
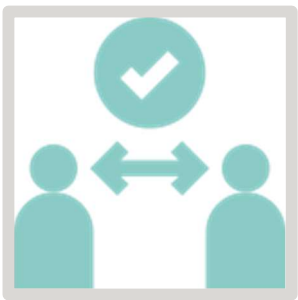





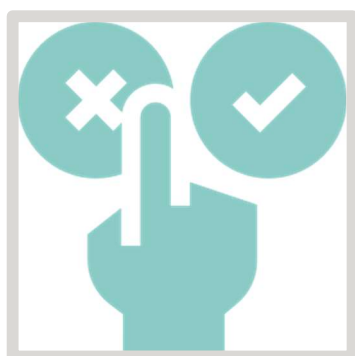
MONEY AND PROPERTY

 A teal speech bubble containing a white question mark.	<p>This document tells you how we will look after your money and property.</p>
 An icon showing two teal human figures with a double-headed arrow between them, and a teal circle with a white checkmark above the arrow.	<p>You are the owner of your money and property.</p> <p>If you say that it is okay, we can help you to buy things with your money and we will use your property to deliver your services.</p>
 An icon of a teal document with white lines representing text and a white dollar sign in the bottom right corner.	<p>We can only use your money or property if you have agreed in writing.</p>



You agree to our staff helping you use your money by completing the **Participant Money and Property Consent Form**.




Your financial administrator may give us information about what is agreed and what is not.



Property:




- Our staff will **only use your property** if it is needed to help deliver your services.
- You must tell us it is **okay to use** your property.
- We will **add a list of property** that can be used into your Support Plan.






 A teal icon of a wallet with several banknotes sticking out of it.	<p>Money:</p> <ul style="list-style-type: none">• You tell us how you want to spend your money.• Our staff cannot touch your money without permission.
 A teal icon of a speech bubble containing a white question mark.	<p>If you ask a support worker to help you spend your money, they must check they can with one of our managers.</p>
 A teal icon of a folder with a white padlock in the center, symbolizing security or privacy.	<p>Our staff cannot use your PIN number or get money from an ATM without your permission because this is your VERY private information.</p>



A teal circle containing a white checkmark, indicating a rule or requirement.	<p>If a support worker helps you with your money, they must follow our rules to keep you and your money safe.</p> <p>There is a procedure to make sure they do this properly.</p>
A teal icon of a document with a pencil, representing receipts or financial records.	<p>Our staff will keep all of the receipts for things they have used your money to buy.</p> <p>What you buy must be agreed by you in the 'Client Budget' and 'Financial Plan'.</p> <p>They will keep a record of all of your money that has been spent.</p>

 A teal icon of a money bag with a white dollar sign inside, set within a square frame.	<p>Staff will count out your money with you before buying something.</p> <p>They will count out your change after buying something.</p> <p>If you can, you will sign a record agreeing your money was correctly spent.</p>
 A teal icon of a wallet with several banknotes sticking out of it.	<p>We will tell you or your financial administrator every month how and when your money was spent.</p>
 A teal icon showing two stylized figures sitting at a table. A red circle with a white 'X' is positioned above the table, indicating a restriction or prohibition.	<p>Our staff cannot give you any advice or information about money matters.</p>



	<p>If we think someone is misusing your money or property, we will tell you.</p> <p>If you think someone is misusing your money or property, you should tell us.</p>
	<p>We will:</p> <ul style="list-style-type: none">• investigate, record evidence and write a report• tell the police or other authorities, if needed• provide additional support to you (if needed).
	<p>If you want help about how OC Connections manages your money we will:</p> <ul style="list-style-type: none">• talk to you about help needed• write everything in your notes. <p>If you want to talk to an advocate, we can give you information to help you find one.</p>



We will then:

- include the help you need in your Support Plan and give you an updated copy.



If **you are unhappy** with the way we manage your money or property, you can tell **the NDIS Commission**:

- Call: **1800 03 55 44** (free call from a landline)
- Go to their website:
www.ndiscommission.gov.au