

Claim for Financial hardship assistance for Residential Aged Care (SA461)

Purpose of this form



You will need to complete this form if you are seeking financial hardship assistance with your fees and charges in permanent Residential Age Care (see page 2 for hardship details).

If you are seeking financial hardship assistance for Home Care or Residential Respite Care, please complete the ***Claim for Financial hardship assistance for Home Care and Residential Respite Care (SA462)*** form.

The Australian Government Department of Human Services (Centrelink) needs details about your expenses and any unrealisable assets (see page 5). We can then assess your eligibility to receive financial hardship assistance with your Residential Aged Care fees and charges.

Important information

Australian Ex-Prisoners of War and Victoria Cross recipients

If you are an Australian Ex-Prisoner of War or Victoria Cross recipient you may not need to fill in this form.

You must have had an aged care means assessment to be eligible for financial hardship assistance. If you have not had a means assessment, you will need to complete the:

- (digital) ***Aged Care Calculation of your cost of care (SA486)*** form, **or**
- (paper) ***Residential Aged Care Calculation of your cost of care (SA457)*** form.

Wait for your aged care means assessment result before you continue with this financial hardship assistance claim.

For more information

Go to our website humanservices.gov.au/agedcare

Call us on Freecall™ **1800 227 475**.



To speak to us in other languages, call **131 202**.

Note: Call charges may apply.



If you have a hearing or speech impairment, you can contact the **TTY service** on Freecall™ **1800 810 586**.

Keep these Notes (pages 1 to 8) for your information.

Financial Hardship Assessment

Financial Hardship

Financial hardship assistance is available to aged care persons who do not have sufficient income to pay their fees and charges, and experience financial hardship due to circumstances outside their control. Your fees and charges may be reduced or waived according to your individual circumstances. In these circumstances, the Government will pay some, or all, of your fees and charges on your behalf to your Residential Aged Care Provider. Each case is assessed on an individual basis, taking into consideration a range of issues which may be unique to your situation.

Personal details of Aged Care Resident

If you are completing this form on behalf of someone, you need to provide information about the person receiving the Residential Aged Care, not your own details.

Any period of Residential Respite Care you may have received before entering permanent Residential Aged Care cannot be included as part of this application. If you need to seek financial hardship assistance for Residential Respite Care you will need to complete the ***Claim for Financial hardship assistance for Home Care and Residential Respite Care (SA462)*** form.

Income and Assets details

If you are not receiving any Centrelink or DVA payments OR you are receiving a Centrelink or DVA non-means tested payment listed below, you will need to complete this form.

Non-means tested payments

- Age Pension (Blind)
- Disability Support Pension (Blind)
- War Widow(er)s Pension
- Disability Pension paid by DVA (not including income support supplement)
- Income Support pensions (Blind) paid by DVA

If you have not completed the ***Residential Aged Care Calculation of your cost of care (SA457)*** form, you will need complete this form and receive your means assessment before you can complete this form.

If you are receiving one of the means tested payments from Centrelink or DVA listed below and:

- you have updated your income and assets within the last 2 years, **or**
- your assets and income have not changed since you last provided an update do not complete this form. Contact us on the numbers below.

Means tested payments

- Age Pension
- Disability Support Pension
- Carer Payment (not including Carer Allowance)
- Special Benefit
- Widow Allowance
- Service Pension
- Income Support Supplement
- Veterans Payment
- Farm Household Allowance

If your income and assets have not been updated in the last 2 years or have changed since you last made an update, please **go** online through myGov or call Centrelink on **132 300** or DVA on **1800 555 254**.

Gifting details

Gifting is when you or your partner give away assets or transfer them for less than their market value, for example, you do not receive adequate consideration for the gift or transfer in the form of money, goods or services.

Gifting includes:

- money or any assets transferred to members of your family or other relatives
- gifts to other people or charities
- gifts to private trusts or companies where you or your partner are not the controller of the trust or company
- assets sold for less than their market value
- relinquishing control of a private trust or company (considered to have gifted all the assets held by the trust or company)
- transferring shares in a private company or units in a fixed trust and not receiving full market value for them.

Relief from financial hardship is not provided if you have chosen to gift:

- \$10,000 in the first financial year, **or**
- \$30,000 in 5 financial years – this cannot include more than \$10,000 in any financial year.

Gifts over these amounts will be considered an asset in your assessment.

However, in situations when funds have been misappropriated by a third party or a gift was made by a power of attorney, financial hardship assistance may be considered if legal proceedings have begun to recoup the funds. For more information on misappropriation of funds, see page 6.

It is not considered a gift if you sell or reduce assets to meet your normal living expenses, for example, to buy goods like a fridge or washing machine, for home maintenance/improvements, or to pay for holidays for yourself. Payments for services received (e.g. lawn mowing) are also not included.

For more information on gifting, see page 7.

Expenses details

Essential expenses are those that you must pay to meet your normal day-to-day living costs. You will need to provide evidence of your essential expenses, for example, all bank statements for the previous 3 months and/or credit card statements, receipts, or copies of policies, rates notices and/or bills with your name and address and the amount paid.

Essential expenses may include:

- change to Residential fees and charges
- fees and charges that you pay to your aged care home for your costs of care may be considered essential expenses. This includes the amount of your basic daily fee, any means tested fees, income tested fees or accommodation payments.

Any fees you pay for extra or additional services are not considered essential expenses.

Rent or mortgage repayments

If a protected person such as a partner or dependent child lives in your primary home, rent or mortgage payments may be considered.

A protected person is:

- a carer, who has lived in your home continuously for the past 2 years. They must also be eligible for an income support payment at the time of your asset test assessment (this includes the Carer's Pension but does not include the Carer's Allowance), **or**
- a close relation, who has lived in your home continuously for the past 5 years, and is eligible for an income support payment at the time of your asset test assessment.

For more information about protected people, please call us on Freecall™ **1800 227 475**.

Ambulance cover

This is the monthly cost of your ambulance cover.

Artificial limbs, artificial eyes or hearing aids

The full cost of any prosthesis, or hearing aids you have may be considered. If your prosthesis/hearing aid is covered by a government scheme or program such as Medicare, the National Diabetes Services Scheme (NDSS) or the Australian Government Hearing Services Program, this amount will not be considered for financial hardship assistance.

Contact lenses

This is the monthly cost of your contact lenses

Dental care

This is the cost of your dental care, including fees your dentist charges and the cost of dentures.

Funeral plan

Funeral plans paid on a periodic basis may be included (does not include pre-paid funerals).

Other essential expenses

Other essential expenses not listed in another category.

Other medical expenses

If you have any other medical expenses include them. Examples include visits to the doctor or specialists, blood tests and x-rays.

Pharmaceutical costs

Include itemised pharmaceutical statements and bank and/or credit card statements for the previous 3 months, receipts and tax invoices/bills showing your name and address as evidence. If evidence is not provided, the expense will not be accepted.

Prescription glasses

The total cost of one pair of prescription glasses per year may be included as an essential expense per year. The total cost of your glasses may be included.

Private health insurance

This is the monthly cost of your private health insurance.

Transport related costs

These expenses include the cost of taxis and public transport to attend medical appointments (evidence required of appointment), the full cost of your vehicle registration, repairs and insurance.

Wheelchair and mobility aids

The full cost of any wheelchair and mobility aids you have paid, including motorised scooters, walking frames, and canes.

Expenses NOT considered essential

For financial hardship purposes, expenses that are NOT considered essential and should not be included as part of your essential expenses are the amounts spent by a third party, authorised to act on your behalf, on things other than for your benefit.

Unrealisable Assets

An asset may be considered unrealisable if you cannot sell or borrow against it.

Asset(s) may be **unrealisable** if it is:

- a house, which cannot be sold and a bank will not loan money against it
- a compensation payment
- a farming property or properties
- a frozen asset
- a jointly owned asset where the other person is not willing to sell the asset
- a misappropriation of funds
- a retirement villages property, **and**
- it is unreasonable to sell an asset.

The following situations are **not unrealisable** for financial hardship purposes:

- rented properties, **and**
- private trusts and private companies.

A house which cannot be sold or a loan taken out against it

A resident cannot sell or borrow against their house if the house is on the market but cannot attract a buyer and the asking price is no higher than 10 per cent above the market value test. A resident who is in temporary hardship and is not expected to sell their home may be able to borrow against their home to alleviate hardship. The resident is only expected to borrow from banks, finance companies and similar institutions with whom they normally invest or with a government body set up specifically to assist certain businesses. If the resident claims they have tried to borrow against their house but have had their loan application rejected, evidence of their unsuccessful attempt to borrow is not required.

You must provide the following evidence:

- valuations from 3 real estate agents
- proof of the sale price
- proof showing the property has been actively on the market for at least 6 months.

Compensation Payments

If a compensation payment that has been paid to your partner who is still in the community has been included in your asset assessment, financial hardship relief may be available.

You must provide evidence that the lump sum compensation payment is for your partner in the form of a letter from the insurance company.

Farming Properties

If you can demonstrate that a family member, other than yourself, is reliant on a farming property for his or her principal source of income, and has been for a substantial period of time, a farming property may be considered unrealisable.

Frozen Assets

If you have assets in frozen funds, you can apply to your fund for relief under Australian Securities & Investments Commission (ASIC) hardship measures. You may be able to access a portion of the funds held. It is expected that if you have frozen assets, you should apply for redemption of their funds under the fund's hardship provisions.

You must provide evidence of the outcome of your application (letter from the fund).

Jointly owned property

Jointly owned properties (other than your partner), other than the family home, may be considered unrealisable if the other owner does not wish to sell the jointly owned property.

You must provide a copy of the title deed or rates notice showing joint ownership of the property. Also statement(s) from the other property owner(s) that they do not wish to sell the property.

Misappropriation of funds

In situations when funds have been misappropriated by a third party or a gift was made by a power of attorney, financial hardship assistance may be considered if legal proceedings have begun to recoup the funds.

You must provide the following evidence:

- letter from solicitor stating that legal proceedings have begun to recoup the gifted amount (letter from solicitor) OR Trustee letter regarding the legal proceedings
- if the gift was made while you were incapacitated, evidence must be shown to your mental state at the time (doctor's report or Aged Care Assessment Team (ACAT)/Aged Care Assessment Service (ACAS) results).

Retirement Villages

Residents who own an apartment in a retirement village may apply for it to be unrealisable because:

- the management of the retirement village will not market the apartment for a period of time
- the apartment will not sell.

If the management is preventing the apartment from being placed on the market, and has not marketed the property within the last 6 months, you should provide a letter from the retirement village management stating this is the case.

If the apartment is failing to sell, you will need to demonstrate that the property has been actively marketed for 6 or more months at a price that is in accordance with the valuation price.

Documentary evidence that must be provided:

- an accredited valuation
- the sale price
- the length of time a property has been marketed.

Unreasonable to sell an asset

An asset may be considered unrealisable if:

- the asset is a house occupied by a near relative who has lived in the house for at least 10 years, **or**
- the near relative is your child with a disability and you are providing the house to promote the child's independent living.

You must provide evidence that the near relative has lived in the house, (e.g. bank statements, driver license) your relative's most recent tax return showing the family income will also be required.

Gifting

Gifting is when you (or your partner) give away assets or transfer them for less than their market value, for example, you do not receive adequate consideration for the gift or transfer in the form of money, goods or services.

However, if you were incapacitated at the time the gift was made (dementia and cognitive reasons), or the gift was made by a power of attorney, financial hardship assistance may be granted if legal proceedings have begun to recoup the gifted amount.

You must provide the following evidence:

- letter from solicitor stating that legal proceedings have begun to recoup the gifted amount (letter from solicitor) OR trustee letter regarding the legal proceedings
- if the gift was made while you were incapacitated, evidence must be shown to your mental state at the time (doctor's report or ACAT/ ACAS results).

Situations where financial hardship will NOT be granted

You will not be eligible for financial hardship assistance for Residential Care Package costs if you:

- are a self-funded retiree and have not completed and lodged a **Residential Aged Care Calculation of your cost of care (SA457)** form with the Department of Human Services
- are the sole owner of a property, other than the family home occupied by a spouse, dependent child/protected person, and prefer to rent the property rather than sell
- have on loan money to a private trust or company. Income may be deemed on the outstanding loan amount irrespective of whether you are a controller or non-controller. In the situation where you have relinquished control of a private trust or company, you are considered to have gifted all assets held by the trust or company
- have made a gift, the limit you are able to give away is \$10,000 in the first financial year or \$30,000 in 5 financial years – this cannot include more than \$10,000 in any financial year
- have assets, unless they are unrealisable assets, valued at more than the current threshold rates accessible via My Aged Care myagedcare.gov.au

For general information on fees and charges applying to aged care, go to My Aged Care website myagedcare.gov.au or call us on Freecall™ **1800 200 422**.

Person signing on your behalf

This form must be signed by the person the application is for or someone who is authorised to sign on their behalf. An authorised person may be an Enduring Power of Attorney, Power of Attorney (financial), or a person/organisation holding an administrative or financial order.

A person can apply for an assessment for the cost of care on behalf of someone else if:

- they are already acting as the person's nominee
- they hold a relevant power of attorney or guardianship order
- a letter from a doctor, nurse or similar health professional is provided stating that the customer is unable to sign the application form
- the application is made by the Director of Nursing at the aged care home where the customer is a resident.

Where the person is deceased only the executor of the will or a person holding letters of administration is authorised to sign on behalf of their estate.

If you wish to have a nominee or person permitted to enquire for Aged Care purposes you will need to complete and provide an **Aged Care Request for a nominee (AC019)** form. If you want more information about nominee arrangements, go to our website humanservices.gov.au/nominees or call us on Freecall™ **1800 227 475**

Help with your form

If you want information about how to answer the questions in this form, and:

- you receive a Centrelink income support payment, **or**
- you are a self-funded retiree,

call the Department of Human Services.

If you want information about how to answer the questions in this form, and:

- you receive a Department of Veterans' Affairs (DVA) income support payment,

call the Department of Veterans' Affairs.

For general information on fees and charges applying to aged care, call MyAgedCare on Freecall™ **1800 200 422**.

If you need specific advice on completing this form or on applying for financial hardship assistance, go to humanservices.gov.au/agedcare or call us on Freecall™ **1800 227 475**.

Keep these Notes (pages 1 to 8) for your information.

Claim for Financial hardship assistance for Residential Aged Care (SA461)


centrelink

Filling in this form

- Use black or blue pen.
- Print in BLOCK LETTERS.
- Where you see a box like this Go to 1 skip to the question number shown. You do not need to answer the questions in between.

- 1 Have you previously had a means assessment for residential aged care purposes with Centrelink or the Department of Veterans' Affairs?

If your income and/or assets have changed since you had a means assessment, you must provide updated information to Centrelink or DVA.

- No  You must have had an aged care means assessment to be eligible for financial hardship assistance. If you have not had an assessment, you will need to complete the:

- (digital) **Aged Care Calculation of your cost of care (SA486)** form, or
- (paper) **Residential Aged Care Calculation of your cost of care (SA457)** form.

Wait for your means assessment result before you continue with this financial hardship assistance claim.


- Yes Go to next question

- 2 Do you have assessed assets under 1.5 times the annual amount of the Age Pension?

Include the pension supplement amount and the energy supplement amount.

Do not include unrealisable assets.


Note: The threshold can be found on the My Aged Care website myagedcare.gov.au

- No  You may not be eligible for financial hardship assistance. Call the Department of Human Services on Freecall™ **1800 227 475** before you continue with this financial hardship assistance claim.

- Yes Go to next question

- 3 Have you gifted more than \$10,000 in the first financial year or \$30,000 in 5 financial years – this cannot include more than \$10,000 in any financial year?

No Go to next question

- Yes  You may not be eligible for financial hardship assistance. Call the Department of Human Services on Freecall™ **1800 227 475** before you continue with this financial hardship assistance claim.

- 4 Tick the fees for which you are claiming financial hardship assistance. If you are not sure leave blank.

Tick all that apply

Basic Daily Fee

Income Tested Care Fee
or Means Tested Care Fee

Accommodation Payment

- 5 Are you completing this form on behalf of someone else?

For example, partner, parent or relative.

No Go to next question

Yes Give details below

Your full name

Your relationship to the person the assessment is for



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The following questions are about the person the assessment is for and their partner.

You (the person the assessment is for)

6 Your name

Mr Mrs Miss Ms Other

Family name

First given name

Second given name

7 Your gender

Male

Female

8 Your date of birth

/ /

9 Do you have a Centrelink or DVA reference number?

No *Go to next question*

Yes Give details below

Centrelink Reference Number (if known)

- - -

Department of Veterans' Affairs Reference Number

Name of Department of Veterans' Affairs payment

Your partner (of the person the assessment is for)

6 Your partner's name

Mr Mrs Miss Ms Other

Family name

First given name

Second given name

7 Your partner's gender

Male

Female

8 Your partner's date of birth

/ /

9 Does your partner have a Centrelink or DVA reference number?

No *Go to next question*

Yes Give details below

Centrelink Reference Number (if known)

- - -

Department of Veterans' Affairs Reference Number

Name of Department of Veterans' Affairs payment

You (the person the assessment is for)

10 Have you been known by any other name(s)?

Include:

- name at birth
- name before marriage
- previous married name
- Aboriginal or skin name
- alias
- adoptive name
- foster name.

No Go to next question

Yes Give details below

1 Other name

Type of name (e.g. name at birth)

2 Other name

Type of name (e.g. name before marriage)

If you have more than 2 other names, provide a separate sheet with details.

11 Name and address of the Residential Aged Care home where you live

Postcode



Provide a copy of the signed residential agreement.

12 Contact number of Residential Aged Care home

13 Date you entered as a permanent resident into this Residential Aged Care home.

Your partner (of the person the assessment is for)

10 Has your partner been known by any other name(s)?

Include:

- name at birth
- name before marriage
- previous married name
- Aboriginal or skin name
- alias
- adoptive name
- foster name.

No Go to next question

Yes Give details below

1 Other name

Type of name (e.g. name at birth)

2 Other name

Type of name (e.g. name before marriage)

If your partner has more than 2 other names, provide a separate sheet with details.

11 Your partner's permanent address

Postcode

14 Have you (and/or your partner) **given away**, sold for less than their market value, or surrendered a right to any cash, assets, property or income at any time in the period starting from 5 years **before or anytime** after you entered your Residential Aged Care home?

No Go to next question

Yes Give details below

Gifting is where you:

- give away assets, or
- transfer them for less than their market value.


For example if you or your partner:

- transfer your shares or units in a trust or company and do not get full market value for them
- give up control of a trust or company – this is a gift of all the assets the trust or company holds
- own a property and sell it for less than it is worth
- buy a car as a present
- have 10% of your wages donated to your church
- forgive a loan
- have to repay a business loan because you guaranteed it
- put money into a family trust and neither you nor your partner control the trust.

It is not gifting if you:

- own a house valued at an amount, but sold it on the open market with the best offer to date, as you could not wait for a higher offer
- have a debt that you cannot repay, so you transfer a car worth about the same to wipe out the debt
- put money into a family trust that you or your partner control.

Include forgiven loans and shares in private companies. For more information, refer to **Notes** on page 3.

 Provide supporting evidence of assets which have been gifted.

1 What you gave away or sold for less than its market value (e.g. money, car, second home, land, farm)

Date given or sold

/ /

What it was worth

\$

What you got for it

\$

Your share

%

Partner's share

%

Was this gift to a Special Disability Trust (SDT)?

No Yes

If you (and/or your partner) have given away or sold for less than its market value more than 1 item, provide a separate sheet with details.


15 Please read this before answering the following question.

For information about the expenses you can claim, refer to 'Expenses details', in the **Notes**.

Do you have essential care related expenses?

No Go to next question

Yes Give details below

 Provide itemised pharmaceutical statements and bank and/or credit card statements for the previous 3 months, receipts and tax invoices/bills showing your name and address as evidence.

Refer to the **Notes** on page 3 for evidence required for each expense listed below. If evidence is not provided, the expense will not be accepted.

List your expenses and amounts you are submitting. Complete the amount in whole dollars for each item and select if you pay the amount weekly, fortnightly, monthly or annually.

1 Ambulance cover

\$

Weekly Fortnightly Monthly Annually

2 Artificial limbs, eyes or hearing aids for amounts that are not already covered by other Government schemes or programs

\$

Weekly Fortnightly Monthly Annually

3 Contact lenses

\$

Weekly Fortnightly Monthly Annually

4 Dental care

\$

Weekly Fortnightly Monthly Annually

5 Funeral plan – paid on periodic basis

\$

Weekly Fortnightly Monthly Annually

6 Other Medical expenses

This includes expenses incurred under a health professional's direction

\$

Weekly Fortnightly Monthly Annually

► Continued

Continued

7 Rent or mortgage if you have one for the principal home
Only applicable if your partner or dependent child is living in the principal home
\$
Weekly Fortnightly Monthly Annually

8 Resident fees

Accommodation Bond
\$
Weekly Fortnightly Monthly Annually

Accommodation Charge
\$
Weekly Fortnightly Monthly Annually

Accommodation Contribution
\$
Weekly Fortnightly Monthly Annually

Basic Daily Fee
\$
Weekly Fortnightly Monthly Annually

Daily Accommodation Payment
\$
Weekly Fortnightly Monthly Annually

Income Tested Fee
\$
Weekly Fortnightly Monthly Annually

Means Tested Fee
\$
Weekly Fortnightly Monthly Annually

Refundable Accommodation Deposit
\$

9 Pharmaceutical costs
\$
Weekly Fortnightly Monthly Annually

10 Prescription glasses – total cost
(one pair per year)
\$
Weekly Fortnightly Monthly Annually

► Continued

Continued

11 Private health insurance
\$
Weekly Fortnightly Monthly Annually

12 Transport costs to attend medical appointments
(including public transport)
\$
Weekly Fortnightly Monthly Annually

13 Wheelchair and mobility aids – total cost
\$
Weekly Fortnightly Monthly Annually

14 Any other essential expenses

Expense

\$
Weekly Fortnightly Monthly Annually

Expense

\$
Weekly Fortnightly Monthly Annually

Expense

\$
Weekly Fortnightly Monthly Annually

If you (and/or your partner) have more essential expenses, provide a separate sheet with details.

16 Please read this before answering the following question.

For information about an unrealisable asset, refer to 'Unrealisable Assets', in the **Notes**.

Do you have an unrealisable assets?

No ► *Go to next question*

Yes ► *Give details below*



Provide supporting evidence.
Refer to the **Notes** on page 5 for examples of evidence.

The unrealisable asset you are claiming

Tick all that apply

- A house, which cannot be sold and a bank will not loan money against it (including interest in a retirement village)
- An asset that it is unreasonable to sell
- Compensation payments
- Farming properties
- Frozen assets
- Jointly owned assets where the other person is not willing to sell the asset
- Misappropriation of funds
- Retirement village property
- Other

Explain why the asset is unrealisable

Large vertical box with horizontal dashed lines for writing an explanation.

Continued

Large vertical box with horizontal dashed lines for providing details.

If you need more space, provide a separate sheet with details.

Privacy notice

17 You need to read this

Privacy and your personal information

Your personal information is protected by law (including the *Privacy Act 1988*) and is collected by the Australian Government Department of Human Services for the assessment and administration of payments and services.

Your information may be used by the department, or given to other parties where you have agreed to that, or where it is required or authorised by law (including for the purpose of research or conducting investigations).

You can get more information about the way in which the department will manage your personal information, including our privacy policy, at humanservices.gov.au/privacy

18 I consent to:

- the Department of Health providing the Australian Government Department of Human Services and the Department of Veterans' Affairs with information about periods, types and levels of care, and assessments for my current and/or previous care, if required to complete my assessment.

I declare that:

- the information I have provided in this form is complete and correct.

I understand that:

- giving false or misleading information is a serious offence.

Signature of aged care recipient
(or the person signing on their behalf)



Date

/ /

- For the **person signing on behalf** of the person the assessment is for, continue to the next question.

19 If someone signs on your behalf

Mr Mrs Miss Ms Other

Family name

First given name

Second given name

Address

Postcode

Phone number

Relationship to the person who the assessment is for

Make sure you have read the **Privacy and your personal information** on this page.

Signature of legal guardian, power of attorney or existing aged care nominee



Date

/ /

When two or more people have joint power of attorney, all people with joint power of attorney need to sign. If more than two signatures are required, provide a separate sheet with details.

Signature of second legal guardian, power of attorney or existing aged care nominee



Date

/ /

Which of the following documents are you providing with this form?

A copy of the power of attorney order

A copy of the administration order

A copy of the financial management order

A letter from a medical professional

N/A – existing aged care nominee arrangement

Continue to next page

Checklist

Which of the following forms and documents are you (and/or your partner) providing with this form?

You must provide **copies** of documents. The copies will not be returned.

If you are not sure, check the question to see if you should provide the documents.

| Tick ALL that apply | |
|--|--------------------------|
| A copy of the signed residential agreement (Required at question 11) | <input type="checkbox"/> |
| Supporting evidence of assets which have been gifted (If you answered Yes at question 14) | <input type="checkbox"/> |
| Supply statements and the evidence required for each expense listed at question 15 (If required) | <input type="checkbox"/> |
| Supporting evidence of unrealisable assets (If required at question 16) | <input type="checkbox"/> |

Returning your form

Check that all required questions are answered and that the form is signed and dated.

Return this form, and copies of additional documents by mail to:

Department of Human Services
Residential Care
PO Box 7821
Canberra BC ACT 2610