



Bayside Peninsula Family Violence Brokerage Programs

Flexible Support Package Program Guidelines

October 2021

Content

About	Page 4
Target Group and Eligibility	Page 4
Package Outcomes.....	Page 5
Key Conditions of an FSP.....	Page 4-5
The Application Process.....	Page 5-6
Home Security and Personal Safety Response (PSI).....	Page 6
Vehicles	Page 6
Tax Invoice Obligations	Page 7
Payment of Goods and Services	Page 7
Refund of Paid Goods and Services.....	Page 7
Housing Establishment	Page 7
Housing Establishment Price Guide Table.....	Page 8
Flexible Support Package Resources.....	Page 8

About

Flexible Support Packages (FSP) deliver a personalised and holistic response to support victim- survivors of family violence and adolescents who use family violence to access support, move out of crisis, stabilise and improve safety, well-being and independence. Individualised packages of up to \$10,000 are available to victim-survivors of family violence, with the average package being \$3400. A \$10,000 package will only be considered in extreme circumstances (e.g. RAMP, multiple dependents, etc.).

Target Group and Eligibility

FSP are targeted to victim-survivors who are:

- Escaping and/or have experienced family violence
- Planning to leave an abusive situation or have the perpetrator removed from the home with appropriate legal sanctions in place

And

- Adolescents who use family violence

Priority will be given to victim-survivors who are:

- At highest risk of ongoing family violence
- Are going to have their safety needs and independent living goals reasonably met through an FSP.
- Are experiencing significant financial hardship linked to family violence

The Salvation Army is funded to provide FSP to victim-survivors who are:

- Currently residing in the Bayside Peninsula region. *OR*
- Relocating to the Bayside Peninsula region due to family violence. *OR*
- Supported by a Case Manager based in the Bayside Peninsula region

FSP is not accessible to victim-survivors who wish to continue their domestic living arrangements with the perpetrator of abuse. If a victim-survivor returns to a living arrangement with the perpetrator, access to the FSP funding will cease and the package will be closed.

Exceptions include:

- Victim survivors who live with adolescents who use family violence
- Aboriginal victim survivors who choose to remain with a perpetrator of family violence.
- ACCOs may approve applications that do not meet the standard eligibility criteria in accordance with a culturally safe assessment of the package as outlined by Family Safety Victoria's Guidelines

Package Outcomes

- All requests must be linked to goals and support needs identified by the victim-survivor and Case Manager
- Represent the most cost-effective, timely, and appropriate response
- Reflect a culturally appropriate service response for victim-survivors of all backgrounds. Including victim- survivors who identify as Aboriginal or Torre Strait Islander, have disabilities, are from culturally and linguistically diverse backgrounds, identify as LGBTQ+, and who are from any age group.
- Be clearly linked to one of the following outcome areas:

Safety and Security

- Freedom from abuse and violence (e.g. security measures, personal safety devices, locks - via a PSI response)
- Suitable and stable housing (e.g. property repairs, relocation costs, whitegoods, housing establishment and utility costs)
- Rental payment, rental arrears, mortgage costs (PRAP funding to be explored first).

Capabilities to Participate

- Participation in learning and education for adult / child (e.g. course fees, TAFE, books, equipment, kinder/childcare, school/education, English lessons)
- Participation in the workforce (e.g. travel costs, uniforms, tools, training)
- Financial security and independence (e.g. payment of utility bills, phone)
- Legal and court costs

Health and Wellbeing

- Support for physical and mental health and wellbeing for adult and/or children (e.g. medical and pharmaceutical costs not covered by Medicare or PBS, disability aids, counselling).

Connection to Culture and Community

- Support for social engagement (e.g. car repairs, driving lessons, travel cards).
- Connection with culture and identity for adults and/or children (e.g. participation in social /cultural / community / sporting activities).

Key Conditions of an FSP Application

- Referring agency must provide ongoing support, perform risk assessment in line with MARAM, and safety planning for the duration of the FSP provision
- Have had an Intermediate or Comprehensive MARAM risk assessment and safety plan recently completed*
 - **Recency in this context should be either a time of two weeks or if a new incident of family violence has occurred, whichever is most recent.* FSV FSP Guidelines October 2021.
- A child may receive an individual FSP as the primary applicant that links requests to their own case management/support plan and if there are no other support needs identified for the family. In all other cases, an FSP must apply a family unit lens and address the needs of any dependent children where the parent / caregiver is the primary applicant.
- FSP cannot be used for illegal activity, gambling, free or subsidised services readily available in the

community, or products or services not identified in the case plan.

- FSP should not be used to replace or duplicate supports that are readily available through other funding sources, including other Local, State and Commonwealth programs
- If the victim-survivor has significant debts, evidence is required to demonstrate that support has been provided and debts have been consolidated by a Financial Counsellor. The payment of debts will not be considered if they are not held in the victim-survivor's name.
- FSP has no responsibility nor liability for the ongoing costs associated with goods or services. After approval of an FSP, the victim-survivor is responsible for all ongoing costs associated with goods and services.
- One FSP is available for victim-survivors per support period. This does not preclude victim-survivors from receiving a subsequent package for future presentations, provided the FSP application demonstrates a change in family violence circumstances.
- FSP cannot reimburse victim-survivors under any circumstances
- For approved housing establishment items, FSP issue digital and physical gift cards. It is the responsibility of the case manager/victim survivor to manage and complete the purchase.
- For professional counselling and wellbeing support, Brokerage will approve up to 12 sessions
- For social and sporting activities, Brokerage will approve a maximum of one school term in advance

The Application Process

Application

- Case Manager submits an online application via the FSP Portal and uploads supporting documentation to evidence the cost of each item; additional information may be requested to support asks in the application (I.e.: vehicle)

Assessment

- Brokerage team screens the online application for completeness, and request missing and or additional information deemed necessary to commence formal assessment
- Secondary consultation is necessary to understand clients' situation for the purpose of eligibility and assessment. Confidential client information will not be shared during secondary consultations unless client consent has been provided
- Approval or decline of each item in the application is based on whether the request meets the FSP state-wide guidelines

Outcome

- Brokerage team will generate and send an automated application Outcome, inclusive of actions to source compliant tax invoices
- Case Manager is to complete all actions within a one month (non-PSI requests) or 6 weeks (maximum) for PSI requests. Brokerage is to be kept informed of delays at all times.

Appeal

- Team Leader who submitted the FSP application must also submit the appeal (with a rationale) to fspapplications@salvationarmy.org.au. Brokerage will not accept an appeal from a case manager or victim-survivor.
- All appeals will be independently assessed by an external Manager from a partner agency

Closure

- Brokerage team will generate and send an automated Closure to the Case Manager before officially closing the brokerage support period

Home Security Measures and Personal Safety Initiative (PSI)

- A consult with the **Personal Safety Initiative** Coordinator must occur if Flexible Support Package funding is being sought for any home security measures (other than **immediate** measures to secure the home, such as lock changes and repairs to broken windows/doors).
- For PSI information refer to Personal Safety Initiative

Vehicles

Vehicles will only be approved in exceptional circumstances. Assessment will be based on level of risk, vulnerability and capability to sustain for the long term. A request for a vehicle is assessed in accordance with FSP state-wide guidelines and attracts additional checks and terms and conditions.

To support the assessment the Case Manager must;

- Upload a copy of the victim survivor's current and valid Driver's licence
- Must disclose outstanding penalties or warrants which may impact driving and ownership of a vehicle
- Provide full disclosure of debt
- Upload a letter from a Financial Counsellor addressing ability to afford and sustain the cost of the vehicle

Other obligations and conditions:

- The vehicle must be purchased through a licenced second-hand car dealer with an active ABN. FSP will not consider private sale purchases.
- The make, model, year, and odometer reading of the vehicle must be provided
- RACV check will be performed
- The contract of sale must include a statutory warranty where applicable Consumer Affairs Vic
- Provide a compliant tax invoice for the sale price, with stamp duty component itemised
- Vehicle registration is to be in the applicant's name
- Minimum of twelve months comprehensive vehicle insurance must be evidenced
- FSP will not consider a request to upgrade a vehicle due to change of mind

Quotation and Tax Invoice Obligations

Quotations and tax invoices must be in the name of The Salvation Army. For tax invoices, the Brokerage team will not facilitate a payment to a supplier unless the following compliancy requirements are met.

Tax invoices must include:

- The words "Tax Invoice"
- Supplier Australian Business Number (ABN)
- Business full address, phone number and email
- Bank account name, BSB and account number
- Itemised cost of goods and services (stamp duty shown separately)
- GST amount, where applicable
- Tax invoices must be made out to [The Salvation Army, 30 Punt Road, WINDSOR. VIC. 3181](#)

Payment of Goods and Services

- Payment of a tax invoice is made by EFT in accordance with supplier terms. However, if a first-time supplier needs to be verified and set up by The Salvation Army Finance team, delays may occur.

Refunds Due to Change of Mind or Cancellation of Paid Goods and Services

- All refunds relating to paid goods and services will be paid to The Salvation Army, not the victim-survivor

Housing Establishment Price Guide

Brokerage suppliers of housing establishment items are [JB HI FI](#), [Fantastic Furniture](#), [Direct Link Furniture](#), [Coles Group](#) and [Woolworths - Big W](#) .

- Brokerage Programs reserves the right to change and use alternate suppliers where supply is negatively impacted (I.e.: COVID-19 impacting physical vouchers)
- All suppliers except for Fantastic Furniture and Direct Link Furniture we issue **digital** gift cards by email to the case manager. For Fantastic Furniture, **physical** gift cards are sent direct to the Applicant Agency by Registered Post.
- It is the responsibility of the case manager to check suppliers' terms and conditions before ordering a gift card, such as where and how the gift card can be used (I.e.: Fantastic Furniture vouchers can only be used for instore purchases)
- You must submit a copy of the online shopping cart inclusive of delivery to evidence the cost of furniture, whitegoods, electrical and all other housing establishment items in an application
- Direct Link Furniture operate on a tax invoice model (Quote and tax invoice made out to The Salvation Army are required). Click [Direct Link Furniture on South Safe](#)

Recommended JB Hi Fi and Fantastic Furniture Cost for Commonly Requested Items Based on Family Size:

Note: All voucher requests exclude GST. **Fantastic Furniture** vouchers need to be entered into an application as whole dollars – rounded up to the nearest \$10.00. I.e.: \$2516.54 becomes \$2520.00

	Family Composition / Member/s	Size	Price Range
Fridge	1 - 2 people	250 - 380L	\$450 - \$800
	3 - 4 people	350 - 500L	\$700 - \$950
	5 +	440 - 550L	\$900 - \$1300
Washing machine	1 - 2 people	4kg - 6.5L	< \$750
	3 - 4 people	7kg – 8.5kg	< \$1100
	5 +	9kg +	< \$1300
Sofa / Modular lounge	1-2 people	2 - 3-seater	\$300 - \$850
	3 – 4 people	3 – 5-seater	\$700 - \$950
	5 +	5 – 6-seater	\$900 - \$1400
Dining table and chairs	1 – 2 people	Table with 2 – 4 chairs	\$150 - \$550
	3 – 4 people	Table with 4 – 6 chairs	\$300 - \$800
	5 +	Table with 6 – 8 chairs	\$550 - \$1000
Bed	Toddler	Single	< \$150
	Child up to 16 years	Single / king single	< \$250
	Young person 16 – 18	King single /double	\$200 - \$450
	Adult	Double /queen	< \$700
Mattress	Toddler	Single	< \$250
	Child up to 16 years	Single / king single	< \$500
	Young person 16 – 18	King single / double	< \$600
	Adult	Double / queen	< \$800
Tallboy			\$150 - \$350
Bedside table			\$60 - \$150
TV stand/cabinet			\$70 - \$250
Television			< \$800
Mobile phone			< \$850
Laptop Computer			< \$950

FSP Resources

- [Direct Link Furniture Catalogue](#) and [Order Form and Price List](#)
- Family Safety Victoria October 2021 FSP Guidelines [Click here](#)
- South Safe website – Resources for Bayside Peninsula Practitioners [Click here](#)