



## **DV-ALERT FINANCIAL ASSISTANCE GUIDELINES FOR STUDENTS**

*CHCDFV301A Recognise and Respond to Domestic and Family  
Violence*

Support payments to assist with student travel and accommodation and employer backfill payment associated with participation in the DV-alert training workshops

July 2016



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<i>DV-alert Financial Assistance Overview</i>				
<i>What is it?</i>	<p>Domestic Violence Response Training Program (DV-alert) is proudly supported and funded by the Department of Social Services.</p> <p>DV- alert Financial Assistance are support payments that assist:</p> <ul style="list-style-type: none"> <li>• DV-alert <b>students</b> with travel and accommodation costs</li> <li>• <b>Employers</b> to release staff (via backfill payments)</li> </ul> <p>for attendance at a DV-alert <b>General, Multicultural, or Indigenous</b> workshop.</p>			
<i>Who is it for?</i>	DV-alert students and their employers who meet the DV-alert Eligibility Criteria.			
<i>Where are applications and enquiries directed to?</i>	<p>All applications and enquiries to be directed to Lifeline Australia via:</p> <ul style="list-style-type: none"> <li>• Email: <a href="mailto:training@lifeline.org.au">training@lifeline.org.au</a></li> <li>• Phone: 02 6215 9418</li> <li>• Fax: 02 6215 9401</li> <li>• Post: PO BOX 173 Deakin West ACT 2600</li> </ul>			
<i>When must it be submitted?</i>	Applications must be submitted after attending DV-alert training within 1 month of completing a workshop			
<i>How much are the payments?</i>				Maximum Reimbursement
	<b>Party</b>	<b>Expense Type</b>	<b>Exc. GST</b>	<b>Inc. GST</b>
	Student	Travel and accommodation*	\$400	\$440
	Employer	Employer backfill payment	\$500	\$550

\* For details of specific expenses able to be claimed, see page 7.

**Please note:** approval of Financial Assistance is at the discretion of Lifeline Australia.

**IMPORTANT:**

**Expenses claimed must be paid for up front by the student or employer. All relevant tax invoices/receipts must demonstrate that expenses have been paid in full and be included in the application.**

## Terminology

For the purpose of this document a student is defined as any person who is enrolled into a DV-alert workshop as a participant.

## Background

The Domestic Violence Response Training Program (DV-alert) forms part of the Women's Safety Agenda and is an initiative of the Department of Social Services (DSS).

This training program is delivered by Lifeline to health and allied health workers and frontline community workers.

This training will support students to feel more confident about recognising and responding to signs of domestic and family violence, and assist them to make appropriate referrals to available resources within their community.

Financial support payments are available to assist employers to release staff by way of backfill payments, and to assist students to attend a DV-alert two day workshop if travel and accommodation is required in regional and remote areas. DV-alert is fully supported and funded by DSS.

## Information for Applicants

### Enquiries and Application Submissions

All enquiries should be directed to Lifeline Australia via:

- Email: [training@lifeline.org.au](mailto:training@lifeline.org.au)
- Phone: 02 6215 9418
- Fax: 02 6215 9401
- Post: PO BOX 173  
Deakin West  
ACT 2600

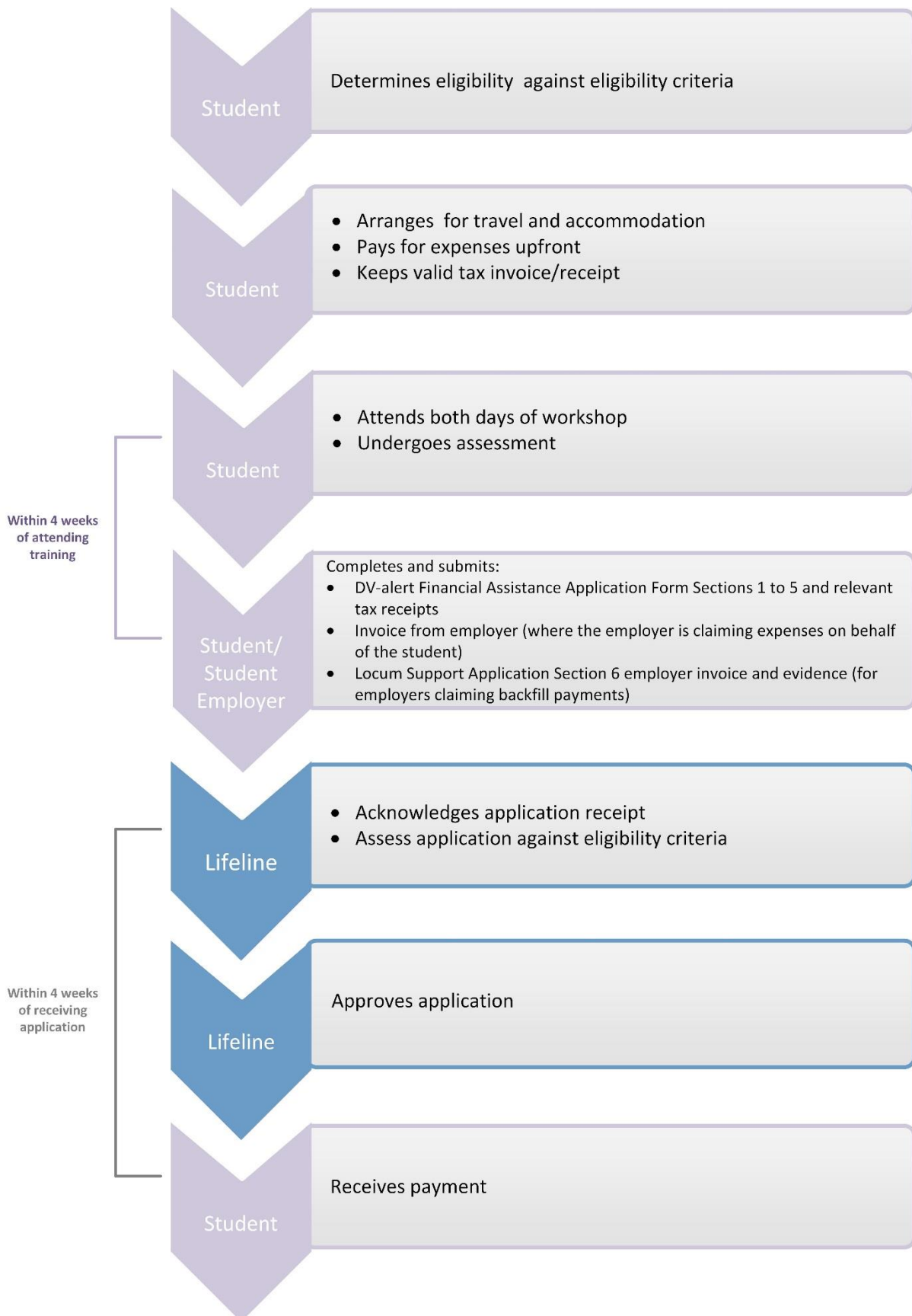
It is strongly recommended that applications are made by email for efficient and prompt processing.

### Payment

Payments will be made retrospectively and within 4 weeks of application approval.

Applicants will be notified of a non-successful application.

## DV-alert Financial Assistance Application Process



## Eligibility Criteria

In order for students to receive Financial Assistance they must be:

- Enrolled in a 2 day DV-alert workshop either General, Indigenous, or Multicultural (not e-learning, Tailored or awareness session) via the DV-alert website at <http://www.dvalert.org.au/>
- Employed in a workplace that is in a location classified as regional or remote (with an RA 2 to RA 5 rating) according to <http://www.doctorconnect.gov.au/locator>
- Travelling more than 50 kilometres from their place of work to attend a workshop in a regional or remote location.
- Travelling more than 100 kilometres from their place of work to attend a workshop in a metropolitan location.
- An Australian citizen or a permanent resident in Australia.
- Currently employed or volunteer as a health, allied health or community frontline worker.
- Attend the two full days of the workshop and complete all assessment tasks.

**Please note:** Students can only be eligible for Financial Assistance once.

All applications must meet the eligibility criteria and be accompanied by all relevant supporting documentation in order to be considered.

Students must retain a copy of the application form and copies of all relevant supporting documentation. In addition to this, students may be required to provide further information and documentation to substantiate their claim.

## Non Eligibility

Students are not eligible for Financial Assistance if they are attending the training as:

- An employee or volunteer with Lifeline
- An employee or volunteer not working in the health, allied health or community sector
- A student whose workplace is in a metropolitan area (RA 1 rating)
- A workshop is available within 50 kilometres of the student's place of work
- Enrolled in a tailored workshop, awareness session or e-Learning
- A student who is self-employed

**Incomplete or illegible forms will not be considered.**

**Please note approval of Financial Assistance applications is at the discretion of Lifeline Australia.**

## Financial Assistance Benefit

### As a DV-alert student

Any student who is eligible for DV-alert Financial Assistance can claim support payments of \$220 (incl. GST) per student per day for a maximum of 2 days \$440 (incl. GST) in total for pre-paid expenses that are associated with accommodation and travel to and from a DV-alert workshop.

Travel expenses may include:

- Airfares (best rate of the day)
- Motor Vehicle Allowance (a rate is reimbursed per kilometre travelled in a personal vehicle)
- Bus fare
- Train fare
- Taxi fees
- Car hire (if this is the most financially viable option)
- Parking

Accommodation expenses may include:

- Hotel or motel
- Caravan park

Expenses that will **NOT** be reimbursed may include:

- Meals
- Petrol
- General incidentals

**Please note:** in exceptional circumstances in which three night's accommodation is required (i.e. workshop located in a very remote location), students may claim up to three nights' accommodation provided that the total reimbursement does not exceed \$440 (incl. GST).

Fees relating to change or cancellation of travel and accommodation are not covered by DV-alert Financial Assistance.

### As an Employer

Any employer who has staff that are eligible for Financial Assistance and are attending a DV-alert workshop can claim locum payments in cases where the employer must backfill an employee's position.

Locum payment is capped at \$275 (incl. GST) per day for a maximum of two days \$550 (incl. GST) in total and will be reimbursed directly to the employer.

In order to claim locum payment an employer must complete and sign Section 4 – Employer Locum Support of the DV-alert Financial Assistance Application Form, attach appropriate evidence and submit an organisation invoice to make a claim.

### As a Self Employed Student

Financial Assistance is not available to students who are self-employed.

## DV-alert Financial Assistance Application Form

### SECTION 1 - DV-alert Financial Assistance Application Submission Checklist

In order to successfully submit an application, please refer to the checklist below.

DV-alert Financial Assistance Application Checklist			
Student and Workshop Details - Sections 2 to 5			
To be completed by the Student			
1	Student and Work Details	Complete all sections	<input type="checkbox"/>
2	Student Expense Details	Complete only applicable sections. Attach all relevant tax receipts	<input type="checkbox"/>
3	Student Claim Summary Sheet	Complete form and sign declaration	<input type="checkbox"/>
4	Employer Invoice	<b>Only if</b> an organisation is claiming on behalf of the student, an invoice is required	<input type="checkbox"/>
Employer Locum Support Details – Section 6			
To be completed only by employer or delegate if employer is claiming Employer Locum Support Payment			
1	Employer Declaration Form	Complete and sign form	<input type="checkbox"/>
2	Employer Backfill Evidence	Attach relevant tax receipt for employee backfill	<input type="checkbox"/>
3	Employer Invoice	Attach valid organisation invoice with completed employee and workshop details	<input type="checkbox"/>
<b>Please note: You may be required to provide further documentation to substantiate your claims</b>			

### SECTION 2 – Student Eligibility Check

The Sections 2 to 5 below are to be completed by the student who attended the DV-alert workshop.

**Please note:** Where more than one student is submitting a joint claim, Sections 2 and 3 must be submitted for each student separately.

	<b>Location Details</b>		
2a)	Are you employed in a workplace in a regional or remote location?	<input type="checkbox"/> Yes	<input type="checkbox"/> No – you are not eligible
2b)	Have you attended a regional or remote workshop more than 50km from your place of work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No – you are only eligible if you tick Yes to 2c)
2c)	Have you attended a metropolitan workshop more than 100km from your place of work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No – you are only eligible if you ticked Yes to 2b)
2d)	Have you attended the two full days of the workshop and completed all assessment tasks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No – you are not eligible
	<b>Australian Residency Details</b>		
2e)	Australian Citizen	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Australian Permanent Resident	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Neither of the above	<input type="checkbox"/> Yes	– you are not eligible for Financial Assistance



### SECTION 3 - Student and Workshop Details

**Please note:** Where more than one student is submitting a joint claim, Sections 2 and 3 must be submitted for each student separately.

<b>3a)</b>	<b>Workshop Details</b>	
	Location (city or town)	Workshop Dates: & / /
	Workshop type	<input type="checkbox"/> General <input type="checkbox"/> Indigenous <input type="checkbox"/> Multicultural
<b>3b)</b>	<b>Personal Details</b>	
	Surname	
	Given name	
	Date of Birth	
	Postal address	
	Suburb	
	State/Territory	
	Postcode	
	Phone ( work)	( )
	Phone (mobile)	
Email		
<b>3c)</b>	<b>Employment Details</b>	
	Job Title / Vocation	
	Name of Practice / Organisation	
	Street Address	
	Suburb	
	State / Territory	
	Postcode	
	Work Phone	( )
	Is your employer claiming locum support payments?	<input type="checkbox"/> <b>Yes</b> - employer to complete Locum Support Application Form and submit with this application and invoice
	Are you self-employed?	<input type="checkbox"/> <b>Yes</b> - you are not eligible for Locum Support
<input type="checkbox"/> <b>No</b> - your employer is eligible for Locum Support		

## SECTION 4 - Expense Reimbursement Details

Eligible students are able to claim reimbursement for expenses incurred for attending a DV-alert workshop to the total value of \$440 (incl. GST), \$220 (incl. GST) per student per day up to a maximum of 2 days.

**Please note:** In exceptional circumstances in which three night's accommodation is required (i.e. workshop located in a very remote location), students may claim up to three nights' accommodation provided that total reimbursement does not exceed \$440 (incl. GST).

Supporting documentation by way of a valid tax receipt **MUST** accompany this application if claiming expenses other than Motor Vehicle Allowance to demonstrate that expenses have been paid.

For information about what comprises a valid tax receipt please refer to Appendix A.

4a)	<b>Motor Vehicle Allowance Claim</b>			
	Use of personal motor vehicle travel will be reimbursed at \$0.66 per kilometre travelled.			
	<b>Location</b>		<b>Location</b>	<b>Kilometres travelled</b>
	From:		To:	
	From:		To:	
	<b>(A)</b> Total distance travelled in km			
	<b>(A)</b> Cents/km			\$0.66
	<b>Total – (A) multiplied by (B)</b>			\$
<b>Note:</b> If more than one student travelled together, <b>only one</b> student can claim Motor Vehicle Allowance				
4b)	<b>Airfare Claim*</b>			
	Airline company name:			
	Select one:	One way: <input type="checkbox"/>	Date:	/ /
		Return: <input type="checkbox"/>	Dates:	/ / & / /
Total amount paid:		\$		
4c)	<b>Accommodation Claim*</b>			
	Accommodation name:			
	Check in date:	/ /	Check out date:	/ /
Total amount paid:		\$		
4d)	<b>Car Hire Claim*</b>			
	Car hire company name:			
	Pick up date:	/ /	Drop off date:	/ /
Total amount paid:		\$		
4e)	<b>Incidentals Claim*</b>			
	Bus fare: <input type="checkbox"/>	Train fare: <input type="checkbox"/>	Taxi fare: <input type="checkbox"/>	Parking: <input type="checkbox"/>
Total amount paid:		\$		

\*Please include valid tax invoices or receipts with application.

## SECTION 5 - Student Claim Summary Sheet

Expense Claim Details			
	GST excl. amount	GST incl. amount	Valid tax receipt included?
Motor Vehicle Allowance Claim (no GST for this claim)	N/A	\$ (no GST)	N/A
Airfare Claim*	\$	\$	<input type="checkbox"/> Yes
Accommodation Claim*	\$	\$	<input type="checkbox"/> Yes
Care Hire Claim*	\$	\$	<input type="checkbox"/> Yes
Incidentals Claim*	\$	\$	<input type="checkbox"/> Yes
Total:	\$	\$	
Does the <b>GST incl. total</b> exceed \$440?	<input type="checkbox"/> <b>Yes</b> - A maximum of \$440 can be claimed		<input type="checkbox"/> <b>No</b> - Total amount can be claimed
Is the employer claiming on behalf of the student?	<input type="checkbox"/> <b>Yes</b> - An invoice must be attached and section <b>5c)</b> completed		<input type="checkbox"/> <b>No</b> - Payment details section <b>5b)</b> must be completed
Is there an Employer Locum Support Application attached to this application?	<input type="checkbox"/> <b>Yes</b>		<input type="checkbox"/> <b>No</b>

Payment Details	
Payment will be made to the party who has incurred the travel and accommodation expenses (i.e. student)	
Account Name:	
BSB:	
Account Number:	
Total amount claimed:	\$

Employer Details (where the employer is claiming on behalf of the student)	
Organisation name:	
ABN:	
Contact name:	
Contact email:	

Declaration	
I do solemnly declare that the information provided in this application is true and correct	
Signature of applicant / employer:	
Full name:	
Date:	

**\*Please include valid tax invoices or receipts with application**

**Note:** If you have any additional comments you feel will support your application, please submit these in writing via email or as a letter attached to this application.

OFFICE USE ONLY			
Manager name		Cost Centre	Account
Manager approval		503	3725
Date			
Amount	\$		

## Employer Locum Support Application Form

This section is to be completed by the employer / organisation or their delegate who is claiming the locum support payment.

Employer Locum Support payment is capped at \$275 (incl. GST) per student, per day for a maximum of two days and will be reimbursed directly to the employer. The employer organisation must:

- Complete, sign and submit **Section 6 -Employer Locum Support Application Form**
- Provide a valid tax invoice stating:
  - Employee name
  - Location and date of DV-alert workshop attended
  - Back fill payment date/s and amount paid
- Provide evidence in the form of a receipt or invoice from a temp agency or individual providing the backfill service.
- Ensure that the Student DV-alert Financial Assistance Application is completed and signed and is submitted with Employer Locum Support Application Form, organisation invoice and evidence.

For information about what constitutes a valid tax invoice please refer to Appendix A. For an example of an employer organisation invoice refer to Appendix B.

### SECTION 6 - Employer Locum Support

6a)	<b>Application Checklist</b>	
	A valid tax invoice has been submitted with this application:	<input type="checkbox"/> Yes
	Evidence in the form of receipt or invoice is attached:	<input type="checkbox"/> Yes
	The Student Financial Assistance Application has been submitted:	<input type="checkbox"/> Yes
6b)	<b>Employer Declaration</b>	
	I hereby certify that I have backfilled my employee's position whilst they attended the two day DV-alert workshop training and therefore my organisation is eligible for locum support payment.	
	Signature:	
	Name:	
	Job title:	
	Name of organisation:	
6c)	<b>Employee Information</b>	
	Name of employee:	
	Location and date of DV-alert workshop attended	
	Total back fill amount claim \$550 Maximum \$275 (incl. GST) per day for a maximum of 2 days	\$
<b>Please note: Payment will be made to account details nominated on the tax invoice.</b>		

## Appendix A - What is a valid tax invoice?

Tax invoices for taxable sales of less than \$1,000 must include enough information to clearly determine the following seven details:

1. That the document is intended to be a tax invoice.
2. The seller's identity.
3. The seller's Australian Business Number (ABN).
4. The date the invoice was issued.
5. A brief description of the items/services sold, including the quantity (if applicable) and the price.
6. The GST amount (if any) payable – this can be shown separately or, if the GST amount is exactly one-eleventh of the total price, as a statement such as 'Total price includes GST'.
7. The extent to which each sale on the invoice is a taxable sale (that is, the extent to which each sale includes GST).
  - a. Example 1, below, meets this requirement because the sale is clearly identified as being fully taxable by the words 'total price including GST'.
  - b. Example 2 meets this requirement in two ways: it shows the GST included in each line item (see column with the GST amount), and the sale is clearly identified as being fully taxable by the words 'the total price includes GST'.

**In addition, tax invoices for sales of \$1,000 or more need to show:**

8. The buyer's identity or ABN.

If your tax invoices meet the requirements for sales of \$1,000 or more, you can also use them for sales of lesser amounts.

Example 1, below, shows a conforming invoice for a sale of under \$1,000. Example 2 shows a conforming invoice for a sale of more than \$1,000.

**Example 1: Tax invoice for a sale under \$1,000**

**1 Tax invoice**

**2** Windows to Fit Pty Ltd  
 ABN: 32 123 456 789 **3** 15 Burshag Road  
 Festler NSW 2755

**4 Date:** 1 August 2010

**To:** Building Company  
 254 Burshag Road  
 Festler NSW 2755

Description of supply	Total
Window frames <b>5</b>	\$825
<b>TOTAL PRICE INCLUDING GST</b>	<b>\$825 6</b>

End of example

**Example 2: Tax invoice for a sale of more than \$1,000**

**1 Tax invoice**

**2** Windows to Fit Pty Ltd  
 ABN: 32 123 456 789 **3** 15 Burshag Road  
 Festler NSW 2755

**4 Date:** 1 August 2013

**To:** Building Company **8**  
 254 Burshag Road  
 Festler NSW 2755

Qty	Description of supply	Unit price	GST	Total
<b>5</b> 50	Window frames	\$150	\$15	\$8,250
10	Deadlocks	\$40	\$4	\$440
			<b>6</b>	
<b>TOTAL AMOUNT PAYABLE</b>				<b>\$8,690</b>

The total price includes GST **7**

Please refer to the ATO website for more information;  
<https://www.ato.gov.au/Business/GST/Issuing-tax-invoices/>

**IMPORTANT:**

All claims for reimbursement must be accompanied by relevant tax invoices or receipts demonstrating that expenses have been paid in full.

## Appendix B - Example of an invoice to claim Employer Locum Support



**ABC Pty Ltd**  
**ABN 66 666 666 666**  
**Address:**  
**123 XYZ Parade**  
**Broken Hill**  
**NSW 2259**

### TAX INVOICE

No: 12345

Date of issue: 4 July 2014

Description	
Backfill staff member for attendance at DV-alert Workshop 1-2 July 2014, Cessnock	\$500.00
John Smith 2 x days at \$250 per day	
GST	\$50.00
<b>Total Amount Due</b>	<b>\$550.00</b>

**Payment can be made via EFT**

**Account name: ABC Pty Ltd**

**Account number: 666666**

**BSB: 001-002**

**Remittance: ABC@telstra.com.au**