



Day Services Fees

1 Background

Broadmeadows Disability Services (BDS) provides a wide range of social, recreational, educational and prevocational activities for people in receipt of funding by the Department of Human Services (DHS).

Individual funding may be allocated as Approved Capacity, Individual Support Packages or Futures for Young Adults.

2 Transport Fees

- 2.1 Transport fees contribute toward the cost of providing a transport service and maintenance of the vehicle fleet.
- 2.2 Service users who utilise the centre-managed transport to travel to and from BDS will pay an amount up to 90% of Mobility Allowance each fortnight. Pro rata charges will apply for part time attendance.
- 2.3 Service users who utilise transport to access programs and activities will pay an amount up to 50% of Mobility Allowance each fortnight. Pro rata charges will apply for part time attendance.
- 2.4 The fee will only be reduced if the agency is informed according to 5.1 – 5.3 below.
- 2.5 Transport services may be reduced and/or withdrawn as a result on non payment of Transport Fees.

3 Program Fees

- 3.1 Program Fees contribute towards the cost of activities and programs (other than staff wages). Examples of these costs include materials, equipment, specialised facilitators and entrance fees to venues.
- 3.2 The Program Fee will only be reduced if the agency is informed according to 5.1 – 5.3 below.

4 Administration/General Service Fee

- 4.1 The Administration Fee contributes towards the cost of operating the organisation and assists in reducing the deficit between government funding and the actual service costs.

5 Application to reduce fees due to absence

5.1 Extended Absence Due to Illness

If a member/service user has or will be absent from BDS for a period of more than 28 consecutive days due to illness, they may apply to have fees reduced for the balance of any period of absence in excess of the initial 28 days (Provided that they present a medical certificate that covers the relevant periods).

The following fees will be waived for the balance of any period of absence **in excess of** the initial 28 day period of absence.

- Program Fees.
- Transport Fees

Service Users are still liable for Administration fees, irrespective of the period of absence from BDS.

5.2 Extended Absence Due to reasons other than illness

If a member/service user is or will be absent from BDS for a period of more than 28 consecutive days for any reason, they may apply to have fees reduced for the balance of any period of absence **in excess of** the initial 28 days.

The following fees will be waived for the balance of any period of absence **in excess of** the initial 28 day period of absence:

- Program Fees
- Transport Fees

Service Users are still liable for Administration fees, irrespective of the period of absence from BDS.

5.3 To apply for a reduction of fees, members (or their representative) must apply in writing to BDS, by completing and submitting a 'Notification of Member Absence' Form.

5.4 Examples of absences and fees affected:

(Example A) Client 'G' has been too ill to attend BDS from the 1st February 2009, until the 21st March 2009. The client then returns to BDS and resumes regular program activities.

Client 'G' applies to BDS in writing for a waiver of fees and attaches a copy of the medical certificate covering this period. BDS calculates the following:

- From the 1st February to the 28th February 2009 (28 days), all BDS fees still apply and are payable by Client 'G'.

- For the period of the 1st March to the 21st March 2009, (21 days) BDS will waive the following fees for client 'G':
 - o Program Fee
 - o Transport Fee

- An Administration Fee still applies to Client 'G' and this fee will not be waived.

(Example B) Client 'P' is going overseas to visit his grandparents and family. He is absent from BDS from the 1st May 2009 and returns to BDS on the 5th July, 2009.

Client 'P' applies in writing to BDS to have his fees reduced because the absence is longer than 28 days. BDS calculates the following:

- From the 1st May 2009 until the 29th May 2009 (28 days), all BDS fees are still payable by Client 'P'.
- From the 30th May 2009 until the 4th July 2009, BDS will waive the following fees for client 'P':
 - o Program Fee
 - o Transport Fee

- An Administration Fee still applies to Client 'P' and this fee will not be waived.

(Example C) Client 'S' is absent from BDS from 1st June 2009 until 23rd June 2009. (23 days).

As this period is less than 28 days, no reduction in fees applies.

6 Document Reference

This Procedure relates to:	QA Reference
Service Fee Policy	SD003-P(v1)
Relevant Forms	QA Reference
Notification of Member Absence	FM015(v2)