

## Transition to Independent Living Allowance

Helping young people from out-of-home care to independence



# TILA application reminders

Transition to Independent Living Allowance (TILA)

These reminders should be read in conjunction with the TILA Operational Guidelines.

Refer to the <u>TILA Guide for Caseworkers</u> for step-by-step instructions on processing a TILA application.

Confirm a young person's <u>eligibility</u> for the TILA payment **before** processing the application. Then follow these steps:

## Draft or update the young person's leaving care plan

- Discuss with the young person their transition or leaving care plan and how TILA can be used to support their needs.
- TILA purchases must be in line with the young person's leaving care plan and be the right time and best use of TILA funds.
- Review the What can TILA be used for factsheet for more information.

#### Complete the TILA application form

- Complete the TILA application form with the young person.
- The young person must be aware of and sign or approve the application for TILA.
- Keep a copy of the TILA application form in the young person's file for a records and audit trail.
- Note: only request the amount required. 6 x \$250 amounts can be requested depending on the amount required.

### Submit the TILA application in Business Hub

- In some jurisdictions, your organisation and yourself must be registered and approved to submit applications for TILA in Business Hub.
- Contact your <u>state or territory</u> TILA representative for the Busines Hub registration spreadsheet and how to complete the process.

## Make purchases for the young person

- Decide with the young person what items or services they need, and then purchase the items/services as required in line with your organisation's procedures.
- You can accept handwritten receipts if purchasing goods from secondhand dealers such as garage sales, or Gumtree, etc.
- Save receipts to the young person's file which should reflect the needs identified in their leaving care plan.

A leaving care plan **must** be part of a young person's TILA application process.

TILA can be used at any time as a young person leaves care and it does **not** need to be a payment of last resort.



A caseworker **cannot** sign the TILA application on behalf of a young person without their knowledge

OR

apply for TILA funding and hold this until the young person needs it.



Some jurisdictions have TILA administrators that will submit the TILA application for you.

Contact your <u>state or territory</u> TILA representative for more information.



All of the TILA funding must be used for the young person and no portion should be used to pay fees, even if your organisation is paying for goods and services by credit card.

TILA funding is not to be paid directly to a young person's bank account or to them as cash.