

## SILC: Services & Fees

SILC supports families to establish and operate family governed homes for their family member (usually aged 18+) with disability that are largely funded by NDIS Supported Independent Living (SIL) packages.



In accordance with the NDIS principle of Choice and Control, SILC encourages families to be actively involved, to the extent that is possible, in managing and governing the operations of their family member's supported accommodation.

SILC is a registered NDIS Service Provider #4050010743 (NSW). We support Participants with SIL as well as 'Investigating Housing Solutions' Support Co-ordination.

SILC generally only provides services and supports for Members, their family members with disability and Support Workers.

### Membership:

SILC has two types of Members:

There is a one-off entry fee for both classes of membership amounting to \$10 including GST. This is payable at the time of making an application for membership.

(1) **Corporate Members** – also known as House Operators. These are co-operatives or other legal entities established to operate a SIL home for NDIS Participants that are typically family members. **Annual Corporate Membership is \$2,200 including GST.**

(2) **Individual Members** – these are persons interested in learning about SILC that will possibly join with other Individual Members and progress to become a Corporate Member. **Annual Individual Membership is \$50 including GST.**

\* Groups of people intending to become a Corporate Member can pay \$2,200 including GST to register as on the Pathway to Corporate Membership.

SILC Membership year runs from 1 May to 30 April. Corporate Members that join during the course of the year pay a full year's membership fee but get credit for the unused pro rata period in their second year of membership. Membership fees are not refunded when a Member terminates membership.

Most SIL Providers charge a set percentage of the SIL funding of Participants and/or retain any surplus of SIL funding received from NDIS over their costs of providing services. SILC charges a low flat fee per House and additional fees for additional services. This allows people with disability and their family members to only pay for the services they need to purchase from SILC. SILC services may be able to be paid for using NDIS support coordination funding (\$96.04/hour) if applicable. Alternatively, services are charged at the rates shown below.

Payments of fees to SILC are to be made by way of electronic bank transfer to SILC: BSB 313 140, Account Number 121115356, quoting the invoice number provided by SILC.

Service	Details	Fees (inclusive of GST)
<p><b>Supported Independent Living (SIL)</b></p>	<p>Supported Independent Living (SIL) is a specialist NDIS service that provides funding for workers to support people with disability with all activities of daily living in shared accommodation and to participate in community activities. It is a specialist NDIS service and is separate from Community Participation funding. Only NDIS registered SIL providers can provide SIL.</p> <p>As your SIL Provider, SILC will:</p> <ul style="list-style-type: none"> <li>- prepare and submit a SIL quote for each Participant</li> <li>- prepare service agreements for each Participant</li> <li>- claim through the NDIS portal for services delivered</li> <li>- provide the policies and procedures required to operate a supported accommodation service with regular updates available on the Corporate Members' section of SILC's website</li> <li>- ensure compliance with NDIS Quality &amp; Safeguarding Practice Standards (from July 2018)</li> <li>- provide template documentation and other resources</li> <li>- conduct compliance checks at least twice a year to ensure your home is complying with the <i>National Disability Insurance Act 2013</i> and NDIS Quality &amp; Safeguards Commission Requirements (from July 2018)</li> <li>- provide continual support to House Operators and their staff for operation of your home</li> <li>- convene a restrictive practice authorisation panel (if required)</li> <li>- review documentation required for Participants and Support Workers</li> </ul> <p>House Operators are required to sign SILC's House Operator Agreement and the Acceptance of SILC's Standard Documentation Agreement. House Operators are</p>	<p><b>\$6,050 per quarter per house</b></p> <p>Payable quarterly in advance on the first day of January, April, July and October.</p> <p>Pro rata if initial quarter commences part way through a quarter.</p> <p>Not refunded if House Operator terminates the agreement during the course of a quarter.</p>

Service	Details	Fees (inclusive of GST)
	required to give SILC access to documentation and financial records that are securely stored on a Google Drive or a similar record keeping system.	
Register as a Co-operative and as a Charity	<p>SILC can assist you to set up your family-governed co-operative. We will work with you to:</p> <ul style="list-style-type: none"> <li>- provide support to get your co-operative registered and operating</li> <li>- outline the benefits of a co-operative model and how it can work in disability housing</li> <li>- determine what type of co-operative you want to form and who will be your members</li> <li>- help set up and lodge the Rules</li> <li>- help register a business name</li> <li>- help obtain an ABN</li> <li>- help register for GST</li> <li>- help apply for registration as a charity with ACNC (so no tax is payable on surpluses)</li> </ul> <p>help prepare and lodge returns to ACNC and government (e.g. NSW Dept. of Fair Trading)</p>	<p><b>\$1,100 (one-off)</b></p> <p>Excludes fees payable to government or lawyers.</p>
Set up Accounting Systems	<p>SILC can assist you to:</p> <ul style="list-style-type: none"> <li>- set up Xero accounting software. Xero allows you to manage your accounts in one place, generate reports, provide financial transparency members as well as SILC and interfaces with your bank account and payroll</li> <li>- prepare a budget</li> <li>- lodge BAS returns – these generally provide a tax refund for GST on purchases</li> <li>- set up log books for motor vehicles, petty cash and other financial records</li> </ul>	<p><b>\$55 per hour</b></p>
Employer of House Support Staff	<p>SILC can act as the legal employer of the staff supporting Participants in your House and deliver employee services including payroll, superannuation contributions, travel reimbursement, workers' compensation insurance, salary packaging and leave tracking. The fortnightly fee is in addition to payment for amounts paid on wages and salaries, superannuation contributions and workers' compensation insurance premiums.</p>	<p><b>\$88 / employee / fortnight</b></p>

Service	Details	Fees (inclusive of GST)
	<p>SILC publishes a pay scale for its employees that work as support workers. House Operators can choose whether employers are permanent, permanent part-time or casual and their level of pay within SILC's pay scale. House Operators can also pay allowances to staff.</p> <p>SILC uses Wageloch software for rostering, time attendance and payroll processing.</p>	
Rostering Support	SILC can help you design a roster	<b>\$96.04 per hour</b>
House Meetings	<p>SILC can assist you by:</p> <ul style="list-style-type: none"> <li>- setting up meetings of the House Operator Board or Staff</li> </ul> <p>recording and circulating minutes of meetings and keeping track of actions</p>	<b>\$96.04 per hour (minimum 2 hours including travel time)</b>
Using Tools and Resources	<p>Collating/designing Client Data Collection Tools such as:</p> <ul style="list-style-type: none"> <li>- Client Mood or Sleep Charts</li> <li>- Food and Drink Charts</li> <li>- Medication Charts (\$10 per National Standard Medication Chart)</li> <li>- Incident Reports</li> </ul> <p>Conducting surveys such as:</p> <ul style="list-style-type: none"> <li>- Staff Satisfaction Survey</li> <li>- Staff Quality Assessment Survey</li> </ul> <p>Assisting with annual Staff Evaluations</p>	<b>\$96.04 per hour</b>
Dispute Resolution	SILC can assist with the resolution of grievances - between families or staff or a combination.	<b>\$440 per issue</b>
Support Co-ordination	Support Co-ordination which is limited to investigating the viability of a family governed SIL housing solution and ongoing operations.	<b>\$96.04 per hour</b>
Specialist Disability Accommodation (SDA)	<p>Specialist Disability Accommodation (SDA) is funding for NDIS Participants who require specialist housing solutions. It provides funding for new builds or modifications to existing properties. SDA funding is a function of the NDIS Participant's support level, the geographic location and building design category.</p> <p>We will work with you to:</p> <ul style="list-style-type: none"> <li>- find an Accommodation Provider</li> </ul>	<b>Pricing by agreement</b>

Service	Details	Fees (inclusive of GST)
	<ul style="list-style-type: none"> <li>- help the Accommodation Provider to prepare a SDA quote to submit to the NDIA for approval</li> <li>- develop a Service Agreement with the Accommodation Provider</li> <li>- model cash flows</li> <li>- arrange finance</li> <li>- connect with architects, builders, developers, certifiers etc.</li> <li>- lodge applications to Local Council and other bodies for approval</li> </ul>	
Assistance to become your own NDIS service provider	<p>SILC can assist you to apply to become your own NDIS service provider and:</p> <ul style="list-style-type: none"> <li>- work with you to develop all the documentation needed to become an approved NDIS specialist service provider</li> <li>- all the other services as listed above</li> </ul>	<b>\$40,000 / one-off per State or Territory</b>
Individual Flexibility Agreements	<p>SILC can assist you to develop Individual Flexibility Agreements between your staff and the home and conduct BOOT against the Social, Community, Home Care and Disability Services Industry Award 2010</p>	<p><b>\$220 per employee in first year</b></p> <p><b>\$110 per employee in subsequent years</b></p>
Community Participation (CP)	<p>SILC is registered with NDIS as a Provider of CP ("Day Program"). House staff can work with Participants between 9am and 3p on days between Monday to Friday using CP funding from the Participant's Plan. The Participant pays the House Operator the hourly rate in the NDIS Price Guide for the provision of CP using SILC's NDIS registration.</p>	<p><b>\$550 establishment fee</b> <b>\$275 annual fee</b></p> <p>House Operator pays SILC a one-off establishment fee of \$550 per Participant receiving CP under SILC's registration and an annual fee of \$275 per relevant Participant from 1 May each year</p>