



Marsha Marshall - Chief Executive Officer

Hi Everyone,

There have been a number of significant changes over the last couple of months including updated verification requirements, an increase in the minimum hourly pay rate for support people and a change in fee structure for IF Hosts. This has meant that a lot of communication has been sent out to you. While we know this can be frustrating, it is important that you understand all the changes and how they affect you.

Our Client Web Portal is also continuing to develop with almost a third of our clients now using it to submit claims, track their budget and manage staff. To join the Web Portal go to <https://portal.incharge.org.nz/apply>.

New writable pdf forms are in development to replace our existing word documents for set-ups. These forms have the ability for you to submit them directly and means you can use them regardless of the software or the operating system you are using. We will be progressively changing most of our documents into this format over the rest of the year.

Changes in fees for IF Hosts

From July 1, 2017, the Ministry of Health will pay Hosts directly for mandatory host services. This means you will no longer pay a percentage fee to us out of your IF allocation. Mandatory host services include set-up, ongoing coaching and claiming funding from the Ministry. Charges for other services, such as payroll, will still need to be funded from your budget. Some services are no longer included as part of the baseline IF Management service such as EMA membership, hard copy of statements, recruitment & employment resources, health & safety resources.

Manawanui has developed a menu of services for you to choose from (see attached flyer):

- **Manawanui Payroll Service - \$15 per fortnight** set fee regardless of the number of employee's you have, your funding allocation or if you submit a timesheet or not.
- **Employer Protection & Support Package - \$199** includes Employment Disputes insurance, Employer Liability Insurance, EMA membership, recruitment and employment resources and templates.
- **Training Package - \$1000-2000** depending on qualification. NZ Certificate in Health & Wellbeing Level 2, 3 & 4. Training Plan development, Grant application processing, assessment & support, registration of qualification.
- **Intensive Coaching, mentoring and planning - \$75/hour.**
- **Health & Safety** (<http://www.incharge.org.nz/order-health-safety-handbook/>):
 - Health & Safety Manual - \$15
 - Health & Safety Starter Kit - \$25
 - Health & Safety full kit - \$50.
- **Hard copy of statement (posted) - \$5/month.**

Updated budgets

We now have updated budgets for the majority of our clients. You should be able to work out how much your allocation has increased by comparing your allocated amount on this month's statement with the value from last month's statement. If you believe you should have received an increase, but have not, there are still a small number that we are awaiting final confirmation for from the Ministry of Health (MoH) and DHBs, and an even smaller number that MoH have decided not to increase. However, please contact us at helpdesk@incharge.org.nz or on 0508 432 622 and we can double check for you.

IF (HM & PC)

The increase to the Household Management (HM) and Personal Care (PC) allocations was calculated using the same method MoH used to increase the allocations for EIF, Respite and EGL Christchurch. This increase was applied to your remaining hours.

For example if you had an annual allocation of 1000 hours and you had used 800 hours of it, you would have 200 hours left, or \$5,280. Your increase is the difference between \$30.43 (new rate) and \$26.40 (old rate), which is \$4.03, times the remaining hours → $\$4.03 \times 200 = \806 .

This is then added to your remaining budget to become your new remaining budget. $200 \times \$26.40 = \$5,280$ (remaining budget) + \$806 (increase) = \$6,086 (new remaining budget).

EIF, Respite & EGL Christchurch

The updated allocations for these funders came directly from MoH. Based on the unspent portion of the allocation, MoH calculated the increased units and added them to the existing support plan. This increased allocation is reflected in the allocation amount on the front of the statement.

DHBs

The updated allocations for these funders come from each DHB individually. If you have funding with MidCentral, Tairāwhiti, Taranaki, Canterbury or West Coast DHBs, your allocations may not been updated as we are still awaiting some information from these DHBs. These should be available shortly. For all other DHBs, the increase is reflected in the allocation amount on the front of the statement.

EGL Waikato & MSD

We have not had any notification around updating these allocations, so as yet there have been no updates to the allocated amount on these statements.

ACC

If you receive funding from ACC, your allocations will not be increased as they have not yet updated us on your allocations. If you feel that you do not have sufficient funds for the increased pay rates, we recommend you contact your case manager and discuss this with them.

Verification requirements

You are affected if you are using our Self-Managing service, or you use our Payroll Service but also employ casual/contract staff/third parties which you claim as an expense.

On June 13 updated verification requirements came into effect. The Ministry of Health now requires people using our Self-Managing service to submit the full name, address, phone number, date of birth, number of hours worked and amount paid for ALL people who provide support to them. People who use our Payroll Service and also employ contractors are also required to submit this information. We have updated our forms and if you are self-managing or employing contractors, you must use the new form and submit the information or we will not be able to pay your support people.

Budgets and overspending

As IF Managers or Agents it is your responsibility to stay within budget. We will alert you if you are getting close to running out but you also need to be tracking this. The best way to track your budget will be through our web portal. So please do go to our website and register to join up. You won't regret it!! <https://portal.incharge.org.nz/apply>.

If you do run out of funds we cannot pay your support workers. So please keep an eye on your budget and call us if you need help.

Te Pou wants to hear from you

Share your thoughts on autism support

What do you think your staff should know about autism?

What do you think your staff should know about you?

We are looking for a consumer perspective on autism and want to hear about your experiences with disability support services.



For more information please visit the Te Pou website

<https://www.tepou.co.nz/news/how-should-disability-support-staff-work-with-autistic-people/1002>

**Te Pou o te
Whakaaro Nui**

Client Statement Guidelines

Please find attached Manawanui's client statement dated 30 June 2017. The reimbursement, payroll and fees transactions on the statement are backdated by 14 days; therefore the statement includes transactions up to and including the 14th July 2017.

Please note that not all of the following guidelines may apply to your particular circumstances.

- 1 Mailing Address and e-mail Address – As personal information is continually changing please contact us if you have moved, changed your e-mail address or if any information on this statement is incorrect.
- 2 NASC Review Date – This is the date that this current funding period will cease. If this date is within two months, then you will need to contact your local NASC to organise a review of your funding.

Features

- 4 The client statement shows two columns with figures relating to both the **Funds spent for the month** (left hand column) and the **Total Funds allocated and spent for the funding period** (right hand column), up to the **Statement Date**.
- 4 Statement Month (left column) This column shows the total amount spent for each item for the current month. The figure above the heading "**June 2017**" is your total balance as at the date of your previous statement or if this is the first statement of your new funding allocation will be the same as the total funds shown at the top of the right hand column.
- 6 Expenses Paid – Depending on which payment method you use, this figure will be a total of either the Payroll or Reimbursement amounts paid in the statement month. (If you have changed your payment method within the funding period you may have a figure under each of these).
- 7 MIC Fees – This is the amount of Manawanui Fees you have paid for this statement month.
- 8 Liability Insurance – If you have opted to take out Liability Insurance through Manawanui and we have paid your premium this month, it will be reflected here.

Money Saved for Future Payments

These are the amounts which are deducted for payments that will occur in the future and Manawanui will pay for you as they arise.

- 9 ACC Accrual - This is the amount of ACC accrued and deducted for this month.
- 10 Holiday & Alt Hol Pay Accrual (to 30/09/16) – This is the amount of holiday pay and alternative holiday pay that was accrued in the past for your employees. The total will be a negative as the balance was transferred to a different account (next item).
- 11 Holiday & Alt Hol Pay Accrual (from 01/10/16) – This account now has the total amount of holiday pay and alternative holiday pay that is owed to your employees. It will also show the total for the month based on the sum of the weekly accruals.
- 12 Funder – This is the source of your funding allocation. If you get multiple statements, they will likely have different funder names at the top of the front page.

Additional Funding Received – If you have an amount showing for this and you are unsure what it means, please contact your coach.

13 Funding Period (Right column)
This column shows the total amount spent for each item for the current funding period.

14 Total Funds Allocated by NASC for this Funding Period – This is the total amount of funds allocated to you by the NASC for your current allocation period.

All figures in this right hand column relate to your total amount of funding used **since your current NASC allocation began**. As for the monthly totals, the categories are the same: Reimbursement or Payroll, Manawanui Fees, Liability Insurance, Holiday Pay and ACC.

Explanation of Totals

15 Total Funds Spent this Period – This is the total of all the figures in the left column.

16 Total Funds Spent – This is the total of all the figures in the right column and is a total of all funds spent since your current NASC allocation began.

17 Total Funds Remaining – This is the balance of your current allocation up to the date of this statement (if you have overspent your current allocation there will be no remaining balance entered here).

18 Total Funds - Overspent – This will show a negative figure (in red) if you have exceeded your current allocation.
(Please note, if you have an overspent amount on your statement – please ensure you contact your IF Coach urgently for further assistance)

19 Total Holiday and Alternative Holiday Pay Accrued as at – This is the total amount of holiday pay and alternative holiday pay that is owed to your employees as at the date stated on the right of the statement.

Client statement budget transaction records

Details of each transaction are shown and described on the next two pages of this document.

Client Statement

12 Ministry of Health

To: 1

Client Name:

Client NHI:

Current Funding Start Date: 18/03/2016

Email Address: 1

Client Code:

Statement Date: 30/10/2016 3

NASC Review Date: 16/03/2017 2

Total Funds Allocated by NASC for this Funding period: 4

Funding Remaining from Last Statement

Expenses Paid

Payroll

Reimbursement

MIC Fees

Liability Insurance

Money Saved For Future Payments

**ACC Accrual

**Holiday & Alt Hol Pay Accrual (to 30/09/16)

**Holiday & Alt Hol Pay Accrual (from 01/10/16)

Other Funding Received

Additional Funding Received

15 Total Funds Spent This Period

16 Total Funds Spent

17 Total Funds Remaining

18 Total Funds -Overspent

		14 \$50,000.00
	\$46,696.69	
5 October 2016		Total to Date
6 \$495.43		\$3,966.54
\$0.00		\$0.00
7 \$40.63		\$325.26
8 \$0.00		\$0.00
9 \$6.84		\$55.64
10 \$0.00		-\$214.76
11 \$392.68		\$392.68
	\$0.00	\$0.00
	\$1,215.19	
		\$4,518.50
		\$45,481.50
		\$0.00

** Please note that these figures are indicative only

19 Total Holiday and Alternative Holiday Pay Accrued at (this amount has already been deducted from your funding)

30/10/2016

\$392.68

20 ACC Accrual

Before October, each item under this heading is the amount of ACC saved (accrued) to pay ACC employer levies from your funding each month. From October we have started accruing for ACC each week. So you are now able to see how much ACC has been 21 accrued for each week of payments. The total of these is the same as the total amount for ACC accrued on page one of the statement. 9

22 Holiday & Alt Hol Pay Accrual (to 30/09/16)

Each item under this heading is the balance of holiday pay and alternative holiday pay saved (accrued) at the end of each month. At the end of September, we have transferred the balance of this account to a new holiday pay account (next item). You will therefore now see a zero amount on 30/09/2016. 23

24 Holiday & Alt Hol Pay Accrual (from 01/10/16)

The opening balance of this account is the transferred amount from the closing balance of the previous holiday pay account. This means you are now able to see how much holiday pay has been accrued for each week of payments. 

26 Payroll

This is the total amount paid per fortnight for support related costs, including any expenses claimed. The 'paid date' (on the right) is the date money is paid in to peoples' bank account(s). The date on the left relates to the pay period in which the costs actually occurred.

27 MIC Fees

For each payroll or reimbursement transaction above, there is a fee. If you look at the date on the left of the payroll/reimbursement transaction you will see a matching fee with the same date.

Client Statement Budget Transaction Records

Client Name:

Budget Period: 18/03/2016 - 16/03/2017

Item Type	Date	Amount	Description
<u>ACC Accrual</u>			
	30/09/2016	\$12.81	ACC Accrual for September 2016 
	09/10/2016	\$6.85	ACC Accrual for week ending 23/10/2016 
<u>**Holiday & Alt Hol Pay Accrual (to 30/09/16)</u>			
	29/09/2016	\$317.32	Holiday Pay and Alternative Holiday Pay Accrual 30/09/2016 
	30/09/2016	\$0.00	Transfer to new Holiday Pay account 
<u>**Holiday & Alt Hol Pay Accrual (from 01/10/16)</u> 			
	01/10/2016	\$317.32	Transfer from old Holiday Pay account
	09/10/2016	\$75.36	Holiday & Alt Hol Pay Accrual for week ending 23/10/2016 
<u>Payroll</u>			
	21/09/2016	\$546.18	Paid 05/10/2016
	05/10/2016	\$495.43	Paid 19/10/2016 
<u>MIC Fees</u>			
	21/09/2016	\$44.79	Payroll Fee
	05/10/2016	\$40.63	Payroll Fee 

If June was your NASC review month

If your funding has been reviewed during June, you will receive 2 statements for June, one showing the expenditure (if any) recorded against your (now) old allocation and a second statement showing the expenditure (if any) for your new funding allocation.

If you have specific questions about your client statement please contact your IF coach via our free phone line 0508 IFCOACH (i.e. 0508 432 622) or email us at info@incharge.org.nz