

Information you need to know about Assurance of Support for the Community Support Program



These notes provide information about what you need to know when you apply to provide an Assurance of Support for someone who is under the Community Support Program (CSP).

To test your eligibility before lodging an application, go to servicesaustralia.gov.au/assurance

Online services



You can access your Centrelink online account through myGov. myGov is a secure way to access a range of government services online with one username and password. You can create a myGov account at my.gov.au and link it to your Centrelink online account.

For more information



Go to servicesaustralia.gov.au/assurance or visit one of our service centres.

Call us on **132 850**.

We can translate documents you need for your claim or payments for free.

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**. A TTY phone is required to use this service.

Keep these Notes (pages 1 to 6) for your information.

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Community Support Program

The Community Support Program enables Australian community organisations, businesses, families and individuals to help people in humanitarian need start a new life in Australia.

Through the Community Support Program you can support applicants and be matched with someone in need, help with a job offer, provide the skills necessary for someone looking for work or provide financial support. Under the Community Support Program, you are required to demonstrate you are able to provide adequate support to enable new arrivals to achieve financial self-sufficiency within the first year in Australia.

Assurance of Support

What is an Assurance of Support?

An Assurance of Support is a commitment to provide adequate support to a person applying to migrate to Australia, so that the migrant will not have to rely on payments from Services Australia.

An Assurance of Support covers all of the applicants in the visa application.

If you sign the form, you are making a legal commitment to repay to the Australian Government any recoverable Centrelink payments made to the people covered by the Assurance of Support while the Assurance of Support is in force. If you die, your estate will be liable for these repayments.

Recoverable payments currently are:

- Austudy Payment
- Crisis Payment
- JobSeeker Payment (includes Newstart Allowance, Sickness Allowance and Widow Allowance)
- Parenting Payment (Partnered)
- Parenting Payment (Single)
- Special Benefit
- Youth Allowance

New payments may be added to this list in the future and you may also be liable to repay them.

Who can give an Assurance of Support under the Community Support Program?

An assurer must reside in Australia at the time of application and be:

- an adult (18 years of age or over)
- an Australian citizen, the holder of an Australian permanent visa or an eligible New Zealand citizen
- able to provide proof of income at or above the income test threshold for the current and previous financial year.

Some organisations can also provide an Assurance of Support (see the next page).

You should consider your circumstances and assess if you are able to meet the legal and financial obligations placed on you by giving an Assurance of Support. You do not have to be the sponsor of the new migrant to give an Assurance of Support.

Giving an Assurance of Support

You may assure a maximum of 2 adults at any one time under the Community Support Program. This is in addition to the 2 adults that you may assure under the non-CSP Assurance of Support program.

An adult is someone 18 years of age or over at the time of the visa application. If there are more than 2 adults in the application, another person will need to give a separate Assurance of Support.

You will be required to sign the statement of Assurance of Support in the presence of a Service Officer or an Authorised Official. The statement is provided for you to read and understand. You may wish to seek independent advice before making this commitment.

You should not sign the statement if you do not understand and agree.

Income threshold for assurers

The level of income you must have will depend on:

- the number of people in your immediate family
- the number of adults you are seeking to assure, and
- whether there are any other assurers (for example, you are giving a joint Assurance of Support).

The minimum amount of income you must demonstrate is based on the annual rate of JobSeeker Payment for adults and the rate of Family Tax Benefit (Part A) for dependent children. This is then increased according to the number of dependent children you have and the number of adults who will be covered by the Assurance of Support.

If you are already an assurer for somebody else, the income threshold will be increased to reflect your commitments under the existing Assurance of Support. The income threshold is reviewed annually in line with the Consumer Price Index (CPI). Services Australia can tell you what the current threshold is.

Multiple assurers

It is possible for up to 3 people to jointly lodge an Assurance of Support. If you intend to jointly lodge an Assurance of Support, each assurer must complete a separate application. Each assurer will be jointly and severally liable for any debts that arise as a result of Centrelink payments made to any person covered by the Assurance of Support. This means that each assurer is liable to repay the full amount of the debt. Services Australia will use its recovery powers under the *Social Security Act 1991* to recover from any assurer until the debt is paid back.

Organisations

An organisation may provide an Assurance of Support. Organisations are not subject to an income test. The application form must be completed by a person authorised by the organisation to enter into an Assurance of Support. The organisation must operate in Australia and will usually need to provide their Australian Business Number (ABN). If the organisation is an unincorporated body, the members of the board or committee may be personally liable for any debt resulting from the Assurance of Support.

How long does the Assurance of Support last?

Your responsibilities as an assurer will start when the visa applicant arrives in Australia or is granted the Global Special Humanitarian visa, whichever happens later.

The Assurance of Support remains in force for 12 months from this date.

The Assurance of Support period may start and end at different times for each visa applicant if they arrive in Australia at different times.

Once the Assurance of Support has been accepted and the visa has been issued, the Assurance of Support cannot be cancelled except in very limited circumstances.

The Assurance of Support cannot be cancelled due to financial hardship or a breakdown in relationships.

Documents you must provide

All assurers must provide:

- Department of Home Affairs letter to the visa applicant advising that an Assurance of Support is required
- original documents to confirm your identity. For a list of acceptable documents, go to **servicesaustralia.gov.au/identity**

If you are signing as an individual assurer (that is, you are not signing on behalf of an organisation) you must also provide the following original documents to us:

- evidence of your taxable income for the last financial year (for example, Notice of Assessment or any other Australian Taxation Office (ATO) letter or document)
- evidence of your current ongoing income (for example, 2 most recent consecutive payslips, letter from accountant, letter from employer, profit and loss statement)
- proof of Australian citizenship or permanent residence.

Application to provide an Assurance of Support for the Community Support Program (SU714)

When to use this form



Use this form to apply to provide an Assurance of Support for the Community Support Program.

If the person you are applying to provide an Assurance of Support is **not** under the Community Support Program, do **not** use this form. You will need to complete the ***Application to provide an Assurance of Support (SU594)*** form. If you do not have this form, go to servicesaustralia.gov.au/forms

For more information or to test your eligibility before lodging an application, go to servicesaustralia.gov.au/assurance

What else you may need to provide

You may be required to confirm your identity. For a list of acceptable documents, go to servicesaustralia.gov.au/identity

Returning this form

Return this form and all additional documents to one of our service centres.

The statement on page 12 must be signed in the presence of a Service Officer or an Authorised Official.

The statement is provided for you to read and understand. You may wish to seek independent advice before making this commitment. You should not sign the statement if you do not understand and agree.

Definition of a partner

If you have a partner, we generally consider you a member of a couple. Under social security and family assistance law, we consider you a member of a couple if you are either:

- married
- in a registered relationship
- in a de facto relationship.

We may still consider you a member of a couple if you are not physically living with your partner. For example, your partner may fly-in fly-out or live away for work, like military or oil rig workers.

For more information, go to servicessaustralia.gov.au/moc

For more information

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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 Has the person(s) you are going to provide Assurance of Support for applied for a visa with a subclass of 202?

No  This form is for holders of a subclass 202 visa. You will need to complete the **Application to provide an Assurance of Support (SU594)** form instead.

Yes Go to next question

2 Are you completing this form for an organisation?

No Go to next question

Yes Go to 4

3 Read this before answering the following question.

To be eligible to provide assurance, you must satisfy residence requirements. You must be living in Australia and:


- be an Australian citizen
- hold a permanent Australian visa, or
- hold a New Zealand passport with a protected special category visa (SCV).

Are you currently living in Australia **and** do you meet the residence requirements listed above?

No  You are not eligible to apply. You need to live in Australia to apply for an Assurance of Support. For more information go to servicesaustralia.gov.au/assurance

Yes Go to 5

4 Have you been authorised to complete this form on behalf of your organisation?

No  You must have authorisation to complete this form on behalf of an organisation.

Yes Go to next question

Personal details

5 Do you need an interpreter when dealing with us?

This includes an interpreter for people who have a hearing or speech impairment.

No Go to 8

Yes Go to next question

6 What is your preferred spoken language?

7 What is your preferred written language?

8 Your name

Mr Mrs Miss Ms Other

Family name

First given name

Second given name

9 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 (for example, name at birth)

2 Other name

Type of name (for example, name before marriage)

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

10 Your gender

Male

Female

11 Your date of birth

12 Have you ever claimed or received assistance from us?

No Go to next question

Yes Your Centrelink Reference Number (if known)



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13 Read this before answering the following question.

This question is voluntary and will not affect your payment. If you do answer, the information will help us to continue to improve services to Aboriginal and Torres Strait Islander Australians.

Are you of Aboriginal or Torres Strait Islander Australian descent? If you are of both Aboriginal and Torres Strait Islander Australian descent, tick both 'Yes' boxes.

No
Yes – Aboriginal Australian
Yes – Torres Strait Islander Australian

14 Read this before answering the following question.

This question is voluntary and will not affect your payment. If you do answer, the information will help us to continue to improve services to people of Australian South Sea Islander descent.

Australian South Sea Islanders are the descendants of Pacific Islander labourers brought from the Western Pacific in the 19th Century.

Are you of Australian South Sea Islander descent?

No
Yes

15 Your permanent address

.....
.....
Postcode

16 Your postal address (if different to above)

.....
.....
Postcode

17 Read this before answering the following question.

If you provide an email address or mobile phone number, you may receive electronic messages (SMS or email) from us. To read the Terms and Conditions, go to servicesaustralia.gov.au/em or visit one of our service centres.

Your contact details

Home phone number ()
Is this a silent number? No Yes
Mobile phone number
Fax number ()
Work phone number ()
Alternative phone number ()
Email

18 Are you completing this form on behalf of an organisation?

No Go to next question
Yes Go to 42

Individual assurer details

19 What country are you currently living in?

The country of residence is where you normally live on a long term basis.

Australia Go to next question
Other Country of residence

20 Have you EVER travelled outside Australia, including short trips and holidays?

This question will help us to verify your Australian residence.

No Go to next question
Not applicable – never travelled to Australia Go to next question
Yes Give details below

Year you last entered Australia

Passport number

Country of issue

21 Are you an Australian citizen who was born in Australia?

No  You will need to provide proof of your Australian residence status (for example, citizenship papers, passport or other documentation).
Go to next question

Yes Go to 28

22 What is your country of birth?

23 What is your country of citizenship?

Australia Date citizenship granted
 / / Go to 27

Other Give details below

Country of citizenship

Date citizenship granted

/ /

- 24** What type of visa did you arrive on?
 Permanent Go to next question
 Temporary Go to next question
 New Zealand passport (Special Category visa) **Go to 26**
 Not sure **Go to 26**

25 Your visa details on arrival

Visa subclass Date visa granted / /

26 Has your visa changed since you arrived in Australia?
 No Go to next question
 Yes Most recent visa details

Visa subclass Date visa granted / /

27 Did someone provide you with an Assurance of Support for your migration to Australia?
 No
 Not sure
 Yes

28 Tick **ONE** of the boxes below to tell us about your relationship status right now.

If you have **ever been separated**, give the date that you most recently got back together with your partner.

Married Date married/reconciled with your partner / /
 ▶ **Go to 29**

Registered relationship (registered under state or territory law) Date registered/reconciled with your partner / /
 ▶ **Go to 29**

De facto Date you started your relationship/reconciled with your partner / /
 ▶ **Go to 29**

Separated (previously in a marriage, registered or de facto relationship) Date of last separation / /
 ▶ **Go to 37**

Divorced Date of divorce / /
 ▶ **Go to 37**

Widowed (previously in a marriage, registered or de facto relationship) Date of partner's death / /
 ▶ **Go to 37**

Never married or lived with a partner **Go to 37**

- 29** Do you live in the same home as your partner?
 No Go to next question
 Yes **Go to 32**

30 Why are you not living with your partner?
 Partner's illness
 Your illness
 Partner in prison
 Partner's employment
 Other Give details below

31 Period not living with your partner
 From / /
 To / / OR indefinite

32 Your partner's name
 Mr Mrs Miss Ms Other

Family name

First given name

Second given name

33 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 (for example, name at birth)

2 Other name

Type of name (for example, name before marriage)

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

34 Your partner's gender

Male

Female

35 Your partner's date of birth

36 Has your partner ever claimed or received assistance from us?

No **Go to next question**

Yes Your partner's Centrelink Reference Number (if known)

37 How many children under 18 years of age are dependent on you?

38 Are you currently employed?

No **Go to next question**

Yes Give details below

Employer's name

Address

Postcode

Phone number


If you have more than 1 employer, provide a separate sheet with details.

39 Are you currently self-employed or generating income by other means?

No **Go to next question**

Yes Give details below


40 What is your current annual taxable income?

 Provide evidence of your ongoing income (for example, 2 most recent consecutive payslips, letter from accountant, letter from employer, profit and loss statement).

41 What was your taxable income for the **last financial year**?

Financial year

Taxable income

 Provide evidence of your income from the **last financial year** (for example, Notice of Assessment or any other Australian Taxation Office (ATO) letter or document stating your taxable income for the last financial year).

Go to 46

Organisation details

42 Your organisation's name

Australian Business Number (ABN)

Address

Postcode

Phone number

Your position in the organisation

43 Give details of the person who authorised you to complete this form on behalf of your organisation.

Name

Title/Position

44 Is the organisation an unincorporated organisation?

No **Go to 46**

Yes **Go to next question**

45 Give details of other partners or the organisation's management committee members.

1 Full name

Position

Permanent address

Postcode

2 Full name

Position

Permanent address

Postcode

3 Full name

Position

Permanent address

Postcode

If more than 3 other partners or management committee members, provide a separate sheet with details.

Details of migrants covered by this Assurance of Support

46 Read this before answering the following questions.

Questions 47 to 52 are about the migrants covered by this Assurance of Support application. Refer to the Department of Home Affairs letter before answering.

47 Details of **primary visa applicant**.

Family name

First given name

Second given name

Date of birth
 _____ / _____ / _____

Gender
 Male Female

Current address

Postcode

Country of birth

Country of citizenship

48 Has the primary visa applicant 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 (for example, name at birth)

2 Other name

Type of name (for example, name before marriage)

If the primary visa applicant has more than 2 other names, provide a separate sheet with details.

49 Are you providing Assurance of Support for more than one adult visa applicant?

No **Go to 52**

Yes You cannot assure more than 2 adults at any one time.

Go to next question

50 Details of **second adult applicant**.

Family name

First given name

Second given name

Date of birth

Gender

Male

Female

Current address

 Postcode

Country of birth

Country of citizenship

51 Has the second visa applicant 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 (for example, name at birth)

2 Other name

Type of name (for example, name before marriage)

If the second visa applicant has more than 2 other names, provide a separate sheet with details.

52 Are you providing Assurance of Support for children under 18 years of age?

If the primary applicant is under 18 years of age, you do not need to re-enter the details.

No **Go to next question**

Yes **Give details of children under 18 years of age**

1 Family name

First given name

Second given name

Date of birth

Gender

Male

Female

Current address

 Postcode

Country of birth

Country of citizenship

2 Family name

First given name

Second given name

Date of birth

Gender

Male

Female

Current address

 Postcode

Country of birth

Country of citizenship

Continued

3 Family name
[]
First given name
[]
Second given name
[]
Date of birth [/ /] Gender Male Female
Current address
[]
[]
[] Postcode
Country of birth
[]
Country of citizenship
[]

4 Family name
[]
First given name
[]
Second given name
[]
Date of birth [/ /] Gender Male Female
Current address
[]
[]
[] Postcode
Country of birth
[]
Country of citizenship
[]

If more than 4 children, provide a separate sheet with details.

Other Assurance of Support

- 53** Are you the only person who is providing the Assurance of Support for the migrants covered by this Assurance of Support?
No Go to next question
Yes Go to 55

- 54** Give details of anyone else providing Assurance of Support for the migrants covered by this Assurance of Support.

A separate **Application to provide an Assurance of Support for the Community Support Program (SU714)** form will have to be completed by each of these other assurers.

1 Full name of other assurer
[]
Date of birth [/ /]
Centrelink Reference Number (if known) [] - [] - [] - []
Address
[]
[]
[] Postcode

2 Full name of other assurer
[]
Date of birth [/ /]
Centrelink Reference Number (if known) [] - [] - [] - []
Address
[]
[]
[] Postcode

- 55** Have you given any other Assurance of Support?
No Go to 57
Yes When was the other Assurance of Support accepted?

[/ /]

56 Who did you give the other Assurance of Support for?

1 Family name

 First given name

 Second given name

 Date of birth / / Gender Male Female
 Current address

 Postcode
 Country of birth

 Country of citizenship

2 Family name

 First given name

 Second given name

 Date of birth / / Gender Male Female
 Current address

 Postcode
 Country of birth

 Country of citizenship

If you have given Assurance of Support to more than 2 people, provide a separate sheet with details.

Help to complete this form

57 Did someone help you complete this form?

No **Go to 59**

Yes Give the person's details below

Their name

Their address

 Postcode

Their phone number

58 Do you want us to contact this person if we have questions about this form?

No

Yes

Checklist

59 The following form and/or documents are required from you (and/or your organisation) when returning this form.

Where you are asked to supply documents, provide original documents.

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

All assurers must provide:

Department of Home Affairs letter to the visa applicant advising that an Assurance of Support is required

Identity documents
 For a full list of acceptable documents, go to servicesaustralia.gov.au/identity

If you are signing as an individual assurer (that is, you are not signing on behalf of an organisation) you must also provide:

Proof of your Australian residence status (If you answered No at **question 21**)

Evidence of your ongoing income (for example, 2 most recent consecutive payslips, letter from accountant, letter from employer, profit and loss statement) (If you answered **question 40**)

Evidence of your income from the last financial year (for example, Notice of Assessment or any other Australian Taxation Office (ATO) letter or document stating your taxable income for the last financial year) (If you answered **question 41**)

Privacy notice

60 You need to read this

Privacy and your personal information

The privacy and security of your personal information is important to us, and is protected by law. We need to collect this information so we can process and manage your applications and payments, and provide services to you. We only share your information with other parties where you have agreed, or where the law allows or requires it. For more information, go to servicesaustralia.gov.au/privacy

Your declaration

61 I declare that:

- the information provided in this form is complete and correct and that the documents provided are genuine.

I understand that:

- Services Australia can make relevant enquiries to establish if I (or the organisation I represent) qualify to provide an Assurance of Support.
- giving false or misleading information is a serious offence.

Your signature



Date

/ /

The statement on page 12 must be signed in the presence of a Services Australia Service Officer or an Authorised Official.

You should not sign the statement if you do not understand and agree.

OFFICE USE ONLY

CRN - - -

Date of receipt / /

Case ID - - -

Did the assurer satisfy the income test?

Yes

No

Can the assurer provide proof of any other income to meet the income threshold (for example, fringe benefits, foreign income, tax free pension or benefit, tax free salary such as that received by ADF and AFP personnel who are deployed overseas)?

No

Yes

Date of decision / /

Accepted

Rejected

SO Signature

You will be asked to sign this statement in the presence of a Services Australia Service Officer or an Authorised Official.

Statement by assurer

I understand that:

- I am required to provide sufficient direct or indirect financial assistance to the person(s) listed in the **Application to provide an Assurance of Support for the Community Support Program (SU714)** form that I have signed to make sure that they will not rely on Centrelink payments.
- I am required to repay to the Australian Government the full amount of any Centrelink payments that are recoverable under the terms of the Assurance of Support paid to any person(s) listed in the **Application to provide an Assurance of Support for the Community Support Program (SU714)** form.
- I am required to advise Services Australia of any changes to my contact details such as address or phone number. If Services Australia cannot contact me recoverable payments may be made to an assuree without my knowledge.
- generally I will be contacted by Services Australia if the assuree(s) make(s) a claim for a recoverable payment. I accept that I may not be contacted immediately if a claim results from alleged domestic violence or family breakdown.
- new payments may be included as recoverable payments at any time and that I may also be required to repay any amounts of these made to the person(s) listed in the **Application to provide an Assurance of Support for the Community Support Program (SU714)** form.
- Services Australia may use its debt recovery powers under the *Social Security Act 1991*, including action that may be taken against me in a court, to recover from me any debt to the Australian Government that arises as a result of me giving this Assurance of Support.
- the Assurance of Support remains in force for a period of 12 months for Special Humanitarian Entrants. This period begins on the day the person(s) for whom I have given the Assurance of Support arrive(s) in Australia or is granted the visa for which the Assurance of Support was required, whichever happens later.
- **once the person(s) for whom I have given an Assurance of Support is/are granted the visa to which the Assurance of Support applies, the Assurance of Support cannot be withdrawn, and that my responsibilities as an assurer will remain in place for the full period of the Assurance of Support, regardless of any changes in circumstances, financial hardship, or a breakdown in the relationship between myself and any person(s) for whom I have given an Assurance of Support.**

To be signed in the presence of a Services Australia Service Officer or an Authorised Official

Assurer's name

Assurer's signature



Signed before me
(Services Australia Service Officer or an Authorised Official)

Services Australia Service Officer's or
Authorised Official's signature



On (date)

At Services Australia (Service Centre name) or Authorised Office