



## Homeless Children's Brokerage Program Guidelines 2019-2020

**All applications must be approved by CRP coordinator PRIOR to enrolment in activities.**

**Invoices for unauthorised activities will be returned to the referring agency for processing.**

**Please fill in ALL sections of the application as incomplete forms will be not be processed.**

**Please note that a separate application form must be submitted for each child seeking brokerage support.**

**Payments are only authorised for the activities and length of time specified on the application.**

**Children CANNOT be re-enrolled into activities without prior approval.**

**Applicants must have a current case plan and goals that support the application.**

### Payment

**Prior to completing this form, please ensure you have an invoice from the supplier with the following:**

**Please check the following boxes:**

- Invoices marked "quote" or "quote only" cannot be accepted as invoices, even if it fills the criteria of a tax invoice (see below).**
- Invoice must follow all legal requirements of a Tax Invoice:**
  - Heading of 'tax invoice' or similar (the words 'Tax Invoice' must be present)
  - The seller's identity (Name of business)
  - The seller's Australian business number (ABN)
  - The date the invoice was issued (as well as due date)
  - A brief description of the items sold, including the quantity (if applicable) and the price
  - The GST amount (if any) payable – this can be shown separately or as a statement such as 'Total price includes GST'
- Unless prior approval has been sought, the invoice cannot exceed \$300.00**
- One invoice per child and the name of the child must appear on the invoice (though any one application may have multiple invoices – please ensure each invoice is uniquely numbered)**
- If requesting school uniform (or textbooks or calculators for secondary school students), has State School Relief been discussed, **with the school Principal?****

**For any questions or for further information, please contact Susie Lukis;**

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