



CHSP Client Contribution Policy

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Relevant Legislation & Guidelines	Commonwealth Home Support Programme Manual 2017 The National Guide to the Commonwealth Home Support Programme (CHSP) Client Contribution Framework 2015 Home Care Standards - Guidelines Disability Discrimination Act 1992
Related Policies	
Related Procedures	

1. Purpose

The purpose of this policy is:

- to move towards the national approach of financial sustainability of the Commonwealth Home Support Program (CHSP) whilst creating a Council supported structure for new and existing clients and how they contribute to the cost of their services.
- to ensure those able to contribute to the cost of the services do so whilst providing safeguards for those who are financially disadvantaged.

2. Scope

This policy applies to all persons approved to use the Council's CHSP service and to all staff, volunteers and contractors who are involved in providing services on behalf of the Council.

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3. Definitions

Employee is any person who is employed by the Council, but also includes any contractors, volunteers, trainees, work experience students and consultants undertaking work for, or on behalf of the Council whether they are working in a full-time, part-time or casual capacity.

Client Contribution or **Client Donation** refers to the money forwarded to Council by the person using the service.

Eligible relates to clients/persons who have been assessed as eligible for the service based on the CHSP scope and guidelines.

Approved clients/persons includes:

- people over 65 years or over and their carers.
- Aboriginal or Torres Strait Islander people who are 50 years or over and their carers.
- persons seeking to complement their Home Care Package.
- Other persons approved for a specific service as per the scope and guidelines of that service.

4. Principles

The District Council of Yankalilla is committed to supporting the following principles provided by the National Guide to the Commonwealth Home Support Programme (CHSP) Client Contribution Framework 2015.

Consistency:

All clients who can afford to contribute to the cost of their care should do so. Client contributions should not exceed the actual cost of service provision.

Transparency:

Client contribution policies should include information in an accessible format and be publicly available, given to, and explained to, all new and existing clients.

Hardship:

Individual policies should include arrangements for those who are unable to pay the requested contribution.

Reporting:

Grant agreement obligations include a requirement for providers to report the dollar amount collected from client contributions.

Fairness:

The Client Contribution Framework should take into account the client's capacity to pay and should not exceed the actual cost to deliver the services. In administering this, providers need to take into account partnered clients, clients in receipt of compensation payments and bundling of services.

Sustainability:

Revenue from client contributions should be used to support ongoing service delivery and expand the services providers are currently funded to deliver.

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5. Policy Statement

- 5.1. The District Council of Yankalilla recognises its legislative and contractual obligation in relation to the setting, implementing and reporting of client contributions for services delivered by Council under its Commonwealth Home Support Programme (CHSP) grant agreement or any other such relevant grant agreement that may become available in the future.
- 5.2. Eligible clients will contribute to the cost of their service using the existing anonymous voluntary donations system.
- 5.3. Eligible clients will not be refused the service if they have the inability to contribute.
- 5.4. The District Council of Yankalilla will endeavour to meet the National Guide to the Commonwealth Home Support Programme (CHSP) Client Contribution Framework 2015 aim for total contributions collected to be a minimum of 15% of Council's grant revenue for this service.
- 5.5. If a client aged 65 years or over requests the service but is considered not to be eligible under the CHSP guidelines it may be deemed appropriate by the administration to provide that service provided the person agrees to be charged a fee that approximates the full cost of the service. This would be on a case by case basis and may apply where the client is in receipt of services that are purchased as part of a service package from an external aged care provider or if the person declines to register with My Aged Care. This full cost recovery rate is included in Council's Schedule of Fees and Charges which is reviewed annually by Council.
- 5.6. The Chief Executive has the authority to waive or reduce these fees.
- 5.7. Information regarding Council's CHSP Client Contribution Policy will be readily available on Council's website and relevant brochures.

6. Responsibility

- 6.1. The District Council of Yankalilla reviews the Schedule of Fees and Charges on an annual basis based upon the cost to deliver the service, associated costs, indexation rates consistent within the sector and the CHSP Client Contribution Policy.
- 6.2. The Chief Executive (CE) is responsible for the administration of the CHSP Client Contribution Policy. The CE can sub-delegate the application of fees and charges to the appropriate staff member.
- 6.3. The CE will sub-delegate the authority to waive or reduce a fee based on individual circumstances, in accordance with the terms and conditions of the grant.

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7. Further information

This policy will be available for inspection at the Council office listed below during ordinary business hours and provided to interested parties as per Council's Fees and Charges Register. Copies are available to be downloaded, free of charge, from Council's internet site: www.yankalilla.sa.gov.au

District Council of Yankalilla
1 Charles Street
Yankalilla 5203

Phone: (08) 8558 0200
Fax: (08) 8558 2022

8. Grievances

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive of Council.

Employee declaration (if required)

I, _____ have read and understood the above Policy and consent to adhere to the rules outlined therein.

Employee signature

Date

Manager signature

Date