

CEEP

Frequently Asked Questions

How much can I apply for?

You can apply for up to \$1,200 per calendar year to assist a young person who is homeless or at risk of homelessness to maintain or access education, employment and training.

Can I apply for a young person more than once?

You can apply on a young person's behalf as many times as needed throughout the calendar year, as long as the amount applying for doesn't exceed the total yearly amount of \$1,200. Applications must be submitted by the 10th of each month to be considered for the monthly funding round.

What can the funds be used for?

The funds can be used for goods or services that are directly related to the young person's education, employment or training (EET) pathway.

Examples of items that can be applied for:

- course costs
- stationery
- travel tickets
- uniform/work boots
- computer
- 'tools of the trade'
- material items directly related to the young person's EET pathway (e.g desk; chair)

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

CEEP funding **cannot** be used for the following items:

- goods/services that can be accessed through alternative sources
- assistance that can be provided through the Housing Establishment Fund (e.g. rent in advance, rent arrears and emergency accommodation)
- agency infrastructure (e.g. computers, office equipment etc. or capital items), additional funding for staffing and/or program infrastructure of the applying agency
- general household goods or furniture
- mobile phones
- to pay a young person's outstanding debt (utility bills, fines) which are not related to their EET plan
- for large personal outlays that do not directly relate to effective participation in EET
- items that have an ongoing cost (e.g. a car).
- food vouchers or equivalent
- costs that are intended/should be covered by other government departments, e.g. Department of Employment, Education and Early Childhood Development (DEECD) costs.

Can I apply for furniture within the package?

Only furniture directly linked with the young person's EET pathway will be funded. (e.g. desk, chair.) Beds, televisions, couches and other general household furniture will not be funded.

Do I need to provide feedback?

Yes, feedback is required to be submitted 3 months after the initial approval date. 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.

How long do I have to spend the money?

The invoice for the CEEP application must be received by CEEP Administrator within one month of the initial approval, unless an alternate arrangement has been negotiated with the CEEP Administrator. This assists with funding allocation for the following month.

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

No. Due to limited funding availability all funding applied for must be used within a month of approval, unless an alternate arrangement has been made with the CEEP Administrator. 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. Photocopies of all receipts (please do not submit originals) are required to be submitted within one month of receiving the approval. It is expected that the approval email, purchase order, receipts and the invoice will be submitted to finance@harrison.org.au. Services that do not submit invoices within this period (except by prior arrangement) will not be reimbursed.

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 one month of approval.

Can the original application be varied?

Yes, in consultation with the CEEP Administrator. 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 person's pathway. These changes must be requested in writing, however it is suggested you discuss them with the CEEP Administrator prior to doing this. A second application may be requested to reflect these changes.

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 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.

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 CEEP Administrator in writing and withdraw the application.

How do I contact the CEEP Administrator?

Email: CEEP@harrison.org.au

Ph: 9871 8700