

# Introduction to Individualised Funding (IF)

## MANAWANUI .... putting you incharge

*We have a vision of a world where disabled people have absolute authority and autonomy over their own lives.*

**Manawanui is the leading agency for individualised funding because we helped write the programme.**

As a result, Manawanui is ideally equipped to assist people to:

- Design a Personal Support Plan that reflects you, your choices and your lifestyle;
- Decide how to manage the payments;
- Keep records e.g. timesheets, PAYE records, receipts, invoicing etc;
- Draw up a job description;
- Draw up employment agreements;
- Recruit good quality staff who meet your unique needs;
- Deal with the requirements and responsibilities of being an employer;
- Handle payroll management;
- Deal with insurance and health and safety requirements;
- Provide information on staff induction and training.

### MISSION

To ensure a responsive individualised funding management system.

### AIM

To support disabled people to have an efficient, effective and culturally competent way of managing their individualised funding.

### VALUES

Disabled people (their family / Whanau)

- are individuals who have the inherent right to respect for their human worth and dignity.
- have the same rights and responsibilities as other members of society to participate in decisions that affect their lives.
- have the right to live and be part of the community.
- have the right to realise their individual capacities for physical, social, emotional and intellectual development.

- have the same rights as other members of society to services that will support their attaining a reasonable quality of life.
- have the right to choose their own life style and to have access to information and services in a manner appropriate to their ability and culture.
- have the same rights as other members of society to receive services in a manner that results in the least restriction to their rights and opportunities.
- have the right to pursue any grievance in relation to services without fear of the service being discontinued or any form of recrimination.

## Frequently Asked Questions

### What is Individualised Funding (IF)?

Ministry of Health funded Individualised Funding (IF) is a way of paying for disability support services. IF enables disabled people to directly manage the hours they are allocated for Home and Community Support Services. This can range from simply choosing support workers and planning how best to use the hours of support, to employing support workers and managing all aspects of the service delivery. **Our service options and fees are on pages 6 and 7.**

### Who is Manawanui?

Manawanui is the shortened name for Manawanui In Charge Limited. Manawanui is New Zealand's pioneer and leading facilitator of Individualised Funding. We have been supporting people to take charge of their disability services since 2003 when we won the right to deliver New Zealand's first IF service. We continue to specialise in IF services – it is all we do!

Our services include:

- proven and safe payroll administration
- face to face set up support
- employment documentation support
- membership to advisory organisations
- police vetting
- information on all aspects of Individualised Funding

### Who can use IF?

IF is available to people who:

- are eligible to use disability support services funded by the Ministry of Health and have been allocated support hours for Home and Community Support Services by their local NASC agency
- have been assessed by their local Needs Assessment and Service Coordination (NASC) organisation and referred to an IF Host Provider

- agree with their NASC and IF Host Provider that IF is suitable for them
- meet our criteria of being able to (possibly with the help of an agent) manage:
  - their own support providers (employees, contractors or organisations)
  - their funding allocation
  - their own safety by implementing backup plans in an emergency.

## What can be funded through IF?

IF can be used to purchase support services for personal care and household management. These supports can be provided by employees, contractors or organizations. Costs relating to these services can be covered such as first aid supplies, training, and consumables (such as stationery or relevant phone calls).

People who use IF may also be eligible to use some of the following services, although they would need to be funded separately from their IF arrangements.

- Day and/or Vocational Services
- Rehabilitation Services
- Supported Living
- Respite provided in Ministry contracted facilities
- Carer Support
- Residential Services in Ministry contracted facilities
- Information and Advisory Services
- Equipment or Housing Modifications
- Child Development Services
- Behaviour Support Services.

## What am I responsible for under IF?

IF provides increased flexibility and control, but there are also important responsibilities including:

- keeping detailed records showing services used, costs incurred and who payments have been made to
- satisfying Ministry of Health policy requirements (such as paying only those family members able to be paid as carers)
- being a good employer
- meeting the legal requirements for payment of tax, ACC and Kiwi Saver as an employer.

## How flexible is IF?

IF allows for greater control over when, where and how your support services are provided. For example, you may want to come home late at the weekend. IF enables you to negotiate with your support staff turn up when you want them to.

'How' can mean, for example, that you may choose to go out for a meal rather than have a support person cook for you. In this instance the support person may use that time to take you to the restaurant, rather than cook the meal in your home. Of course, support funds could not be used to pay for your meal, just as you are expected to pay for your own groceries when your meals are prepared for you at home.

Because you are the one directing the delivery of your services you can determine how that can best be done to meet your needs. However, there is still an expectation that you will receive the essential supports that have been agreed between yourself and a needs assessor. IF Hosts are also responsible for ensuring that these essential supports are provided to you.

### **Can a member of my family be paid to provide my support?**

The Ministry of Health currently permits some family members to be paid to provide some disability support services. This is only possible if the services if these have been authorised by the relevant Needs Assessment and Service Coordination (NASC) organization. This is currently only possible if the paid carer is:

- not the person's spouse/partner or parents, and
- does not live at the same address as the person with the disability.

### **Will my workers be employees or self-employed contractors?**

Manawanui has consulted with IRD and sought a legal decision on this, which you will be provided with. When you have read this material you and your support workers can decide whether or not they meet the IRD's criteria for being self employed contractors rather than employees. This is not a decision that Manawanui can make on your behalf and we recommend that you seek advice before making your decision.

### **How do I apply for IF?**

We only receive applications for IF from Needs Assessment and Service Coordination (NASC) organisations. Your NASC will work with you to confirm your eligibility and, where appropriate, help you to find a trusted person (a nominated agent) to assist you to manage your IF budget.

**Our website (<http://www.incharge.org.nz>) has a list of all NASCs that can make IF applications and their contact details.**

If you want to learn more about Individualised Funding, talk to us. We can tell you what to expect from the NASC service and guide you through the application process.

### **How long will it take for me to be set up for IF?**

Once we have received your application from the NASC, one of our representatives will discuss our service options with you. This will include how you can manage your payments, find support staff, and keep thorough records. The entire set-up process usually takes several weeks.

**Services and fees - Level 1\***

<b>HCSS Client Package (per week)</b>	<b>Ministry of Health defined fee</b>
1-20 hrs	6.00%
20.1 - 44.9 hrs	5.50%
Over 45 hrs	4.75%
<ol style="list-style-type: none"> <li>1. Set-up advice, information, and coaching</li> <li>2. Access to a peer-support network of IF users</li> <li>3. Information collection to verify IF use</li> <li>4. Routine monitoring and an annual evaluation</li> <li>5. Police Check</li> <li>6. Expense reimbursement service (without payroll services)</li> </ol>	

\*At this service level all budgeting and administration is the sole responsibility of the IF Manager. Information and ongoing support, beyond the set-up period, is not provided by Manawanui.

### Services and fees - Level 3

<b>Enhanced IF Support without payroll</b>	<b>Enhanced IF Support with payroll</b>
Set-up advice, information, and coaching	Set-up advice, information, and coaching
Access to a peer-support network of IF users	Access to a peer-support network of IF users
Information collection to verify IF use	Information collection to verify IF use
Routine monitoring and annual evaluation	Routine monitoring and annual evaluation
Police Check	Police Check
Free phone helpline	Free phone helpline
EMA membership	EMA membership
Access to Employer Liability Insurance	Access to Employer Liability Insurance
Quarterly statement of funds	Quarterly statement of funds
Expense reimbursement service	Payroll service (includes administration of ACC, PAYE and Kiwisaver for all IF employees)
<b>Manawanui Fee = 6.5%</b>	<b>Manawanui Fee = 8.2%</b>

#### FOR FURTHER INFORMATION

Phone: 09 444 8440; Free phone: 0508 INCHARGE (0508 462 427)

Fax: 09 444 8439

Email: [info@incharge.org.nz](mailto:info@incharge.org.nz)

Website: [www.incharge.org.nz](http://www.incharge.org.nz)