

SILC Schedule of Fees and Services

Supporting Independent Living Cooperative Ltd (SILC) is a cooperative and a NDIS registered provider (#4050010743).

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, as outlined in SILC's House Operator Agreement (2021).

SILC is registered to provide NDIS Participants with SIL, Support Coordination and Community Participation services. SILC is also a registered Voluntary Out of Home Care (VOOHC) provider.

SILC provides services and supports for Corporate Members, Pathway to Corporate Members, and their family members with disability

SILC NDIS Pass Through

Most SIL Providers retain any surplus of SIL funding received from NDIS over their costs of providing services. SILC passes an amount (NDIS Pass Through) to the House Operator for tasks that would be performed by a typical Provider. SILC also charges the House Operator for services it provides (as outlined in the Schedule of Fees for Corporate Members and Pathway to Corporate Members).

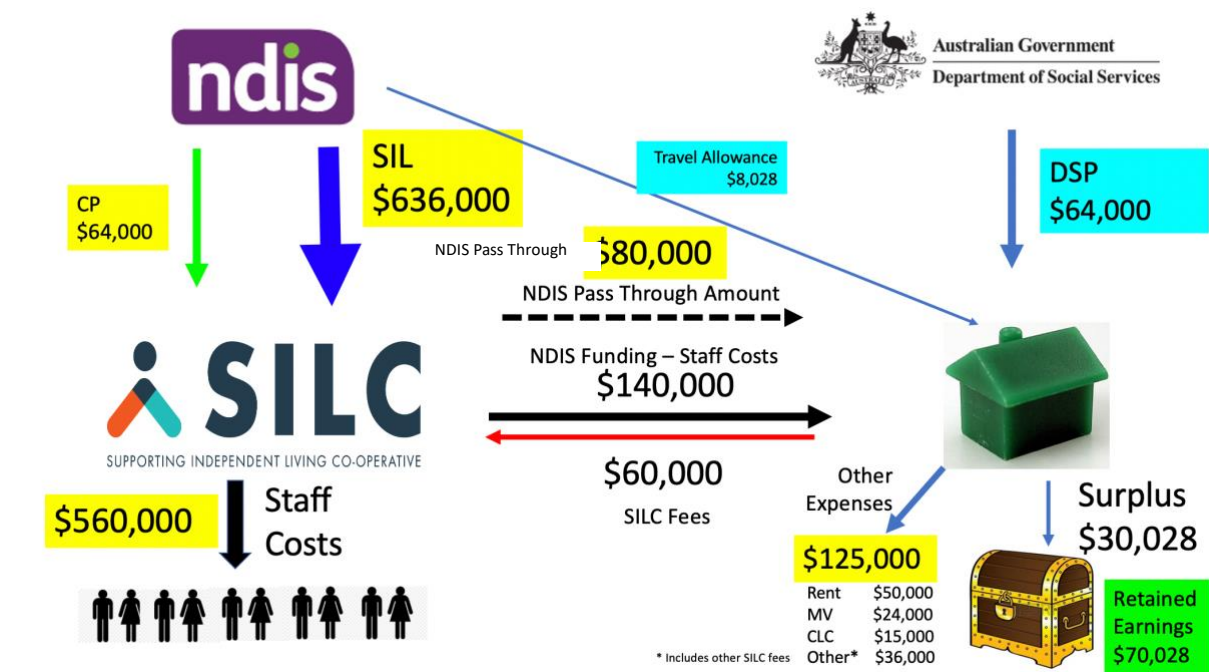
Tasks performed by House Operators include:

- Renting and maintaining the property, dealing with the landlord or agent, paying utility bills etc
- Recruiting and supervising support workers to be employed by SILC and holding regular meetings with them to ensure that they provide quality support for the residents
- Ensuring compliance with requirements of SILC, NDIS and other regulators

The amount that SILC passes to the House Operator is the difference between the government funding that SILC receives as NDIS Provider and what SILC pays for Staff Costs including provisions for leave and contingencies less SILC's fees as SIL Provider payroll administrator.

The difference between the NDIS Pass Through amount paid by SILC to the House Operator and fees paid by the House Operator to SILC enables the House Operator to cover its operating expenses and achieve surplus. Retained earnings can be used by the House Operator for the benefit of residents.

Example:



SILC passes the House Operator \$80,000 being the difference between \$700,000 NDIS funding received and \$560,000 Staff Costs and House Operator pays SILC fees for SIL/VOOHC, payroll administration and travel reimbursement totalling \$60,000. These amounts are net settled by SILC paying House Operator \$80,000. If Other Expenses of the House Operator total \$125,000, House Operator makes a surplus of \$30,028 for the current year. If Retained Earnings at the start of the year had been \$40,000, Retained Earnings at end of year would be \$70,038.

SIL funding is drawn down from NDIS 4-weekly. SILC prepares a 4-weekly bill detailing the composition of the net payment. The net payment to the House Operator may vary to some extent from one 4-week period to the next.

SILC – Services & Charges – previous version 23 July 2020

updated 31 December 2020 Pricing effective from 2 February 2021

Fees for services to Participants are at the NDIS Price Guide rates. Services that SILC provides to House Operators at an hourly rate are charged at the **NDIS Support Coordination (SC) hourly rate** (\$100.14 /hour as of 1 December 2020 Price Guide). The fee for services to House Operators or Participants invoiced at the Support Coordination funding hourly rate will automatically change when NDIS updates its Price Guide. These fees are designated **SILC Support (SS)¹ hourly rate** below. Other services are charged at the rates shown below

SILC Services & Fees for House Operators/Corporate Members²		
Service	Details	Fees (exclusive of GST)³
Supported Independent Living (SIL) and Voluntarily Out of Home Care (VOOHC)	<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 Social/Community Participation funding. Only NDIS registered SIL providers can provide SIL.</p> <p>As your SIL/VOOHC Provider, SILC will:</p> <ul style="list-style-type: none"> - submit a SIL quote for each Participant and provide support for SIL component of NDIS plan review, as often as is required - liaise with NDIA with regards to SIL case/quote and provide advocacy, if required - prepare service agreements for each Participant - claim through the NDIS portal for services delivered, transfer funding to entity, provide recipient created tax invoices and monitor SIL funding spend - provide Houses with SILC systems, policies, procedures forms required to operate a supported accommodation service with regular updates available on the Corporate Members' section of SILC's website 	<p>\$2,500 per 4 weeks, per house</p> <p>\$2,750 per 4 weeks, per house if mix includes resident/s who are under the age of 18</p> <p>Fees apply when NDIS Participant commences residing in SILC home.</p> <p>Payable 4-weekly in advance.</p> <p>Not refunded if House Operator terminates the agreement.</p>

¹ Hourly rate in line with NDIS Support Coordination rate. Rates will automatically change when NDIS updates its Price Guide

² SILC reserves the right to make changes to the Services it provides and its Schedule of Charges with 1 months' notice to members of any changes (excluding NDIS Price Guide Fees)

³ Services to House Operators are GST exempt

SILC – Services & Charges – previous version 23 July 2020

updated **31 December 2020 Pricing effective from 2 February 2021**

	<ul style="list-style-type: none"> - cover House under SILC’s public liability and association liability insurance policy (houses can take out their own cover if preferred) - ensure compliance with NDIS Quality & Safeguarding Practice Standards (from July 2018) by reviewing documentation - monitor incident reports, notify NDIS Quality and Safeguard Commission of reportable incidents and provide support to follow up on any reportable incidents/allegations if required - Conduct a Continual Improvement Review at least once a year (usually in July-August) to ensure your home is complying with the <u>National Disability Insurance Act 2013</u> and NDIS Quality & Safeguards Commission requirements (from July 2018). Additional Improvement Reviews may be conducted at 7 days’ notice at SILC’s discretion - Provide monthly support to nominated House Representative - Facilitate bi-monthly forums for these staff to encourage information sharing and peer-to-peer learning <p>Note: If support provided by SILC exceeds a reasonable threshold (as assessed by the SILC Board or Head Office Team), House Operators will be charged \$5 hourly rate per hour for additional SIL/VOOHC services delivered.</p> <p>House Operators are required to sign SILC’s House Operator Agreement. House Operators are required to give SILC access to financial records on Xero and documentation that are securely stored on a Google Drive.</p>	
<p>Establishment & Maintenance Fee</p>	<p>SILC is registered with the NDIS as a Provider of Core Supports, Social/Community Participation (CP) and some Capacity Building supports.</p> <p>Where SILC is required to draw down from NDIS funding categories other than SIL or Support Coordination, SILC will charge an annual establishment/maintenance fee per funding category to establish a service agreement, conduct and monitor drawdowns/bank</p>	<ul style="list-style-type: none"> ● \$1,000 per annum per Participant using SILC as CP Provider plus \$100 every time a different CP amount is drawn down because the Participant’s CP roster has been varied

	<p>transfers and provide recipient created tax invoices. This fee also covers annual reporting/quoting required by the NDIA for these services.</p> <p>The Participant pays the House Operator the hourly rate in the NDIS Price Guide for the provision of services delivered using SILC's NDIS registration.</p> <p>House staff may work with Participants between 9am and 3pm on days between Monday to Friday using CP funding from the Participant's Plan. House staff may also provide support to residents at their family home if they are in a shared care arrangement, meaning they spend a portion of the week at their family home and the remainder of the week they are supported at their SIL home.</p>	<ul style="list-style-type: none"> • \$1,000 per annum per Participant for whom SILC draws CORE funding plus \$100 every time the Participant's CORE amount payable to SILC is updated
<p>Employer of House Support Staff</p>	<p>SILC will be the 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>SILC publishes a pay scale for its employees that work as support workers. House Operators can choose whether employees are permanent, permanent part-time or casual. House Operators can also pay allowances to staff.</p> <ul style="list-style-type: none"> - SILC uses Wageloch software for rostering, time attendance and payroll processing which will be provided at no additional cost. 	<p>\$80 / employee paid / fortnight</p> <p>If an employee works at houses of 2 or more House Operators, each House Operator will pay employee fees.</p>
<p>New Employee Fee</p>	<p>SILC will</p> <ul style="list-style-type: none"> - Ensure worker screening is carried out and documentation received, before commencing new employee - Issue new employees with an IFA - Set up new employees onto SILC's Learning Hub - Set up new employees onto SILC's payroll system - Set up new employees with their chosen superannuation provider - Set up permanent employees with salary packaging 	<p>\$400 per new employee.</p>

<p>Individual Flexibility Agreements, Training Levy</p>	<p>SILC, as the legal employer of staff, will prepare and update Individual Flexibility Agreements at least annually. SILC will conduct BOOT against the Social, Community, Home Care and Disability Services Industry Award 2010 Level 2 Pay-point 4.</p> <p>SILC will provide a Learning Management System and facilitate training of House staff by:</p> <ul style="list-style-type: none"> - Coordinating and administering training platform - Developing training pathways using online platforms for support workers, House Managers and House Operators - Providing administration support on the learning platform - Negotiating discounted fees from training providers - Scheduling and arranging face to face training and a calendar to be made available to SILC House Operator staff - Provide quarterly reports of training completed by staff 	<p>IFAs</p> <p>\$100 per employee per annum in September and \$100 when an employee changes from casual to permanent or vice versa</p> <p>Training Levy \$200 per employee⁴ per annum in May</p>
<p>Rostering Support</p>	<p>SILC can help you design a roster</p>	<p>SS rate per hour</p>
<p>Transition Support</p>	<p>SILC can help you plan and implement transition of a resident into or out of the House</p>	<p>SS rate per hour</p>
<p>Recording House Meetings</p>	<p>SILC can assist you by:</p> <ul style="list-style-type: none"> - acting as the minute taker of House Operator Board or staff meetings - recording and circulating agreed actions/minutes of meetings 	<p>SS rate per hour (minimum 2 hours including travel time)</p>
<p>Restrictive Practice Support</p>	<p>For Participants requiring Restrictive Practice support, SILC will invoice the House Operator for time spent by Head Office staff for the following:</p> <ul style="list-style-type: none"> - Entering behaviour support plans onto the Department of Communities and Justice (DCJ) Restrictive Practice Authorisation Portal - Convene a Restrictive Practice Authorisation Panel to obtain approval in the use of restrictive practices 	<p>SS rate per hour</p>

⁴ Casual employees that average less than one shift per fortnight are exempted from mandatory training and the training levy provided they never work without a qualified employee present

	<ul style="list-style-type: none"> - Reporting to the Commission the use of authorised and/ or unauthorised use of Restrictive Practices in the Home - Monitoring the use of restrictive practices and review of restrictive practices in the home 	
Dispute Resolution	SILC can assist with the resolution of grievances - between families or staff or a combination.	SS rate per hour
Specialist Disability Accommodation (SDA)	<p>Specialist Disability Accommodation (SDA) is funding for NDIS Participants who require specialist housing solutions. SDA funding is a function of the NDIS Participant’s building design category, the geographic location and building type.</p> <p>SILC will work with House Operators to:</p> <ul style="list-style-type: none"> - find an Accommodation Provider - work with the Accommodation Provider to prepare documentation - model cash flows - negotiate financial arrangements between House Operator and Accommodation Provider 	<p>\$200 per hour for consulting services on SDA.</p> <p>The first 10 hours per year are covered by Corporate Membership Fee</p>

SILC Services & Fees for NDIS Participants⁵		
Service	Details	NDIS Price Guide Fees (excl. GST)
Support Co-ordination	Support Co-ordination will be delivered in accordance with the Support Co-ordination goals identified at the time of the service agreement.	\$C rate per hour
Specialist Support Co-ordination	Specialist Support Coordination which is time limited and delivered within a specialist framework necessitated by high risks in a participant's situation, to address barriers and reduce complexity in environment. This support usually includes assistance to connect with multiple stakeholders and multi-disciplinary supports to plan, collaborate and implement a complex family governed housing transition plan.	\$190.54 per hour
Individual Living Options (ILO)	Exploration and Design SILC will work with the participant, their representative and support coordinator to design an individualised home and living option, develop a service proposal and provide a quote to submit to the NDIA for their proposed ILO arrangement	\$100.14 per hour

⁵ Hourly rates in this section are NDIS Price Guide rates. Rates will increase in line with NDIS price guide increase.
SILC – Services & Charges – previous version 23 July 2020

SILC Services & Fees for Pathway to Corporate Membership⁶		
Service	Details	NDIS Price Guide Fees (excl. GST)
Register for an ABN	SILC can assist you to register for an Australian Business Number (ABN) with the Australian Business Register.	SS rate per hour
Register as a Charity	SILC can assist you to register your co-operative as a charity. We will work with you to: <ul style="list-style-type: none"> - help apply for registration as a charity with ACNC - help register for GST exemption (so no tax is payable on surplus) 	SS rate per hour Excludes fees payable to government or lawyers.
Set up Accounting Systems	SILC can assist you to: <ul style="list-style-type: none"> - 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 - build your budget into Xero - lodge BAS returns – these generally provide a tax refund for GST on purchases - set up log books for motor vehicles, petty cash and other financial records 	SS rate per hour
Specialist Disability Accommodation (SDA)	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. We will work with you to: <ul style="list-style-type: none"> - find an Accommodation Provider - work with the Accommodation Provider to prepare documentation - model cash flows - negotiate financial arrangements between House Operator and Accommodation Provider 	The first 10 hours per year are covered by Fee for Pathway to Membership.

⁶ SILC will invoice people on Pathway to Corporate Membership at the time but may delay collection of the fees until they have become a House Operator and built up sufficient surplus to pay.

