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# Sharing Support and Household Costs Tool

Introduction

Weekly Planner

Other Support

My Package

Household Costs

## **ABOUT THE SHARING SUPPORT & HOUSEHOLD COSTS TOOL**

Instructions for the Household Costs component of the Tool are at the bottom of this page.

The Sharing Support component is designed to help you work out the disability related supports your Package can buy when you do or do not share support. The Tool is not designed to manage the income that pays for things other than your funded disability supports. For these (for example, your mobile phone plan, hairdressing, medications, bus tickets, etc.), you will need to use the Household Costs component.

## **WHAT YOU NEED TO DO**

In order to share supports, all those involved will need to agree on a single firm or service provider for the particular service (for example, hiring a cleaner or gardener). You should all be involved in selecting shared staff and supports.

To work out how and what to share from your Packages, individuals will need to:

- identify what you want to purchase as a group,
- use information about services and pricing from contractors, service provider/s, industrial Awards, etc.
- if necessary, make adjustments to what it is you want to purchase and/or when the support/s will be provided, and
- negotiate sharing and cost of supports.

You will need to think carefully about what it is you want or need to do, what supports you need, how and what you are willing to share and, importantly, what you are prepared to offer others for sharing their support funding. The Tool is designed to assist you through that process.

## **HOW TO USE THE SHARING SUPPORT COMPONENT**

There are three TABS in the Tool which are used to work out shared supports. You should work through each TAB in order.

### **1. Weekly Planner TAB**

In the **Weekly Planner** TAB, enter into the boxes what support you want at home and when you want it. To make it easier, you can colour code the boxes to show times where you would like to share support (for example, green) and times where you don't want to share supports (for example, red). You may need to work back and forth through the workbook with those you are sharing with as well as the contractor/provider.

This will ensure that what you want can be delivered within the combined shared funds, and that you are not creating extra costs by having staff shifts that are short or overlapping.

### **2. Other Support TAB**

The **Other Support** tab will help you to consider what you can purchase within your funding Package and how you might share costs and activities. In this TAB you will fill in the supports ('Activity' column) that you want, how often you want them, and how you might share them and the cost each time. You can add other supports (e.g. community access, transport, therapy services, etc.). This TAB will automatically calculate your planned costs and include them in the **My Package** TAB.

You can keep working between the **Other Support** and the **My Package** TABs to see the effect of different support and sharing arrangements.

### **3. My Package TAB**

Once the **Other Support** TAB has been completed, the results will be automatically sent to the **My Package** TAB. Navigate to the **My Package** TAB by clicking the tab link at the top of the sheet, or using the arrows at the bottom.

You will need to fill in the two green boxes in the **My Package** sheet:

- The administrative fee negotiated with your intermediary funds manager; and
- The funds available in your package for your supports. This will include all the components you provided in your support plan (for example, shared domestic support, community activities, informal network development, equipment, etc.).

The rest of the page will auto-calculate in the yellow cells, and the outputs are described within the sheet.

## **ABOUT THE HOUSEHOLD COSTS COMPONENT**

This is designed to help with your thinking about cost sharing of regular household expenses. The Tool does not predict actual costs.

## **HOW TO USE THE HOUSEHOLD COSTS COMPONENT**

Rent is a fixed cost, other costs (for example, utilities) will vary. You may decide to estimate costs on a weekly, fortnightly or monthly basis. Whatever you choose, you must use the same time frame for each of the costs.

If you are on a Disability Support Pension, it is recommended that your household costs not exceed 75% of your income. If your household costs are above 75% of your income, consider how you could reduce them and/or manage your personal costs with less than 25% of your Pension. If you need to do this, you can use the Tool to test different cost and sharing arrangements.

[Go to Weekly Planner TAB](#)



[Go to Household Costs TAB](#)



## Sharing Support Component 1: Weekly Planner

Introduction

Weekly Planner

Other Support

My Package

Household Costs

### WEEKLY PLANNER (this is for an average week)

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10pm - 6am							



Use the fill bucket in the 'Home' tab above to shade your



= support I am willing to share



= support I don't want to share





## Sharing Support Component 3: My Package

Introduction

Weekly Planner

Other Support

My Package

Household Costs

### My Package

Total package including administration fee (this should be the amount provided to you by FACS/ADHC):

The administrative fee (percentage) negotiated with my intermediary funds manager is (enter number):

\$0.00

The funds available in my Package for my disability related supports is:

\$0.00

Apart from paying for my day-to-day support at or around my home, I need to allow funds in my Package to purchase other disability related supports (e.g. community access, transport, therapy services, equipment, etc.).

\$0.00

To calculate this, please click the arrow



The funds remaining in my Package for disability related supports which I may choose to share are:

\$0.00

Amount to be entered

Automatically calculated figure



