

Psychiatric Illness and Intellectual Disabilities Donations Trust Fund

A monthly process of applications will occur at the end of each month instead of the usual quarterly ending and due to these changes, we ask that your Service submit one application per month. This will ensure that funding administration will be more effective, efficient and responsive to consumer needs.

Applications can be faxed through on 9096 8726.

Should you require further clarification please contact the PIIDDTF Trust Fund line on 9096 8000.

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What is the Donations Trust Fund?

The Psychiatric Illness and Intellectual Disabilities Donations Trust Fund (PIIDDTF) has been established from donations and/or bequests made to support consumers with disabilities, including consumers with a mental illness. Consumers are able to benefit from the fund by making an application through their Case Manager for funding of everyday items. However, as the fund has limited resources, not every application can be funded. A Recommending Committee within the Department of Health is responsible for allocating the funds to consumers with a mental illness.

Who Can Receive Funding?

Any person with a mental illness who is currently receiving treatment through a Victorian public clinical mental health service can receive funding

How Do Consumers Apply?

Consumers can make an application through their case manager at the relevant public clinical mental health service. Consumers should be closely involved with the application and where possible, provide a letter to accompany the application

What is the Role of the Case Manager?

Case managers are requested to consider the suitability of the application before making the request.

Case managers are responsible for:

- Assessing the eligibility of the applicant.
- Identifying or investigating other means of financing.
- Justifying the funding request.
- Recommending the application.
- Ensuring that all details on the application form are completed.
- Ensuring that written quotations from suppliers are attached.
- Ensuring that items requested are of a reasonable standard and cost and represent value for money ([List of capped amounts for funding available at end of downloaded document](#)).
- Ensuring that items funded are purchased by the consumer/case manager.

What Are the Funding Criteria?

Each application will be considered on an individual basis according to the following criteria:

- Applications must be directly related to the consumer needs associated with their mental illness and **not** the needs of their family members.
- Other means of financing the consumer's application must have been exhausted.
- The proposed funding must improve the consumer's quality of life.

Applications are assessed according to the guidelines and are prioritised to those consumers in needy circumstances who require funds for basic living needs.

What Are the Restrictions?

To ensure that consumers benefit from the fund a limit of \$1,000.00 per financial year applies to all consumers.

Requests for payments of bills, loan repayments and general living costs (including car expenses) will **only** be considered if a financial management strategy for the consumer is in place that can ensure bill payment or regular living costs are managed within the consumer's income in the future. A statement about this strategy is required in these circumstances. **Debts incurred from breaking the law (eg. Speeding, parking fines) will not be funded.**

Where extenuating circumstances exist, the Recommending Committee may approve an exception to these restrictions. Should funds be required urgently, assistance should be sought from an emergency relief or crisis support agency rather than from the PIIDDTF.

Have Other Options Been Investigated?

Case managers must investigate other options for supply and/or funds as a first step in responding to the client's needs. The following list indicates some options:

- Carer Brokerage Fund is available through your case manager at your local area mental health service. It is currently available to carers of a consumer with a mental illness who is receiving treatment through a public clinical mental health service in Victoria.
- Dental treatment is provided by the public dental health service, with co-payment requirements waived for consumers with a mental illness unable to afford the payment and on request by the case manager.
- Prescription spectacles/contact lenses can be obtained at low-cost for consumers on a pension through the Victorian College of Optometry (03 9349 7400).

- Baby clothing and equipment may be available through the Caroline Chisholm Society (03 9370 3933).
- Computers and software that have been recycled/refurbished are available through Green PC (03 9486 9355 / www.greenpc.com.au).
- Home Wise Grant which is available from Department of Human Services, this is available to consumers who are on a Disability Support Pension and doesn't have any money. Please check website for eligibility <http://www.dhs.vic.gov.au/concessions/entitlements/hardship/home-wise>
- Home renovations/maintenance inspections and low-cost loans for a consumers own home may be provided through the Home Renovation Service (1800 134 872) or home modifications through HACC (local councils).
- For CPAP Equipment please contact one of the following health services below who have a CPAP Program in place:
 - [Barwon Health](#)
 - [Southwest Healthcare](#)
 - [Ballarat Health Services](#)
 - [Bendigo Health Care](#)
 - [Goulburn Valley Hospital](#)
 - [Latrobe Regional Health](#)
 - [Royal Children's Hospital](#)
 - [Royal Women's Hospital](#)
 - [Western Health](#)
 - [Austin Health](#)
 - [St Vincent's Health](#)
 - [The Alfred](#)
 - [Monash Medical Centre](#)
 - [Frankston Hospital](#)
- Courses in hospitality are provided by Prahran Mission as long as the consumer is in their area. Website: www.prahranmission.org.au/courses.htm
- Crisis Payments is a special one-off payment that may be paid in addition to your regular payment from Centrelink. www.centrelink.gov.au/internet/internet.nsf/individuals/crisis_index.htm
- Fitted for Work is an organisation that helps connecting women with work this includes clothing and on-the-job training. www.fittedforwork.org/get-involved.aspx

If it can be demonstrated that these options are not available or not appropriate due to length of waiting time, cost, ineligibility or some other reason, an application to PIIDDTF can be made for these items. For example, requests for dental treatment will be considered where it is demonstrated that extensive waiting times and the urgency of the proposed treatment require a more immediate response than that available through the public dental health service.

Have all Factors Been Considered in Making an Application?

Case managers should be realistic in identifying items for purchase and matching the requested items to the consumer's interest and abilities. If an item is "a good idea" but has not been supported by previous interest or involvement, some additional justification may be required. Obtaining the best value for money should also be considered in applications.

Are all Applications Fully Funded?

The heavy demand on PIIDDTF means that not all applications can be funded. Sometimes the full amount requested may not be able to be supported. In cases where partial funding is acceptable as a contribution towards a request, the application should indicate that partial funding is acceptable and that the balance can be funded from elsewhere.

What are the Administrative Grounds for Rejection?

Administrative grounds for rejection include:

- Item is not of a reasonable cost
- Inadequate information (eg. Quotes not supplied)
- Insufficient justification for the request
- If the consumer isn't managed by a case manager of a public clinical mental health service in Victoria

What are the Accountability Requirements?

In order to ensure proper accountability and expenditure of the Trust funds, cheques are made out to the supplier of the requested goods as detailed in the application. Providing accurate quotations and details of suppliers is part of ensuring accountability.

For requests of personal clothing less than \$300, itemised quotes are **not** required as long as the full name and address of the nominated supplier is provided for payment purposes.

When Do Applications Close?

The Recommending Committee considers applications every month. Completed application forms, including quotes and any additional information, should reach the Mental Health Drugs & Regions Division by the last working day of each month.

When Will I Know the Outcome?

Case Managers will be notified via letter of the Recommending Committee's decision. Applications not approved for funding will lapse. Applications may be resubmitted.

Appeals Process

If a consumer wishes to appeal an application outcome, the consumer will need to go through their Case Manager in order for this process to occur. The appeal process can take up to four weeks. The Case Manager from a Public Clinical Mental Health Service will be notified in writing of the decision.

For What Purposes Can the Funds Be Used?

Examples of appropriate expenditure, in order of priority include:

- Purchase of personal items such as clothing
- White goods, heaters and kitchen utensils
- Bed and mattress
- General furniture such as table and chairs, sofa, electrical appliances etc.
- Television
- Financial assistance to consumers seeking assistance in paying bills but a financial plan must be in place to receive assistance.
- Transport
- Car Repairs
- Glasses
- Computers

- Meeting the costs of entertainment and recreation expenses for consumers such as holidays, outings and group gym membership
- To purchase items for recreational use such as bikes, musical instruments and audiovisual equipment.
- Courses
- Lawn mower

If an Application Has Been Approved, Can the Client Change their Mind?

After the case manager has received notification of approval, a requested item may no longer be required, the price may have altered since the original quote or the consumer has changed their mind about the items requested. In these situations, contact the PIIDDTF Information Number for advice on 9096 8000.

Consumers cannot substitute alternate items for a previously approved item; a new application will be required in these circumstances that justify the new item. Generally, changes must be kept to a minimum to reduce the costs associated with cancellation and re-issue of payments to suppliers.

Further Information

For application forms and further enquiries contact:

PIIDDTF Information Line
Mental Health Drugs & Regional Division
Monday - Thursday
Tel: (03) 9096 8000
Fax: (03) 9096 8726

Applications can be faxed or sent via mail to:
Director Operations, Mental Health Drugs & Regions Division
Department of Health
GPO Box 4541
Melbourne 3001

CHECKLIST FOR MAKING AN APPLICATION TO PIIDDTF:

- Has the application been made by the case manager from a public clinical mental health service?
- Are quotes supplied for each requested item?
- Is the request for less than \$1,000.00?
- Does the request match the needs and priorities identified by the consumer?
- Has the consumer supported the application in writing? If so, scan the letter to send via email as an attachment. If you don't have a scanner available, then either fax through the letter or send in the mail
- Have other funding sources been investigated?
- Does the request represent **value for money**?