

EPF VALUE FOR MONEY RECOMMENDATIONS & GUIDELINES

EXPENDITURE ITEMS	Stream 1 (Fully Eligible)	Stream 2 & 3 (Fully Eligible)	Stream 4 (Fully Eligible)
	✓	✓	✓
MET TICKETS	Justify if required period is greater than 4 weeks - Consider purpose for expenditure (eg. start job, interview) - Consider distance from home to their workplace - Consider distance from home to public transport options - Are they physically able to walk, bus, train etc. - Consider period of assistance needed (eg. until first pay cheque) - Consider type and hours of work and start/end time		
PETROL VOUCHER	\$15 for every 30kms travelled		
	Justify if required period is greater than 4 weeks or amount exceeds recommendation - Consider alternatives (public transport) - Consider purpose and cost of expenditure (eg. start job, interview) - Consider distance from home to their workplace - Consider period of assistance needed (eg. until first pay cheque) - Consider type and hours of work and start/end time		
WORK-RELATED CLOTHING & EQUIPMENT	\$70	Pants / Skirt	
	\$60	Shirt	
	\$100	Jacket	
	\$80	Dress	
	\$200	Suit	
	\$40	Tie	
	\$30	Ear Muffs	
	\$25	Safety Goggles or Glasses	
	\$40	Work Gloves	
	\$80	Overalls	
	\$20	Safety Vest	
	Justify if amount exceeds recommendation - Consider purpose for expenditure (eg. start job, interview) - Check job seeker has no suitable clothes or shoes for the purpose and is not able to purchase these items themselves - Check if these are items that the employer should provide - Consider several quotes from local suppliers		
	WORK-RELATED SHOES	\$100	Steel Capped Boots
\$70		Work Boots	
\$70		Runners (work related)	
\$70		Dress Shoes	
Justify if amount exceeds recommendation			

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WORK TOOLS WORK TICKETS WORK LICENCES	• Would the employer normally provide this as a standard offer of employment? • Are the tools, tickets and/or licences required to enable a job seeker to accept an offer of employment? • What type of licence do they require to meet the minimum job requirements? • Consider several quotes from local suppliers • Are second tools appropriate?		
RENT & BOND	• <i>Justify if required period is greater than 4 weeks or amount exceeds Market Rate</i> • <i>Rent CANNOT be paid to a family member or blood relative OR on an ongoing basis</i> • <i>You may ONLY assist Stream 1,2 & 3 job seekers with Rent and Bond if they are relocating for employment</i>		
RELOCATION ASSISTANCE	• <i>Relocation assistance can be provided where the job seeker is taking up employment in Australia</i>		
MENTAL HEALTH SUPPORT SERVICES Counselling Rehabilitation Services (inc luding drug & alcohol) Personal Development / Self-Esteem Courses Family Mediation Financial Counselling Anger Management Courses	INTERNAL SERVICES		
	\$150	AMES Consortium Psychologist: [\$150 p/h]	
	\$125	Other AMES Consortium Allied Health Professional <i>(counsellor, occupational therapist, and social worker)</i>	
	Stream 1 & 2 [\$84 p/h] Stream 3 & 4 [\$93 p/h]	In-house non-professionally qualified AMES Consortium staff	
	EXTERNAL SERVICES		
	Consider job seeker claiming under Medicare, with the EPF used to fund the gap fee, after deducting other amounts that can be claimed - such as rebates through Private Health Insurance		
WAGE SUBSIDIES	<i>Wage subsidies are to be used only for employment which is <u>sustainable and ongoing</u> after the wage subsidy has ceased.</i> • <i>Up to 80% of the Wages or Salary</i> • <i>Only consider upgraded hours in the 80% calculation – if job is an Upgrade</i> • <i>Additional employment costs such as superannuation, insurance etc should not be included in this calculation.</i> • <i>If above 80% of the Wages or Salary, DEEWR Approval is required</i> • <i>Value of the wage subsidy must be appropriate to job seeker's level of disadvantage</i>		
PROHIBITED WAGE SUBSIDY SITUATIONS	<i>Wage Subsidies CANNOT be:</i> • In excess of 100% of the wage costs • Paid to/or for positions with AMES Consortium • Used for short term and seasonal positions that do not lead to sustainable employment • Used for family members of the employer • Claimed or reimbursed in advance for the period covered by the wage subsidy • Used for self employment • Used for, positions with Commonwealth or State Government departments or agencies Note: wage subsidies for employment in local government councils or in ancillary services such as school canteens which is not funded by the Commonwealth or State/Territory Government, may be paid for through the EPF		
CARS	• We can only <u>contribute towards</u> purchasing vehicles with the prior agreement of DEEWR Contract Manager		
REGISTRATION	• Car registration can be purchased for jobseekers with supporting justification		

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BICYCLES (AND ACCESSORIES)	- Consider purpose for expenditure (eg. start job, interview) - Consider distance from home to their workplace - Consider type and hours of work and start/end time - Consider safety and necessary accessories (lights and helmet) - Consider second-hand bike or public transport		
CAR REPAIRS	AMES HEAD OFFICE APPROVAL REQUIRED FOR ALL CAR REPAIRS - Consider purpose for expenditure (eg. start job, interview) - Consider distance from home to their workplace - Consider type and hours of work and start/end time - Consider several quotes from repairers		
DRIVERS LICENCE AND / OR DRIVING LESSONS	- Consider alternatives (public transport or bike) - Consider purpose for expenditure (eg. start job, interview) - Consider distance from home to their workplace - Consider type and hours of work and start/end time - Consider several quotes from Driving Tuition companies Note: You cannot use EPF for assessments/driving courses that are a requirement for regaining a driver's licence after loss through driving under the influence of alcohol or drugs		
HYGIENE PACKS BASIC HAIRCUTS	- Consider purpose for expenditure (eg. start job, interview) - Check job seeker is not able to purchase these items themselves - Consider several quotes from local suppliers		
PRE- EMPLOYMENT MEDICAL, LICENCE & POLICE CHECKS	- Is this required by the employer before a job offer will be made? - Should the employer pay for this? Note: The employer must provide this if it is a standard condition of the employment		
EMPLOYMENT RELATED TRAINING LANGUAGE/LITERACY ASSESSMENT BOOKS AND EQUIPMENT FOR TRAINING ACTIVITIES	- Can the training be provided by AMES Consortium? - Can job seeker make a small contribution towards the costs? - Does the job seeker need this qualification to increase their chances of gaining employment? - Is a Language or Literacy Assessment required? - Is there a government –funded option instead? - LLN assistance from EPF can be provided if government places are unavailable - Would a pre-apprenticeship training or pre-tertiary course be appropriate to start with? - Can you get second hand books? PROHIBITED ITEMS : Computers, printers, facsimiles, photocopiers or similar assets		
SELF EMPLOYMENT	- Consider assistance towards small business training - Is a Mentor required? - Consider advertising assistance – get quotes - What are the initial business insurance and business name registration costs? NOTE: - If the job seeker is participating in NEIS, support and mentoring is provided by the NEIS provider and paid for through the EPF - If job seeker in Stream 3 or 4, extra EPF assistance can be provided for support / mentoring - NEIS is also paid for through the EPF (\$1480) PROHIBITED ITEMS : - Computers, printers, facsimiles, photocopiers or similar assets - Wage Subsidies		

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MOBILE PHONES & PHONE CARDS	We may assist with the purchase of mobile phones and phone cards where the job seeker DOES NOT HAVE ACCESS TO A LAND LINE at their place of residence		
CHILDCARE	- Consider short-term assistance ONLY - What government funding is available? - What support/family network do they have, when they start work? - What participation requirements does the job seeker have?		
DENTAL & OPTICAL SERVICES	- Consider purpose of the dental or optical services? - Is it for a specific job? - Is it for non-vocational purposes?		

EXPENDITURE ITEMS	STREAM 4 ONLY (Fully Eligible)
	✓
CRISIS ACCOMODATION	Short term crisis accommodation assistance can be used for Stream 4 including: - Renting a caravan for a short-term period - A night in a hotel - A night in a boarding house
FOOD	Dependent on the individual needs of the Stream 4 job seeker including: - Food for group meals or meals for individual Stream 4 job seekers - Food vouchers for Stream 4 job seekers, or - Food items for Stream 4 job seekers
UTILITIES	Dependent on the individual needs of the Stream 4 job seeker including: - Gas - Electricity - Water, and - Pre-paid vouchers for mobile phones
MEDICAL COSTS	Dependent on the individual needs of the Stream 4 job seeker including: - Medications - Medical appointments with a GP - Other diagnostic professionals - Treatment through a specialist or allied health practitioner, and - Counselling or other professional services related to mental health issues. - The fees payable for assistance by a mental health professional should be in line with the Mental health support services available for all job seekers.
LEGAL COSTS	EPF may be used to assist Stream 4 job seekers in crisis with legal costs EXCLUDING payment of fines and court fees