# **PARTICIPANT MONEY AND PROPERTY - STANDARD AND SPIEL**

## STANDARD

Participant Money and property (extract from NDIS Practice Standards: Core Module – 4 Provision of Supports – Environment Standard).

This is what you need to demonstrate to the auditor that you meet.

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| **Outcome:** Participant money and property is secure and each participant uses their own money and property as they determine. |
| **To achieve this outcome, the following indicators should be demonstrated:**   * Where the provider has access to a participant’s money or other property, processes to ensure that it is managed, protected and accounted for are developed, applied, reviewed and communicated. Participants’ money or other property is only used with the consent of the participant and for the purposes intended by the participant. * If required, each participant is supported to access and spend their own money as the participant determines. * Participants are not given financial advice or information other than that which would reasonably be required under the participant’s plan. |

## SPIEL

Your explanation to the auditors of how you meet the above section of the Provision of Supports Standard.

For you to read, adapt and then insert into your NDIS Commission On-line Application

Yellow highlights definitely need your attention – make sure you delete what is not pertinent to your organisation

**Notes:**

We have assumed most AHP do not handle participant’s money & property apart from instances raised in the Spiel below. However if you DO handle participant’s money & property you will need to include:

* A consent to this in the Service Agreement
* Details in the Support Plan about what the participant’s requirements are in relation to their money and property
* Some processes relating to handling money or property on behalf of participant.

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| In general, XXX does not have access to or control over participants’ money and property. At induction, AHPs are informed they are NOT to handle any participant cash or have direct access to any participant credit cards or bank accounts etc  Where money is handled in the context of specific interventions related to meeting the participant’s goal (e.g. learning to shop for meal preparation) any money spent is recorded, receipts are signed by both parties and copies provided to the participant and / or Carers. The AHP seeks permission to use it and complies with the participant’s wishes – this is documented via the Service Agreement (consent) and in Support Plan.  When participant’s property and equipment may be used during delivery of supports e.g. cooking equipment. The AHP seeks permission to use it and complies with the participant’s wishes – this is documented via the Service Agreement (consent) and in Support Plan.  Financial advice is only given in the context of support delivery relevant to the participant’s goals e.g. learning to budget, considering relative benefits of purchasing different equipment options  Staff induction and training includes understanding the XXX procedures, the limitations associated with handling participant’s money and property and rules / ethics / conflicts of interest of conduct regarding handling participant money and property.    Supporting Document Already Supplied   * *NDIS Induction Checklist* * *Safe Practice & Environment Policy & Procedures* |