



Australian Government



Moderate Intellectual Disability Payment Guidelines v1.4

Disclaimer

This document is not a stand-alone document and does not contain the entirety of Disability Employment Services Providers' obligations. It should be read in conjunction with the Disability Employment Services Grant Agreement and any relevant guidelines or reference material issued by the Department of Social Services under or in connection with the Disability Employment Services Grant Agreement.

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Moderate Intellectual Disability Payment Guidelines

Document Change History

Version	Effective Date	End Date	Change and Location
1.4	1 July 2022		Payments: Updated payment rates for 2022-23 (pg.4). Structure: Removed Authority to Obtain Information from Centrelink form from Attachment A.
1.3	17 December 2021	30 June 2022	Narrative: Included information about the availability of automated Moderate Intellectual Disability Payment claims pg.8-9. Included updated payment rates for 2021-22 pg.4.
1.2	1 Jul 2019	16 December 2021	Narrative: Update to Claiming Moderate Intellectual Disability Payment pg.4-5
1.1	3 Dec 2018	30 Jun 2019	Narrative: change from Account Manager/Contract Manager to 'Relationship Manager' Policy: Update of Clause Numbers to align with Grant Agreement Direction 2
1.0	1 Jul 2018	2 Dec 2018	Original version of document

Background

These Guidelines outline the steps to be taken by Disability Employment Services Program Providers ('Providers') to identify participants with a moderate intellectual disability and claim a Moderate Intellectual Disability Payment (MIDP) on selected Disability Employment Services Program Fees. In accordance with the Disability Employment Services Grant Agreement ('Grant Agreement'), please note that fees are subject to vary, and the Department will provide DES Providers with sufficient notice of applicable changes.

MIDP is only available to eligible Participants with an assessed Moderate Intellectual Disability participating in Disability Employment Services - Employment Support Service (DES-ESS).

References to 'the Department' refer to the Department of Social Services.

Policy

MIDP is payable by the Department for Four-week Outcome and Full Outcomes for Employment, achieved by a Moderate Intellectual Disability Participant.

During a Participant's Period of Service, MIDP is payable for up to four Four-week Outcomes, where the Moderate Intellectual Disability Participant works a minimum

of 45 hours of paid Employment, over a Four-week Period for that Moderate Intellectual Disability Participant.

MIDP is also payable on a Full Outcome, where, for the duration of a 13-week Period, 26-week Period, or 52-Week Period the Moderate Intellectual Disability Participant works a minimum of 195 hours in 13 Consecutive Weeks (for the 13-week Period) or 390 hours in 26 Consecutive Weeks (for the 26-week Period or 52-week Period).

The Moderate Intellectual Disability Participant must also meet the requirements for payment of an Outcome Fee under the definition of a Four-week Outcome or Full Outcome (Employment Outcomes only), as defined in the Disability Employment Services Grant Agreement (the Grant Agreement). Moderate Intellectual Disability Payment is not available for Pathway Outcomes.

Providers will be eligible to claim the Moderate Intellectual Disability Payment for eligible Participants in the amounts set out in Annexure B1 of the DES Grant Agreement. Payment rates are indexed annually. The GST-inclusive rates applicable from 1 July 2022 to 30 June 2023 for Participants of all DES-ESS funding levels are:

- Four-week Outcomes: \$2,445.47
- 13-week Outcomes: \$7,677.99
- 26-week Outcomes: \$15,584.37
- 52-week Outcomes: \$2,833.73

Claiming Moderate Intellectual Disability Payment

The Moderate Intellectual Disability Payment is automatically processed following the Outcome Fee claim. For the payment to be processed, the Provider will need to attach the appropriate documentary evidence to the Participant's record to confirm their eligibility for MIDP. For more information on the type of evidence required, please refer to the *Documentary Evidence Guidelines*.

Disability Employment Services Grant Agreement Clauses:

Clause 147 – Outcome Fees

Clause 152 - Moderate Intellectual Disability Payment

Annexure A – Definitions

Reference documents relevant to this guideline:

Direct Registration Guidelines

Eligibility, Referral and Commencement Guidelines

Documentary Evidence for Claims for Payment Guidelines

Transfer Guidelines

Exits Guidelines

Records Management Instructions Guidelines

Eligible School Leaver Guidelines

Explanatory Note:

All capitalised terms have the same meaning as in Disability Employment Services Grant Agreement. In this document, “must” means that compliance is mandatory and “should” means that compliance represents best practice.

Moderate Intellectual Disability Payment Guidelines

Who is Responsible:	What is Required:
<p>1. Provider</p> <p>Provider identifies a Participant who may be eligible for a Moderate Intellectual Disability Payment</p> <p><i>Grant Agreement References:</i></p> <ul style="list-style-type: none"> • Clause 152 	<p>A job seeker who is eligible for the Moderate Intellectual Disability Payment may be identified through Direct Registration, Referral, via a Job Capacity Assessment or Employment Services Assessment, or at Commencement, or they may already be on a DES Provider’s caseload when eligibility for the Moderate Intellectual Disability Payment is assessed.</p> <ul style="list-style-type: none"> • If a job seeker is identified as a person who may be eligible for the Moderate Intellectual Disability Payment, e.g. they have a significant level of intellectual disability, proceed to Step 2. • If a job seeker is not identified as a person who may be eligible for the Moderate Intellectual Disability Payment, end of process.
<p>2. Provider</p> <p>Provider determines eligibility for Moderate Intellectual Disability Payment</p>	<p>Moderate Intellectual Disability Participant</p> <p>To be eligible for the Moderate Intellectual Disability Payment, the job seeker must meet the eligibility criteria for Disability Employment Services – Employment Support Service, and either:</p> <ul style="list-style-type: none"> • have an assessed Intelligence Quotient (IQ) of 60 or less, or • have been classified by a registered psychologist, using a recognised assessment tool, as having moderate intellectual disability. <p>Where the job seeker does not have an assessed IQ of 60 or less, the assessment presented as evidence of moderate intellectual disability must:</p> <ul style="list-style-type: none"> • include consideration of both the job seeker’s IQ and any adaptive behaviour, and • be completed by a registered psychologist. <p>Registration Requirements</p> <p>To be accepted as a registered psychologist for the purposes of assessing eligibility for the Moderate Intellectual Disability Payment, the psychologist must:</p> <ul style="list-style-type: none"> • be fully registered with the relevant State and Territory Psychologists Registration Boards, meeting any mandatory accreditation or competency-based standards, allowing them to practice without any supervisory requirements. <p>In States or Territories where a registering body does not operate, the assessor must hold qualifications that would make them eligible for full registration in one or more of the other States or Territories.</p> <p>A Participant that meets the above requirements is considered to be a Moderate Intellectual Disability Participant.</p>

	<p>Note: If the job seeker is Direct Registered as an Eligible School Leaver, all criteria under <i>Eligible School Leaver Guidelines</i> must also be met.</p>
<p>3. Provider</p> <p>Provider confirms Status as Moderate Intellectual Disability Payment eligible participant</p>	<p>Once the eligibility of the Participant has been established with documentary evidence, the Provider can apply the Moderate Intellectual Disability flag to the Participant’s record through the registration screen in the Department’s IT System. The flag can be applied by adding ‘Moderate Intellectual Disability’ special client type on the Circumstances tab.</p> <p>Providers are required to retain suitable Documentary Evidence to support their decision to apply the Moderate Intellectual Disability Payment. See the <i>Documentary Evidence Guidelines</i> for more detail.</p> <ol style="list-style-type: none"> 1. a copy of an IQ assessment report clearly indicating the individual’s assessed IQ of 60 or less, or 2. a signed statement from a registered psychologist stating that the individual has an assessed IQ of 60 or less, or 3. a signed statement from an appropriate representative of a recognised and credible institution such as Centrelink, a Job Capacity Assessor or Employment Services Assessor, an Education authority or a State or Territory Disability Commission indicating that they have evidence on file verifying that the individual’s IQ is 60 or less, or 4. a signed statement from a registered psychologist stating that, using a recognised assessment tool, and based on a combination of IQ and other adaptive behaviour factors, the individual falls within the classification of having moderate intellectual disability. The statement must indicate the name of the assessment tool, including any version or revision number, the score or assessment relevant to the classification scale and the assessment outcome, or 5. a copy of a Job Capacity Assessment or Employment Services Assessment report where the assessor specifically states that he or she has sighted a relevant Assessment which indicates that the Participant has an IQ of 60 or less. <p>A 'Signed Statement' must be in the form of a letter or memo and can be a hardcopy original, photocopy or FAX of an original statement or a scanned copy of an original statement. It must be uploaded to the Department’s IT Systems (refer to the Documentary Evidence for Claims for Payment Guidelines).</p>
<p>4. Provider</p> <p>Provider claims Moderate Intellectual Disability Payment</p>	<p>Moderate Intellectual Disability Payment may be claimed on:</p> <ul style="list-style-type: none"> • up to four, Four-week Outcome Fees; • 13-week Full Outcome Fees; • 26-week Full Outcome Fees; and • 52-week Full Outcome Fees

*Grant Agreement
References:*

- *Clause 152*

where these fees apply to a job of at least:

- 45 hours of paid employment over a Four-week Period
- 195 hours in 13 Consecutive Weeks (13-week Period);
- 390 hours in 26 Consecutive Weeks (26-week Period)
- 390 hours in 26 Consecutive Weeks (52-week Period).

Claiming the Moderate Intellectual Disability Payment

An MIDP claim will be made available in the Department's IT Systems when a Provider:

- submits a claim for a Four-week Outcome, 13-week Outcome, 26-week Outcome or 52-week Outcome for an employment placement undertaken by a participant recorded in the systems as having a moderate intellectual disability; and
- records that the hours worked by the Participant during the outcome period were:
 - sufficient for the Participant to qualify for the Four-week Outcome, or a Full Outcome for the 13-week, 26-week or 52-week period as described by paragraph (b)(i), (ii) or (iii) of the definition of Full Outcome in the DES Grant Agreement; and
 - at least 15 hours per week, on average; and
- uploads documentary evidence to support the claim.

For the sake of clarity, an MIDP claim will be made available when a Four-week Outcome or Full Outcome based on hours worked is approved for a Participant recorded as having a moderate intellectual disability, where the hours worked by the Participant were at least:

- 45 hours in the four week period for a Four-week Outcome;
- 195 hours in the 13 week period for a 13-week Outcome;
- 390 hours in the 26 week period for a 26-week Outcome; and
- 390 hours in the second 26 week period for a 52-week Outcome.

The MIDP claim will be made available once the Four-week Outcome or Full Outcome claim is accepted, and the Provider can claim the available MIDP claim normally through the Department's IT Systems. If any of the above conditions are not met, MIDP is not payable and no MIDP claim will be made available.