

Office of Housing
Creating Connections
Education Employment Pathways (CEEP)
Guidelines
January 2008-June 2009

**Creating Connections Education
Employment Pathways (CEEP)
January 2008-June 2009**

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Glossary

CEEP	<i>Creating Connections</i> Education Employment Pathways
DHS	Department of Human Services
DoH	Director of Housing
EET	Employment, Education and Training
JPET	Jobs Placement, Employment and Training
HSS	Homelessness Service System
OoH	Office of Housing
SAAP	Supported Accommodation Assistance Program
THM	Transitional Housing Management
YHAP	Youth Homelessness Action Plan

Part 1.

Introduction

Purpose of the guidelines

These guidelines have been developed in response to the evaluation of the Youth Homelessness Action Plan first stage report (YHAP1), incorporating the Youth Employment Education and Training Initiative (YEETI) and are to be used in the delivery of *Creating Connections* regional youth hub services.

These guidelines are effective from January 2008 to June 2009 and will be reviewed by the Office of Housing (OoH) within this time to further refine the guidelines (if required) and to document the role of the *Creating Connections* regional youth hub education, employment and training (EET) provider in the delivery of CEEP.

Background Information

These guidelines provide homelessness assistance services a guide to accessing brokerage to support and sustain pathways into EET for 15 – 25 year olds experiencing or at risk of homelessness.

Research into pathways out of homelessness, suggests that engagement in EET are key factors to sustaining accommodation independent of the homelessness service system. As homelessness assistance service providers it is important to provide personal and practical support to young people seeking assistance with pathway planning around EET options. CEEP aims to provide focussed regional responses, with more clearly defined EET interventions.

In 2004 the YEETI was funded under YHAP1, its prime objective was to deliver Statewide brokerage funding to 15 – 25 year olds who were homeless or at risk of homelessness. The brokerage funding was aimed at supporting young people to engage, maintain, and sustain pathways into education, employment and training. Over the 3-year funding period YEETI assisted many young people to secure meaningful pathways into EET.

Regional Context

Creating Connections Youth Homelessness Action Plan Stage 2 was launched in October 2006, and is at varying stages of implementation across Victoria. As of January 2008, each of the Department of Human Services (DHS) regions (listed below) will be responsible for formalising a partnership to deliver enhanced services, including CEEP brokerage funding to young people requiring assistance to engage in, maintain and sustain their pathways into EET:

- Barwon South Western
- Eastern
- Gippsland
- Grampians
- Hume
- Loddon Mallee
- North/Western
- Southern

Part 2.

Overview

Principles of Brokerage Funding

Brokerage funds are to be used to ensure young people accessing homelessness assistance programs are provided with the opportunity to participate in EET options.

The following principles highlight how services can support and identify the most appropriate package of support for young people to access these options. It is important for services to determine the "readiness" of young people to engage in a pathway to EET.

The case plan attached to a young person should incorporate an integrated package of support. The following points should be considered when developing the case plan and accessing brokerage.

The application and caseplan for funding should be:

- developed in consultation with the young person to reflect their interests, abilities, initiative and aspirations;
- sustainable for the young person after the funding has been utilised and after support has ceased;
- appropriate to the young person's age, abilities and circumstances;
- flexible, holistic and future orientated;
- developed in consultation with key stakeholders to build a coordinated support plan to strengthen the young person's participation (eg. JPET Workers and other homelessness workers); and
- clearly articulated in terms of individual and shared responsibilities of the young person and the support worker within specified timeframes.

Role and Responsibility of the *Creating Connections* Regional Youth Hub

It will be the responsibility of each of the *Creating Connections* regional youth hub EET providers to coordinate and administer the brokerage funds within their region. *Creating Connections* regional youth hubs are required to consider the following elements to brokerage delivery:

- *Creating Connections* regional youth hubs will advertise the availability of the brokerage to all homelessness assistance services across the region (eg. through networks such as the local area services network and regional forums etc). This includes Transitional Housing Managers (THM), refuges, specialist Supported Accommodation Assistance Program (SAAP) services (eg. youth, family violence) and cross target services.
- access and equity - ensure services and young people across regions have fair and equitable access to brokerage funds.
- accountability - establish measures to ensure accountability to services, young people and the OoH.
- administration - ensure administration of funds are managed in a timely and accurate manner.
- record keeping/data collection – collection of client application information, including case notes, receipts/record of expenditure. This should occur in a secure environment in line with the Information Privacy Act 2000.
- convene and coordinate a regional panel that will process brokerage applications as it pertains to each departmental region.



- evaluation - record follow up information to support any evaluation processes. Each region will be required to follow up on the young persons progress. This should occur for two periods, at three months following approval of applications and then at six months after the initial follow up.

Regional Brokerage

Each region will be allocated a specified amount of brokerage over the funded period as determined by the DHS. These funds are capped per client per funding round.

Management

Overall brokerage funding will be allocated to all DHS regions as specified by Housing Sector Development within the OoH. The management of funds will be the responsibility of the *Creating Connections* regional youth hub, more specifically it will be administered via the EET provider.

Where a *Creating Connections* regional youth hub has more than one provider that is responsible for EET they will need to elect a service to be the key administrator of brokerage funds.

Each *Creating Connections* regional youth hub will form a regional panel to participate in the approval process of submitted brokerage application forms. The panel should comprise at least five members. The EET provider will convene and facilitate the panel.

It is recommended the panel should be a made up of a representative mix of services, including:

- the youth homelessness sector;
- education, employment and training sector (eg. a JPET provider);
- a homelessness networker; and
- a non youth hub provider where practicable and possible.

Other possible panel members:

- A representative from a local TAFE who has knowledge of pathway planning.

Number of applications per round:

- It is suggested that each regional panel set a maximum number of applications to be accepted per round. This will limit the impact on resources and set more realistic expectations for services applying for the brokerage.

Panel Purpose

The purpose of the panel is to assess the brokerage applications submitted by the homelessness service giving consideration to how appropriate the application is within the guidelines of the CEEP, the readiness of the young person to engage in this type of EET pathway, and the sustainability of the pathway for the young person. The panel will:

- approve and allocate funding;
- provide a rationale and recommendations on non-approved funding;
- contribute to any evaluation requirements of the CEEP;
- provide information and evidence to the OoH in relation to policy and/or broad programmatic issues.

Operational Standards

The Panel will operate in line with the Information Privacy Act 2000, which outlines the legislative rights and responsibilities of clients and employees with respect to protecting and making accessible personal information.

This privacy policy sits alongside and compliments obligations and rights such as duty of care, anti-discrimination, equal opportunity and providing equity of access to the service.

The key principles that the Panel will be guided by when collecting information:

- The collection of information should be strictly for the purpose of information that is needed for assessing a funding application.
- Ensure that the person knows why it is collected and how it is handled.
- Use and disclose the information for the primary and/or directly related purpose or for another purpose only with the person's consent.
- Store it securely protecting it from unauthorised access.
- Provide the person with access to their own information and the right to seek its correction.

Administration Obligations

In administering the brokerage funds the EET provider will consider the following:

- *Storage*-store the applications in line with the Information Privacy Act 2000.
- *Data Collection*-track, record and keep up to date and accurate information on brokerage applications.
- *Record Keeping*-record accurate client information and details of expenditure.
- *Evaluation and Monitoring*-contribute and support processes of evaluation and monitoring. It will be condition of funding that applying workers record and report the progress and outcomes of brokerage funding. It will be the responsibility of the EET provider to collect and record this information.
- *Distribution of brokerage funds*-It will be the key responsibility of the EET provider to administer the brokerage funding in a timely manner to approved applications.

Process

The following process will apply:

- All approved CEEP brokerage must be expended prior to the EET provider paying the applying service. If an agency is unable to follow this process they should contact the EET provider and negotiate an alternative.
- Photocopies of all receipts are required to be submitted along with the invoice to the EET provider, this will avoid double handling of money (eg. some funds being unspent and the need for refunds). It also ensures all required documentation is received by the EET provider.
- The funding must be expended and the invoice submitted within a 3-month period after the funding has been approved.

Reporting Requirements

Applying Services

A condition of brokerage is to provide feedback to the *Creating Connections* regional youth hub on how the brokerage funds have contributed to a young person's pathway into EET. A feedback/progress pro-forma should be supplied to applying services by the EET provider (*Appendix 7*). If a young person moves to another service whilst in receipt of brokerage funding, it is the responsibility of the original worker to pass on information to the next allocated worker/service, as it pertains to the funds along with feedback requirements.

Collection of feedback

It is the responsibility of the EET provider to collect feedback on brokerage and to provide feedback to the OoH (via DHS Regional Contract Manager) in a report format on a yearly basis on the following:

- brokerage expenditure;
- number of brokerage packages distributed within their region;
- client profile-who are the young people accessing brokerage funding;
- overview on how brokerage was spent (eg. pathways into education);
- the number of services and an overview of what services are accessing brokerage; and
- successes and issues as they relate to their region (via progress reporting).

Funding

Each region is allocated a set amount of brokerage over the funding period. There will be three brokerage rounds over the funding period (18 months).

The funding rounds for 2008 are as follows:

Key Funding Timelines	Funding Round 1 - 2008	Funding Round 2 - 2008
Opening Date	1 January	16 May
Closing Date	25 January	13 June
CEEP Panel Meet	8 February	27 June
Funding Rolled Out	11 February	30 June (or 1 July)
Initial Client follow up (progress report)	By the end of May	By the end of September
2 nd Client follow up (progress report)	By the end of November	By the end of March

It is the responsibility of the regional Panel and the EET provider to set funding round dates beyond 2008. The following factors should be taken into consideration when making these decisions:

- By the end of November the EET provider must set dates for funding rounds in the following year.
- The dates for the following school/TAFE/ University year should be considered. This means that funding should be approved with enough time for services/young people to enrol and purchase necessary items for education/training. (*Please note: applications for items other than education and training are still to be accepted and funded, this timing is to ensure that the funding is useful for those attending institutions*).

- The EET provider must firstly decide the date that the funding should be announced, as a general rule the Monday at least 2 weeks prior to the *"start date"* of the semester. This is to allow young people to pay for course costs etc, prior to the beginning of the course.
- The announcements for funding will be made on a Monday.
- The Friday prior to that is when the Panel should meet.
- The closing date for applications should be 2 weeks before the date the panel meets. This allows the EET provider enough time to finalise applications, complete data entry, photocopy and forward applications to panel members, the CEEP panel time to read the applications prior to the meeting; and
- The round should open a minimum of 3 weeks before the closing date.

Regional Targets/Packages

All regions will have a minimum number of targets or a number of young people that must access brokerage funds within each region. Funding applications will be capped at \$1,200.

The minimum number of targets for each region are noted in the table below.

Region	6 months (Jan-June 2008) Round 1	12 months (July 2008-June 2009) Rounds 2 & 3	18 Month Total to June 2009
Barwon	7	14	21
Loddon	7	14	21
Gippsland	7	14	21
Grampians	7	14	21
Hume	7	14	21
Eastern	33	66	99
N&WMR	43	86	129
Southern	33	66	99
Total	144	288	432

Note: While individual packages are capped, it is expected that application amounts will vary. The targets noted above are therefore a minimum number only.

Part 3

Program Information

Target Group 15 – 25 year olds who are homeless or at risk of homelessness and who are supported by either youth specific or cross target SAAP and THM services (including refuges).

Aim of the Service The brokerage funding aims to assist and support young people who are homeless or at-risk of homelessness, to engage and sustain EET pathways.

Objectives The key objectives of CEEP brokerage are to:

- enable young homeless people to participate in EET;
- sustain and /or re-engage the young person in EET;
- develop a sustainable pathway out of homelessness through improved integration of education and employment goals in homelessness programs; and
- support and assistance to to secure and sustain stable housing.

Please note: It is important for the key worker to make an effective assessment on the "readiness" of a young person to engage in EET options. Workers are advised to look at factors such as the young person's stability, realistic goal setting, commitment and other factors that influence a young person's capacity to participate. A sound and integrated caseplan should be integral to the process of applying for brokerage on behalf of a young person.

Eligibility Criteria CEEP can only be accessed by young people who are:

- 15-25 years old;
- homeless, or at risk of homelessness;
- engaged with homelessness assistance services;
- not in sustainable employment;
- experiencing long term difficulties in maintaining stable accommodation and overcoming barriers to participation in EET.

Use of Brokerage Brokerage funding is to be used for goods and/or services directly related to the EET pathway of the young person.

CEEP funding is intended to support young people to develop and sustain pathways into EET. Whilst it is recognised that young people need a range of support with material items such as general household goods, this funding source is not to be used for this purpose. Only material items directly related to the young persons EET pathway will be approved (eg. desk; chair).

CEEP funding applications are capped. Where additional funds are required to form an EET package of assistance for a young person services will need to demonstrate how they will access such funds.

CEEP funding cannot be used for the following items:

- goods/services that can be accessed through alternatives sources;
- assistance that can be provided through the Housing Establishment Fund (eg. rent in advance, rent arrears and emergency accommodation)
- agency infrastructure (eg. computers, office equipment etc. or capital items);

- general household furniture;
- mobile phones-funding can be used only on items that are sustainable and not likely to impact negatively on a young persons financial situation over time;
- to pay a young person's outstanding debt (utility bills, fines) which are not related to their EET plan;
- as additional funding for staffing and/or program infrastructure of the applying agency;
- for large personal outlays that do not directly relate to effective participation in EET;
- items that requires ongoing funding to sustain (*eg.* a car). Evidence of how this item will be sustained must appear in the application. The CEEP panel reserves the right to ask further questions in relation to the sustainability of this item, and to not approve an item they believe may create debt for the young person;
- food vouchers or equivalent
- costs that are intended/should be covered by other Government Departments, *eg.* Department of Education costs.

Caps on particular funding items apply. These items are listed in *Appendix 2*.

Definitions of Brokerage Interventions

Brokerage should be accessed when a young person and their support worker identify they are ready to sustain/maintain EET. This funding should form part of an overall case plan that reflects an integrated package of support incorporating the identified needs of the young person. Brokerage is intended to act as part of a packaged response to enable young people to move out of and beyond homelessness (brokerage funding can and should follow the young person through the homelessness service system).

For the purposes of the CEEP guidelines and application form the following definitions apply:

Employment Employment refers to paid work. This includes apprenticeships and traineeships however if the young person is engaged in an apprenticeship or traineeship this must be stipulated on the application form.

Education Education refers to schooling – in reference to the age group of CEEP (15-25) this is generally secondary or tertiary education. Education includes VCE, VCAL and VET courses as well as Certificates in General Education, whether these are being completed within a traditional schooling environment or an alternative environment.

Training Anything that is involved in becoming “*job-ready*”. Training includes courses that prepare an individual to undertake employment. This includes vocational TAFE courses and certificates (*eg.* pre-apprenticeship courses, bridging courses, vocational certificates through TAFE, general certificates (Responsible Service of Alcohol, forklift licences and similar).

Pathway A pathway refers to the intended long-term goals and direction of an individual. This long-term goal comprises many short-term goals along the way. A pathway should support the young person and their long-term goals with a view to becoming independent. A pathway should be structured in consultation with the young person, and take into consideration the individual’s aspirations, interests and passions. Appropriate supports should be in place to ensure the highest chance of success.

EET goal The pathway goal should work to secure the EET objective. An example of a pathway goal is to become a hairdresser. Becoming a hairdresser requires many shorter-term goals-completion of a pre-apprenticeship, finding, securing and sustaining an apprenticeship, passing training modules. It may also require the young person to gain their drivers license, have access to a computer, acquire tools of the trade and invest in appropriate clothing.

Homelessness A person is defined as homeless if they have inadequate access to safe and secure housing.
For the purposes of the SAAP Act 1994, a person is taken to have inadequate access to safe and secure housing if the only housing to which the person has access:

- a) damages or is likely to damage the person's health;
- b) threatens the person's safety;
- c) marginalises the person through failing to provide access to
 - i. Adequate personal amenities
 - ii. The economic and social supports that a home normally affords;
- d) places the person in circumstances which threaten or adversely affect the adequacy, safety, security and affordability of that housing;
- e) the person is living in accommodation provided under SAAP¹.

Australian Bureau of Statistics definitions of homelessness:

Primary Homelessness

People without conventional accommodation, such as people living on the streets, sleeping in parks, squatting in derelict buildings, or using cars or railway carriages for temporary shelter.²

Secondary Homelessness

People who move frequently from one form of temporary shelter to another. It covers people using emergency accommodation (such as hostels for the homeless or night shelters), teenagers staying in youth refuges, women and children escaping domestic violence (staying in women's shelter), people residing temporarily with other families (because they have no accommodation of their own), and those using boarding houses on an occasional or intermittent basis.³

Tertiary Homelessness

People who live in boarding houses on a medium to long-term basis. Residents of private boarding houses do not have a separate bedroom and living room, they do not have kitchen and bathroom facilities of their own, their accommodation is not self-contained, and they do not have security of tenure provided by a lease.⁴

Readiness A young persons readiness to continue/develop their pathway is subjective, however it is useful to consider the young persons' housing stability, ability to set realistic goals their commitment, willingness and ability to follow through on goals that have been set, their ability to sustain the pathway, and other barriers that the young person may be facing (eg. mental illness, drug and alcohol dependency issues, caring responsibilities).

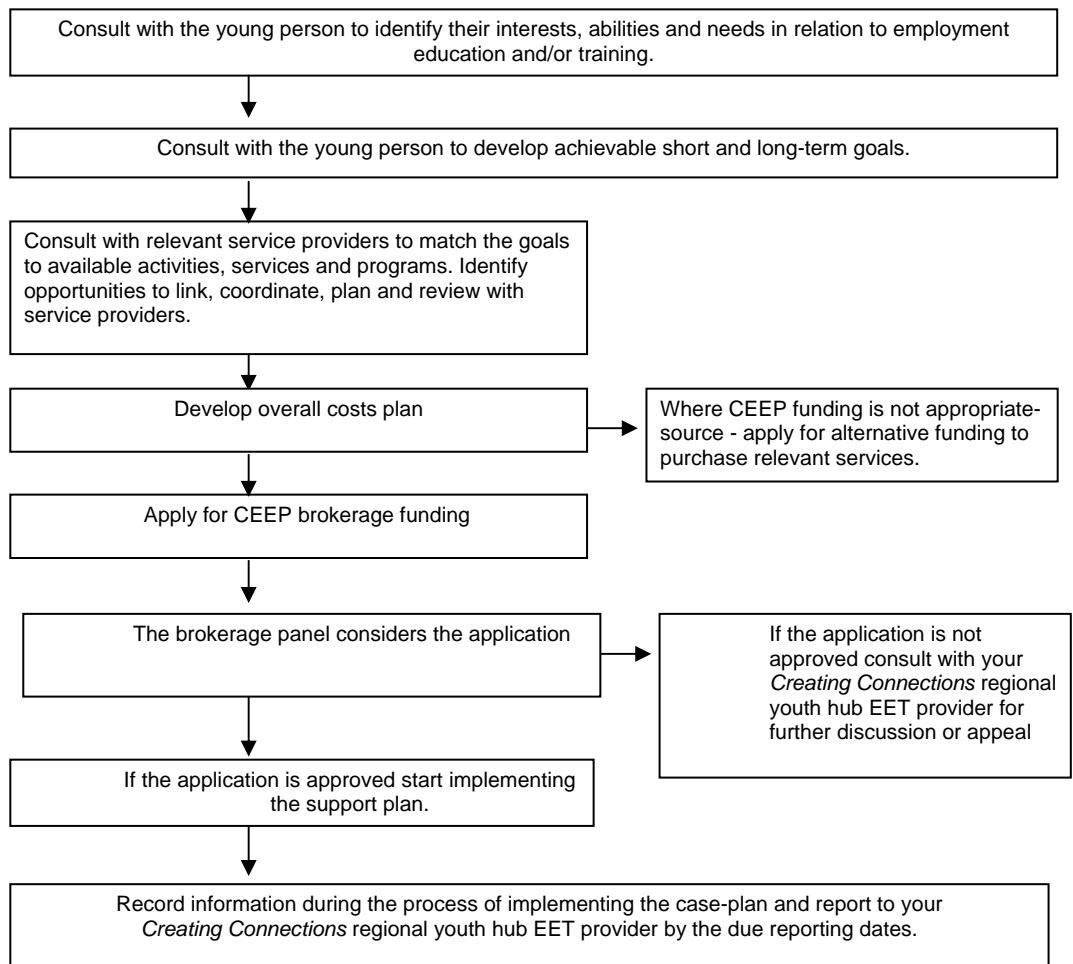
¹ SAAP Act 1994 - Section 4

² Chamberlain, C. & MacKenzie, D. (1998) Youth Homelessness Early Intervention and Prevention, *Australian Centre for Equity through Education*

³ Chamberlain, C. & MacKenzie, D. (1998) Youth Homelessness Early Intervention and Prevention, *Australian Centre for Equity through Education*

⁴ Chamberlain, C. & MacKenzie, D. (1998) Youth Homelessness Early Intervention and Prevention, *Australian Centre for Equity through Education*

Application Process



Service Provider Obligations

CEEP service providers will be required to meet obligations as identified in DHS service agreements, including meeting performance targets and data collection requirements.

Data collection will include:

- development of regional database to assist in the management of CEEP; and
- collation of the feedback/progress forms.

Applying Worker

In conjunction with the principles of brokerage funding, the worker submitting an application for brokerage needs to agree to:

- nominate themselves as the key contact for and on behalf of the young person;
- be responsible for ensuring the brokerage funding is used for its original intention;
- ensure the young person is supported to continue with their pathway into EET; and
- they will ensure that client progress reports are completed at three months following approval of applications and then at six months after the initial follow up.

In addition:

- Where the young person is no longer a client of a service, the original worker should ensure the caseplan for support is passed onto the next key worker and that next worker understands their role and responsibility in supporting the young person to engage and sustain their EET pathways.
- In the event the young person is no longer receiving support from any homelessness assistance service, the key worker where practicable contacts the *Creating Connections* regional youth hub EET provider to inform the young person is no longer in receipt of support.

Part 4

Additional Information

**Frequently
Asked
Questions**

What is a pathway?

A pathway refers to the intended long-term goals and direction of an individual. This long-term goal comprises of many short-term goals along the way. A pathway should support the young person and their long-term goals with a view to becoming independent. A pathway should be structured in consultation with the young person, and take into consideration the individual's aspirations, interests and passions. Appropriate supports should be in place to ensure the highest chance of success.

Can I apply for a young person more than once?

One application per young person can be made within a calendar year.

Can I apply for furniture within the package?

Only furniture directly linked with the young persons education, employment and training pathway will be funded. (eg. Desk, chair.) Beds, televisions, couches and other general household furniture will not be funded.

What can the funds be used for?

The funds can be used for goods or services that are directly related to the young persons EET pathway.

Examples of items that can be applied for:

- Course costs
- Stationary
- Travel tickets
- Uniform
- Work boots
- Computer
- "Tools of the trade"

These are examples only - applications are not confined to the above items.

Do I need to provide feedback?

Yes, feedback is required to be submitted 3 months after the initial approval date and then at six months after the initial follow up. The applying worker should utilise the progress/feedback form, and it is their responsibility to fill this in and return it at the appropriate time.

Can I apply for funding that will be used more than 6 months after the application is submitted?

No. Due to limited funding availability all funding applied for must be used within a 6-month period. If the funding is for a time beyond that it will not be approved.

Does the funding money need to be spent before my organisation invoices CEEP?

Yes. The funding is required to be expended prior to invoicing CEEP for the money. Expending the funding prior to invoicing reduces the need to refund unspent portions of the money and ensures that all necessary evidence is submitted to CEEP. If your service is unable to do this, please contact your *Creating Connections* regional youth hub EET provider to arrange another alternative.

Are receipts required to be submitted?

Yes. Photocopies of all receipts (please do not submit originals) are required to be submitted within 8 weeks of receiving the approval of the application. It is expected that receipts and the invoice will be submitted labelled clearly with the CEEP reference.

How long do I have to spend the money?

The invoice for the CEEP application must be received by CEEP within 8 weeks of the initial approval.

Who is responsible for administering the money?

The applying worker and their agency is responsible for administering the funding as per the original application within 8 weeks of approval.

Can the original application be varied?

Yes, in consultation with the CEEP worker. Changes to the original application are not guaranteed, however they will be considered. It is important that any changes being requested are linked with the young persons pathway. These changes must be requested in writing, however it is suggested you discuss them with the CEEP worker prior to doing this.

What if the young person moves to another service?

CEEP understands that young people often move between services. To accommodate for this, brokerage funds will always follow the young person. It is the responsibility of the original support worker to ensure, whilst maintaining confidentiality, that this information is handed over to the next service. If this occurs it is the responsibility of the original worker and the new worker to ensure the *Creating Connections* regional youth hub EET provider is informed of these changes in writing.

If a young person leaves the service system completely it is the responsibility of the applying worker to ensure that arrangements are put in place that support the young person to continue with their pathway. In this instance you must inform the *Creating Connections* regional youth hub EET provider of the changes in writing.

What if the young person disengages from the service?

If the young person disengages from a service before the funding has been spent it is the responsibility of the applying worker to inform the *Creating Connections* regional youth hub EET provider in writing and withdraw the application.

In this case the application will not be paid.

**List of
Appendices**

Appendix 1 – Application Form

This is the form to be completed when applying for CEEP brokerage funding.

Appendix 2 – CEEP Funding Caps

These funding caps apply to CEEP applications. If the item you are applying for sit within these caps there is no need to provide a quote to the EET provider. If the item falls outside of these items a quote must be submitted. These caps are negotiable on a case-by-case basis.

Appendix 3 – Examples of questions for workers and young person to discuss

This appendix contains examples of questions that the applying young person and their worker should discuss prior to filling in the application.

Appendix 4 – Approval letter

This approval letter forms the basis for the approval letter that the EET provider will send to approved applications.

Appendix 5 – Non approval letter

This non-approval letter forms the basis for communication of non-approval of an application from the CEEP panel.

Appendix 6 – Possible alternative funding sources

Several possible alternative funding sources are listed in this appendix. Please contact them for further information if required.

Appendix 7 – Feedback/Progress Form

Workers across Victoria will use this feedback form to provide the EET provider with a progress report, this should occur for two periods, at three months following application approval and then at six months after the initial follow up. It is a condition of funding that this is completed.

Creating Connections
Education Employment Pathways (CEEP)
Appendices 1-7
January 2008-June 2009

Appendix 1: CEEP Application Form

The submitting worker named below and any subsequent workers who take responsibility for this application must complete the CEEP Feedback/Progress (Appendix 7) as provided by the administrator of the CEEP Brokerage funds if this application is approved.

<p>Contact person:</p> <p>Referring agency:</p> <p>Program name:</p> <p>Postal address and post code:</p> <p>Contact phone number and email:</p>	<p>Has the attached permission form been signed by both yourself and the young person?</p> <p>This form must be signed prior to submitting the application.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Service Type:</p> <p><input type="checkbox"/> SAAP <input type="checkbox"/> Refuge <input type="checkbox"/> THM</p> <p><input type="checkbox"/> Other Type:</p>
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Young Person's Details

Alpha Code:	Gender:	Date of Birth:	Age:
<p>Country of birth:</p> <p><input type="checkbox"/> Australia <input type="checkbox"/> Other</p>	<p>Does the Young Person identify as Aboriginal or Torres Strait Islander?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Has this young person had previous involvement with the Dept of Human Services? (ie: protective services or youth justice)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

Length of homelessness	The young person is currently involved in	The funding applied for is to be used for the purposes of
Type of accommodation	<p>(See definitions in Guidelines)</p> <p>If Employment is selected, please indicate if it is:</p> <p><input type="checkbox"/> Apprenticeship</p> <p><input type="checkbox"/> Traineeship</p> <p><input type="checkbox"/> Other</p>	<p>(See definitions in Guidelines)</p> <p>If Employment is selected, please indicate if it is:</p> <p><input type="checkbox"/> Apprenticeship</p> <p><input type="checkbox"/> Traineeship</p> <p><input type="checkbox"/> Other</p>
Primary income (Identify one only)		

1. Why do you believe the young person is ready to engage in or continue their EET pathway? Have you and the young person discussed their EET pathway? Have you and the young person discussed their EET pathway?

(Consider their housing situation, goals, recent life events, whether they are currently involved in EET etc)

Please provide details:

2. Have you and the young person considered barriers other than homelessness that they may be facing in returning or sustaining their EET pathway?

(Other barriers may include mental health issues, family breakdown, drug and alcohol, caring responsibilities, gambling etc)

Please provide details of discussion and strategies/supports in place to sustain the pathway:

Appendix 1: CEEP Application Form

3. What is your support period with this young person? Weeks/Months
 What supports are in place for when your support period comes to an end to ensure that the young persons EET Pathway is sustainable?

4. What other homelessness support services and/or EET services are you and this young person working with to ensure this pathway is successful/sustained and how are these services being utilised? (eg: Hub, FRMP, JPET, Reconnect)

5. Does the young person have an existing case plan? Yes No
 Is this application linked to it? How?

Case Plan and Budget Plan

This table is for CEEP items being applied for in this application. Insert extra rows as needed.

Goal	Strategies	Short and long term outcomes expected	Item required as associated with the goal (if applicable)	Cost of item requested through CEEP
				\$
				\$
				\$
				\$
Total				\$

This table is for items funded through other means (eg: programs, young person, parents). Insert extra rows as needed.

Goal	Strategies	Timeframe	Item required as associated with the goal (if applicable)	Cost of item funded through other sources
				\$
				\$
				\$
				\$
Total				\$

Appendix 1: CEEP Application Form

Consent to Disclose Form

Regarding all the information provided in my application for CEEP I understand that:

- The CEEP Administrator will retain the information as support evidence for the CEEP records.
- I (the applicant) understand that the CEEP Panel is a group of independent workers who will look at my application for funding and who will operate in line with the Information Privacy Act 2000. CEEP Panel members will use only relevant information about my personal circumstances and activities provided in the case plan.
- My (the applicant) personal identifying information provided on this consent form will not be given to anybody apart from the CEEP Administrator, the Manager, and the CEEP Panel who review my application.
- Information about the outcomes of my (the applicant) involvement with CEEP may be used as a good example of success when information about CEEP is published or presented in public. However, other people will not know that I have participated in CEEP because my identity will be kept secret.
- As the support worker for this CEEP application I agree to submit feedback regarding this application and its outcomes on a form specified by the CEEP Administrator.

Applicants Name:
Date:

Applicants Signature:

Worker's Name:
Date:

Worker's Signature:

This permission form must be returned by fax or post to



Appendix 2: CEEP Funding Caps

List of Caps on Individual Items for CEEP Applications

Applications are not limited to the following items. These are simply the items that have a cap applied to them. If you apply for these items quotes are not required.

If you apply for any other item a quote must be submitted.

In order for CEEP to remain flexible these caps are negotiable under special circumstances. Any negotiation must go through the CEEP Administrator prior to an application being submitted.

Entire Application	
The cap on the entire application is not negotiable.	\$1200.00

Travel Tickets	
There is no cap on travel tickets. If the application is for Met Tickets specific information regarding the type and number of tickets is required. (eg: 1 x Monthly Concession Zone 1 at \$51.20) For those in regional areas using VLine tickets no quote is needed, but specific information is required. If private companies are being used quotes are required.	

Computer	
Computer package (including printer)	\$1200.00
Refurbished computers can be accessed through Green PC where refurbished PC's, Laptops and other accessories are available at reasonable prices for holders of Health Care Cards. Victorian locations are Abbotsford and Footscray, however items can be purchased over the internet and delivered. Delivery incurs a fee, dependent on the area. Please call Green PC to discuss your request prior to applying for funding. Website: www.greenpc.com.au	

Internet	
Set up cost (modem)	\$250.00
Per month cost	\$40.00
Please note that other sources of internet access will be taken into consideration by CEEP when responding to this request (eg: school, university, public library).	

Clothing	
Casual clothing	\$200.00
Casual footwear	\$100.00
Interview clothing	\$150.00
Interview footwear	\$100.00
School uniform	\$200.00
School footwear	\$100.00

Gym/Sporting Club Membership	
6 Monthly membership	\$350.00
Sporting club membership	As per quote
Clothing/uniform for membership	\$100.00
Footwear	\$100.00

Furniture	
Desk	\$150.00
Desk Chair	\$100.00

Appendix 2: CEEP Funding Caps

CEEP encourages the housing worker to source second hand furniture for the young person through organisations such as St Vincent de Paul, the Brotherhood of St Laurence, Salvation Army, etc. Only furniture directly related to education, employment and training will be approved.

Personal Items	
Personal Hygiene	\$70.00

Stationary	
Basic stationary	\$20.00

Driving lessons	
Please note – requests for driving lessons, Learners Permit and Probationary licenses must be explicitly linked to the young persons EET pathway.	
45 Minute Driving Lesson	\$45.00
90 Minute driving lesson	\$85.00
Learners handbook	\$14.00
Learners Permit	
Appointment	\$10.80
Learner permit test	\$18.50
Victoria learner driver permit card	\$18.70
Total Fee Payable for Leaner’s Permits	\$48.00
Probationary Licence	
Appointment	\$10.80
Hazard perception test	\$14.10
Car practical driving licence card	\$34.00
Victorian probationary driver licence card	\$44.00
Total Fee Payable for Probationary Licence	\$102.90

Appendix 3: CEEP Example Questions

Examples of questions that will assist the CEEP worker and young person to prepare a detailed EET case plan.

The young person and the worker should fill in the case plan together.

The information in the case plan should come from a conversation between the worker and the young person. This is a chance for the young person to contribute to the application. It is important for this conversation to take place prior to the case plan being filled in.

The following are some questions that can be used as triggers for the conversation the responses can be translated into the Case Plan format.

- What are your long-term plans/goals – where and how do you see yourself in few years time?
- What are some short-term goals that might help you achieve these longer-term goals?
- What have you done up to now that can help you in achieving your goals? This may include education, participation in activities at school, short courses, personal development courses, employment experience, work experience, voluntary work, community projects, etc
- Is there anything that you think might stand in the way of you achieving your goals?
- How do you think you will achieve these goals? What steps will you take? (Think about both the short-term and the long-term goals.)
- What would you like to do in the near future that will assist you in achieving these goals? (Perhaps this is what you are applying for through CEEP?)
- How long do you think it will take to achieve these goals? What sort of timeline do you think is realistic? (For both your short and long term goals.)

From this discussion please fill in the case plan table in the application form Appendix 1.

Over the next 9 months the worker making the application will be asked to provide CEEP with feedback on the goals that are provided below. It is therefore important that the worker retains a copy of this case plan.

Appendix 4: CEEP Approval Letter

[INSERT NAME]
[AGENCY NAME]
[ADDRESS]

[INSERT DATE]

Dear [INSERT NAME],

I am writing to inform you that your application for CEEP funding, Round [INSERT ROUND NUMBER] has been approved.

In all correspondence with CEEP the reference must be quoted.

CEEP Reference: [INSERT REFERENCE]
Amount approved: \$ [INSERT AMOUNT APPROVED]

By accepting the offer of CEEP funding, the organisation submitting the CEEP application understands the following:

- The organisation submitting the CEEP application will administer the CEEP funding and will forward copies of the receipts to the CEEP Administrator.
- The organisation submitting the CEEP application will provide CEEP with progress reports. This should occur for two periods, at three months following approval of applications and then at six months after the initial follow up.
- The organisation submitting the CEEP application will inform the *Creating Connections* Regional Youth Homelessness Education, Employment and Training Provider if the circumstances of the young person change, or if they move to a different service. This notification will be submitted in writing.

An invoice from your agency must be made out to:

CEEP
[INSERT SERVICE NAME]
[INSERT SERVICE ADDRESS]

The invoice must be submitted with copies of all receipts associated with expended funding. The invoice must be received by CEEP within 3 months of the approval date. The invoice must show the CEEP reference and the total amount of funding.

PLEASE NOTE: The funding must be expended and copies of the receipts submitted with the invoice. If an agency is unable to follow this process they must contact the administrator to negotiate this.

A cheque or EFT will be processed as soon as the invoice has been received. GST should not be added on, as all items within the application include GST.

Thank you for taking the opportunity to utilise the CEEP funding in your work.

Yours sincerely

[INSERT ETSD WORKER NAME AND POSITION]

Appendix 5: CEEP Non Approval Letter

[INSERT NAME]
[AGENCY NAME]
[ADDRESS]

[INSERT DATE]

Dear [INSERT NAME],

I am writing to inform you that your application for CEEP funding, Round [INSERT ROUND NUMBER] has not been approved.

In all correspondence with CEEP the reference must be quoted.

CEEP Reference: [INSERT REFERENCE]
Amount approved: \$[INSERT AMOUNT APPROVED]

Following is feedback from the CEEP Panel as to why this application was not approved:

- [INSERT REASONS FOR NOT APPROVING]

Yours sincerely

[INSERT ETSD WORKER NAME AND POSITION]

Appendix 6: CEEP Possible Alternative Funding Sources

The following table lists some alternative funding sources. It is meant as a guide only. It is recommended you contact the source below to confirm information is up-to-date.

Funding Source	Employment, Education or Training	Details
School Focused Youth Service (SFYS)	Education (10- 18 year olds)	Regionally across the state – not all SFYS will have individual brokerage. Website: www.sfys.infoxchange.net.au
Transition to Independent Living (TILA)	Employment, education, training and other.	Federal – for YP exiting state-based care and/or informal care such as: juvenile justice; out-of-home care; or Aboriginal or Torres Strait Islander kinship care arrangements. Available to purchase a range of goods, and other costs associated with transition to independent living. Website: www.facs.gov.au/internet/facsinternet.nsf/aboutfacs/programs/youth-tila.htm
JPET	Employment, Education & training (15-21 year olds)	Federal – must be linked in with a JPET Workers. Contact your clients' JPET worker. Website: www.jpvet.facs.gov.au/Information/JPETServicesMap.asp
Job Network	Employment, education and training	If your client has been unemployed for over 3 months they are eligible to access some funding assistance from their Job Network (through the Job Seeker Account). The amount and type of funding will vary between Job Networks. Contact your clients' Job Network Provider
Reconnect	Various, 12-18	Some Reconnect services have a small budget for brokerage, at the discretion of the worker/agency. This brokerage funding is normally for current clients of the program. This can be used on employment, education and training needs. Please check with your local Reconnect provider or go to the website. Website: www.gatewayreconnect.org
Open Family	Under 21	Textbooks and stationary ONLY. Workers are expected to assess the eligibility of the young person. To be eligible the young person must be on Youth Allowance, an asylum seeker, or on a Bridging E visa. Preference is given to those who do not live at home. Website: www.openfamily.com.au
Learning for life	Education	Opportunity Scholarships, up to \$1,000, are awarded to students enrolled in a Government primary or secondary school for school approved, curriculum related programs for individual students who lack financial and practical resources. VCAL at ACE or TAFE are also eligible. Community VCAL students are ineligible. Website: www.educationfoundation.org.au

Appendix 6: CEEP Possible Alternative Funding Sources

Funding Source	Employment, Education or Training	Details
Western Chances	Education 6-25	<p>Young person must be a resident of the Brimbank, Hobsons Bay, Maribyrnong, Melton, Moonee Valley or Wyndham municipality; demonstrate a special or particular talent or interest that, given the opportunity, could develop further and; from a socially or financially disadvantaged background</p> <p>www.westernchances.org.au</p>
Counting the Kids (Odyssey House)	Various	<p>Funding is available to young people who have been impacted by parental drug or alcohol problems. Funding is available to help engage children in activities and services that will enhance their health, connectedness to the community and their family, their education and employment prospects for the future, and their self-esteem and well-being, as well as to support the provision of essential material needs. For full information see www.odysseyhouse.org.au</p>
Rotary	Various	<p>Some local Rotary groups may be able to assist with the costs related to employment, education and training.</p> <p>www.rotarnet.com.au</p>
Local Community Health services	Various	<p>Some local community health services have brokerage funding through their different programs.</p>
Children's Resource Worker	Various including: Childcare, Education, assessments, therapeutic, recreation etc	<p>The brokerage is for use of current accompanying dependent children of SAAP clients (those with an NDCA code). The funds can be used to improve life outcomes, community connectedness, building a positive self-esteem, and developing social skills.</p>

Appendix 7: CEEP Feedback/Progress Form

Creating Connections Education Employment Pathways (CEEP)

Feedback/Progress Form

This form is to be filled out for two separate periods, at three months following the application approval and at six months after the initial follow up. Completing and submitting this form is a condition of funding.

Please fill this form in electronically.

Is the young person aware of this feedback? Yes No

Worker name:

Worker agency:

CEEP Reference you are feeding back on:

1. What were the brokerage funds used for?

Please detail the use of the funds:

2. Were the total CEEP funds expended?

Yes No

If not, please give details (including the amount unspent):

3. Do you believe the brokerage funding supported the young person to reach the goals listed in their EET case plan?

Yes No

4. If yes, in what ways do you think these brokerage funds have benefited the young person to sustain in or reach their goals as listed in their EET case plan?

If no, please give details.

5. Did you receive feedback from the young person about the funding or any impact that participating in education, employment or training has had? Yes No

What was the feedback?

6. Has the assistance with EET through CEEP, impacted on the young persons housing/ living situation (*ie has it stabilised/changed etc*).

Yes No

7. How did you find the CEEP brokerage process? What worked well? What could be improved?

Appendix 7: CEEP Feedback/Progress Form

8. We would like to include feedback from service providers on our website and into future reporting. Please tick what you would be comfortable with:

- CEEP using your feedback comments with an acknowledgment of your name and service
- CEEP using your feedback comments with an acknowledgment of your service
- CEEP using your feedback comments with no details (anonymous)
- CEEP not using your feedback

Thanks for your time

Please return this form to: