

Who is responsible for paying expenses for children and young people in contracted non-family based care services?

Contract funding

The Service Provider's contract payments include funding to cover the day-to-day ordinary costs, such as food, clothing, recreation, entertainment, basic medical costs, travel etc., when caring for a child or young person in a non-family based care placement. This includes Residential Care and Supported Independent Living Services (SILS). Any Department for Child Protection (DCP) contributions to child incidental costs will require pre-approval and be documented in the child or young person's approved case plan. The information on the following pages summarises who is responsible in relation to payment of various expenses for children and young people in contracted non-family based care placements.

Exceptions

DCP has established this guidance to maintain consistency for providers of care. The following information provides a clear outline of the expenses for which the provider of care is responsible. Sometimes exceptions may need to be considered when extraordinary, one-off situations arise where additional expenses may result due to the circumstances of the child or young person. For contracted services, these exceptions should be discussed with the DCP Contract Manager and DCP SILS Coordinator (for SILS only) and may be required to be managed via contract variation process.

Prior approval to purchase items outside of agreed contract items

It is essential that the DCP Contract Manager give approval prior to the purchase of goods or services for which providers of care wish to be reimbursed for, that may be outside of the contracted items listed. The DCP Contract Manager will be required to provide prior approval of any amounts outside of the approved contract value and these amounts may be required to be recorded as a variation to the contract.

**Note contracted services are provided by Non Government Organisations (NGOs) referenced by DCP as the Service Provider*



Responsible for cost



Cost is determined on a case by case basis



Not responsible for cost

N/A

Financial responsibility not applicable for service

| Financial responsibility to meet child or young person's needs | NGO (Service Provider) | Young person | DCP Office to reimburse | Additional contract funding from DCP |
|---|------------------------|--------------|-------------------------|--------------------------------------|
| Accommodation | | | | |
| All housing costs associated with housing setup, wear and tear, repairs, maintenance and damage, garden upkeep and insurance | ✓ | - | - | - |
| Initial fit out of new facility as per the essential items fit-out list, which includes: - bedroom hard and soft furnishings - Lounge and dining room furniture, TV - Whitegoods and electrical appliances - First Aid Kit (full kit) - Staff office - Building compliance and security | ✓ | - | - | - |
| Replacement of initial fit out items - bedroom hard furnishing and mattresses - office furniture - lounge and dining room furniture including the TV - white and electrical goods - First aid kit replacement - student desks | ✓ | - | - | - |
| Ongoing building costs including: - utilities such as gas, electricity, water rates, council rates, emergency services levy - rent and bond - building repairs, maintenance and compliance | ✓ | - | - | - |

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|--|--------------------------------|--------------|-------------------------|--------------------------------------|
| | Accommodation continued | | | |
| Household goods and services - outdoor furniture and equipment, BBQs and garden supplies - games, puzzles and gaming consoles - bikes (assembled only), camping equipment, trampoline, basketball hoops or other recreational equipment - car seats - soft furnishings to personalise bedroom - Netflix subscription - beach towels and items - books - Christmas decorations | ✓ | - | - | - |
| Replacement and restocking of all general household items, such as but not limited to: - bedding and linen - cleaning products - laundry items and towels - kitchen utensils, small appliances and cooking utensils - plates, bowls, glasses, mugs, cutlery and food containers - lamps, globes, batteries, bins, storage baskets and brooms - office supplies and first aid kit (item refresh) | ✓ | - | - | - |
| Furniture and household goods required to meet the specific needs or requirements of the child or young person | ● | - | - | ● |
| Personal household items purchased using Transition to Independent Living Allowance | - | ✓ | - | - |

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| Accommodation continued | | | | |
| Any property damage that is not covered by the service provider's insurance cover will need to be discussed with DCP to determine liability. <i>Note: it is the expectation of DCP that all contracted service providers will have insurance coverage and will draw on that insurance as required to support repairs, maintenance and damage.</i> | ● | — | — | ● |
| Home help and equipment | ✓ | — | — | — |
| Safely transferring all of the young person's personal belongings and other materials to the subsequent accommodation. | ✓ | — | — | — |
| Food | | | | |
| Food and groceries to provide nutritious daily meals and snacks <i>(including school lunches and recess meals)</i> | ✓ | — | — | — |
| Costs associated with special events hosted by the provider of care | ✓ | — | — | — |
| Takeaway / restaurant meals except by prior agreement with provider of care staff | ✓ | ✓ | — | — |
| Telecommunications for the child or young person | | | | |
| Provision of home Wi-Fi | ✓ | — | — | — |
| Mobile phone for young person under 13 years (when required for safety and/or security reasons) *Note mobile phones are to be purchased by DCP not the service provider. The cost of phones will not be reimbursed . | — | — | ✓ | — |
| Mobile phone for young person 13 years and above (can be provided in lieu of a present) - handset, call and data plan * Note mobile phones are to be purchased by DCP not the service provider. The cost of phones will not be reimbursed. | — | — | ✓ | — |



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| Laptops, tablets and personal computers (PCs) and operating software <i>*Note laptops, tablets and PCs etc are to be purchased by DCP not the service provider. The cost of devices will not be reimbursed.</i> | - | - | ✓ | - |
| Clothing, footwear and personal care | | | | |
| All basic clothing and footwear (including immediate clothing required at placement start up) | ✓ | - | - | - |
| Designer / additional clothing and footwear (<i>beyond basic</i>) | - | ✓ | ● | - |
| All basic personal care products including: - toiletries - general hygiene and sanitary items - nappies and baby needs - haircuts | ✓ | - | - | - |
| Vehicles and transport | | | | |
| Public transport (e.g. bus and train fares) used by the young person | ✓ | - | - | - |
| Transport to and from routine, everyday activities and events such as: - preschool, school, TAFE or work - babysitting and child care - leisure and sporting activities - ongoing and recurring specialist medical, dental and psychological (e.g. therapy) appointments | ✓ | - | - | - |
| Transport to and from non-everyday appointments and activities specific to a child or young person in care, which may include: - respite care (in liaison with respite carer) - cultural connection activities and events - one-off medical, dental or specialist appointments - family contact and reunification | ✓ | - | - | - |




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| Motor vehicle general expenses, including: - fuel - maintenance and running costs - maintaining registration and roadworthiness | ✓ | - | - | - |
| Vehicles and transport continued | | | | |
| Motor vehicle insurance - as a minimum Third Party Property Damage Insurance - claiming on provider insurance in the event of vehicle damage | ✓ | - | - | - |
| Any vehicle damage that is not covered by the service provider's insurance cover will need to be discussed with DCP to determine liability. <i>Note: it is the expectation of DCP that all contracted service providers will have insurance coverage and will draw on that insurance as required to support repairs, maintenance and damage.</i> | ● | - | - | ● |
| Driver's licence and lessons for the young person | | | | |
| Physical and incidental support for a young person in obtaining their driver's licence. Which may include: - fulfilling the role of Qualified Supervising Driver (with appropriate motor vehicle insurance in place) - assisting in the organisation of and attendance at driving lessons, tests or programs | ✓ | - | - | - |
| Cost of driving lessons and fees associated with obtaining a learner's permit and provisional licence for the young person. | - | - | ✓ | - |
| Education, training and employment | | | | |
| Ensure all children and young people in care have acquired a school card | - | - | ✓ | - |

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| Ensure all young people are aware of the TAFE initiative to waive fees for young people under, or previously under, guardianship of the Chief Executive. | - | - | ✓ | - |
| Education, training and employment continued | | | | |
| Standard education costs including: <ul style="list-style-type: none"> - preschool fees - books and stationery - school uniforms and footwear - work wear - excursions - travel to and from school, TAFE, training or work - school photos | ✓ | - | - | - |
| Non-standard education costs including: <ul style="list-style-type: none"> - school camps (overnight stays) - contribution towards the costs of a young person's year 12 formal - arranging tutoring (may be through Department of Education or The Smith Family) - travel to and from school outside of the care provider's local area (only when approved by DCP) - additional school photos for parents, extended family members or the child or young person's file - an overseas educational exchange or travel experience (e.g. Spirit of Science) - contributing to special education supports in non-government schools only (but only when part of the child or young person's Education Plan) - the hire of clothing and/or trip or activity (e.g. snow trip) - school uniforms where a placement change necessitates changes of school within the school year | - | - | ✓ | - |

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| <p>Non government (private) school enrolment fees</p> <p><i>DCP may contribute towards the partial or full costs of pre-approved non-government schools fees. Approval for all non-government (private) school enrolments must be obtained prior to enrolling a young person (even if the provider of care is willing to pay for all the costs associated with the young person attending the non-government school). Options are to be discussed with the DCP Case Manager.</i></p> | - | - | ● | - |
| Recreational / social activities and life skills | | | | |
| <p>The costs of at least one extra-curricular activity per school term for young people in education / training as agreed with DCP, including:</p> <ul style="list-style-type: none"> - ongoing costs associated with sporting activities (e.g. weekly fees), uniforms and equipment - ongoing costs associated with recreational activities (e.g. weekly fees), uniforms and equipment - club memberships, equipment and events | ✓ | - | - | - |
| <p>Specialist sports training, coaching or activities and events at an elite or representative level (e.g. SAPSASA or representing South Australia)</p> | - | - | ● | - |
| <p>Recreational and social related costs including:</p> <ul style="list-style-type: none"> - Safety equipment, including but not limited to bike helmets, knee and elbow protectors and other sporting protective equipment - Holiday and recreational camps - Holiday activities and events | ✓ | - | - | - |
| <p>Social and leisure activities (hobbies), entertainment and outings (including group outings and activities) such as:</p> <ul style="list-style-type: none"> - house outings - movies, sport, theatre, music or swimming lessons - Scouts, arts and crafts, toys | ✓ | - | - | - |
| <p>Self-arranged recreational and social activities, entertainment and outings (including lunches, snacks and nibbles) except where otherwise agreed by the provider of care and young person.</p> | - | ✓ | - | - |

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 Not responsible for cost
 N/A Financial responsibility not applicable for service



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| Undertake a life skills program of relevance to child's age | ✓ | - | - | - |
| Provision of weekly pocket money inline with DCP Pocket money guidelines and assist the child or young person develop savings and budgeting plans and money management skills <i>Suggested pocket money rates are available in the Carer Handbook published on DCP's website</i> | ✓ | - | - | - |



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| Costs associated with locating or retrieving other personal records. | - | - | ✓ | - |
| Health care | | | | |
| <p>Ensure that the child or young person has a Medicare Card and government Health Care Card.</p> <p><i>Young people in care have priority access to public health and dental services. Medical and dental treatment should, in the first instance, be carried out through public health and dental system. Initial health and dental assessments need to be arranged by the young person's case worker.</i></p> | - | - | ✓ | - |
| <p>Basic medical treatment including:</p> <ul style="list-style-type: none"> - everyday visits to a general practitioner (GP) - any Medicare gap applied - one-off treatments through a registered alternative health provider - optometrist consultations (bulk billed) - all over-the-counter medications, prescriptions, pharmaceuticals or natural remedies / medications for everyday, temporary conditions and ailments. (e.g. visit to the doctor and subsequent prescription for antibiotics) <p><i>Note: All non-basic medical treatment must be pre-approved by DCP</i></p> | ✓ | - | - | - |



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| <p>Non-standard medical treatments including:</p> <ul style="list-style-type: none"> - Minor dental procedures (e.g. local anaesthetic, fillings and routine procedures) not covered under SA Dental - Other dental services not available in the public system - Ongoing treatment for chronic conditions through a registered health provider - Pre-approved ongoing alternative health treatment from registered providers - prescription medication not covered by the Pharmaceutical Benefits Scheme (PBS) - optical costs (frames and lenses) - ambulance cover - specialist medical and allied health services, as recommended by a general practitioner, specialist or other qualified professional where the young person is not able to access the service in the public health system (particularly speech therapy, occupational therapy and physiotherapy) - Counselling, therapy and other psychological interventions | - | - | ✓ | - |