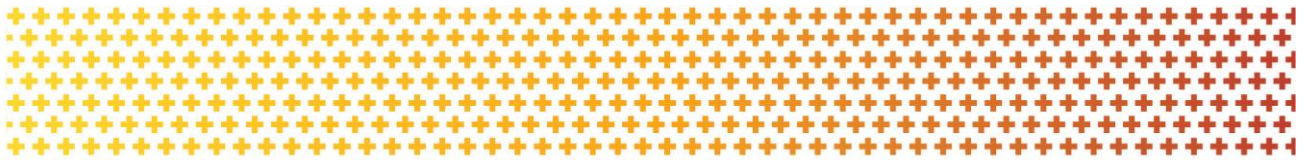
26. What is the Portal?

The Portal is DSS' online funding management system (previously known as FOFMS).

The Portal is used to enter information about supported employees, the services they receive and to receive payments from DSS. Data contained in the Portal is subject to the *Privacy Act 1988*.

27. What will happen to the program after 30 June 2023?

The future of the DECoS program post 30 June 2023 is a decision for the Australian Government and will be based on a review and evaluation of the program conducted by DSS.



28. When will the Operational Guidelines for the DECoS program be released?

The Operational Guidelines will be provided to ADEs ahead of the DECoS program commencement date on 1 April 2021.

About the application process

29. How can my ADE submit the online application form?

The form is an online application form that must be submitted electronically.

The CGH will not provide application forms or accept application forms for this grant opportunity by fax, email or through Australia Post.

Your organisation was sent an email with a link to the online application form. This email also contains instructions on how to complete the application and a link to [GrantConnect](#), which contains the grant opportunity documents.

30. What is the closing time and date for applications?

The online application form must be submitted by **11:00 pm (AEDT) on Monday, 14 December 2020**. We recommend you submit your application well before the closing time and date.

31. What do I enter as the short title of my application for this activity?

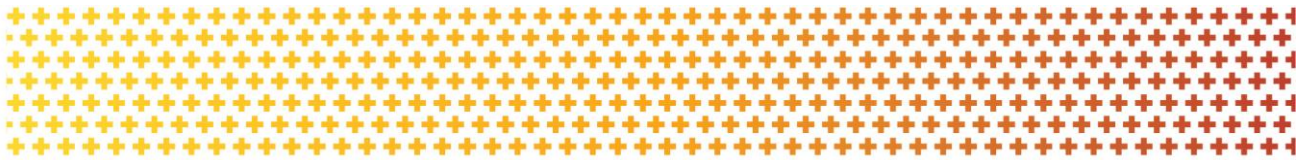
Even though this is a mandatory question in the application form, your response bears no weight on the assessment of your application. We suggest you answer with your organisation name.

32. What do I enter as the brief description of my application for this activity?

Even though this is a mandatory question in the application form, your response bears no weight on the assessment of your application. We suggest you answer with your organisation name.

33. What are coverage areas?

Coverage areas are the states and/or territories where you will deliver the activity, that is, the states and/or territories where your DECoS supported employees are to work. If you operate in more than one state or territory, please enter all jurisdictions where you operate supported employment.



34. What do I enter as a breakdown of the proposed grant funding by the chosen service areas?

Even though this is a mandatory question in the application form, your response bears no weight on the assessment of your application. Where the table requires you to enter numbers, we suggest you enter '1' into each cell.

35. Why does my ADE need to provide a copy of its audit report/certificate of compliance against the NSDS?

All applicants must be currently compliant with the NSDS or currently undergoing re-certification or surveillance. This information will be used as part of the assessment process as these documents will inform the financial viability check of your organisation.

36. If my ADE is not able to submit its application by the due time and date, can we be granted an extension?

Extensions will not be given unless an applicant has experienced exceptional circumstances that prevent the submission of the application.

If an application is late or the CGH is requested to approve a lodgement after the closing date the [late application policy](#) available on the CGH website will apply.

37. What happens if I find a mistake in my ADE's application after it has been submitted?

If you find a mistake in your ADE's application after it has been submitted, you should immediately contact the CGH by phone on 1800 020 283 (option 1) or by email at support@communitygrants.gov.au.

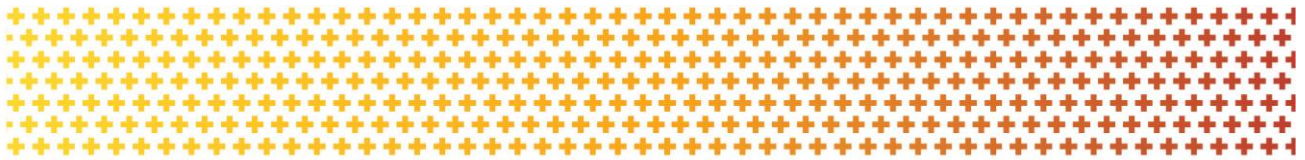
The CGH may ask you for more information, as long as it does not change the substance of your application. The CGH does not have to accept any additional information, nor requests from applicants to correct applications after the closing time.

About the assessment process

38. Who is undertaking the assessment of applications?

Assessors of the applications are Commonwealth staff, who are fully trained to ensure consistent assessment of all applications.

Further information about the assessment process is set out in section 8 of the Grant Opportunity Guidelines.



39. How will my ADE's application be assessed?

Applications will be assessed against the eligibility criteria and the outcome of its financial viability check.

DSS may seek further information about your ADE or its application.

DSS may also consider information about your ADE or its application that is available through the normal course of business.

40. When will I know the outcome of my application?

You will be notified of the outcome of your application at the end of the selection process, which may take several months to complete. For probity reasons, to treat all applicants fairly and equally, it is not possible to give information about the status of individual applications during the assessment process.

Further questions

41. Will successful applicants be expected to maintain their current NSDS certification?

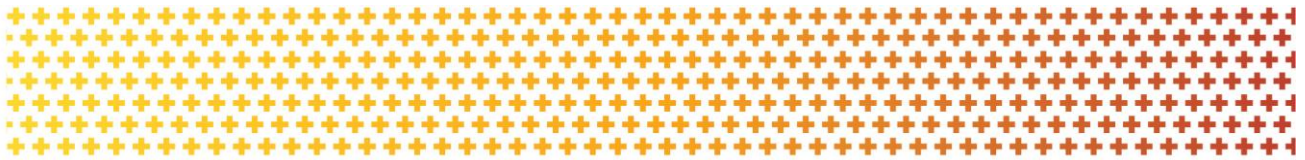
DECoS providers will be required to maintain their current NSDS certification, unless otherwise notified.

42. What is DSS doing to prevent the need for 2 audits under the NSDS and the NDIS Practice Standards?

DSS is continuing to work towards adopting the NDIS Practice Standards for the DECoS program, so organisations will only have to undergo one audit.

43. If my ADE chooses not to apply, will its supported employees be able to seek and obtain employment with another organisation?

Should your ADE choose not to submit an application, DSS may be able to work with your ADE to identify a DECoS provider in its area (where possible). However, DSS cannot guarantee alternative employment will be secured.



44. Can my ADEs supported employees work from one of its other sites / locations / businesses or will they need to remain at the current site / location / business?

Applicants are required to identify in the online application form, the states and territories where they will (or anticipate they will) deliver DECoS.

Supported employees will be able to work across all sites in an ADE organisation.

Once the DECoS program commences, providers will be required to update and maintain the information about their supported employees in the Portal.

45. Where should I go for further information?

Please email your enquiries to support@communitygrants.gov.au or call 1800 020 283 (option 1).

Questions and Answers added on 24 November 2020

46. In the application form, there is a question about entity type. The only option is “company”. What do we do if we are invited to the grant opportunity but we are NOT a company?

All invited organisations listed in Appendix A of the Grant Opportunity Guidelines are eligible to apply. We understand that you may not be a company; however, in this instance, please select ‘Company’ regardless of your entity type.