

# Psychiatric Illness and Intellectual Disabilities Donations Trust Fund

## GENERAL GUIDELINES



# Psychiatric Illness and Intellectual Disabilities Donations Trust Fund (PIIDDTF)

General Guidelines

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# 1 Background

The Psychiatric Illness and Intellectual Disability Donations Trust Fund (PIIDDTF) is a philanthropic trust fund that is made up of donations and bequests dating from 1934 and consolidated by an Order of the Supreme Court in 1994. State Trustees Limited (State Trustees) is the custodian trustee of the Fund, with responsibility for the day-to-day administration. A Recommending Committee has been established, to make recommendations to State Trustees about the disbursements to be made from the Fund.

The Fund broadly provides for payments to be made for the treatment or welfare of people with a mental illness or intellectual impairment.

The mental health (psychiatric) component of the Fund is administered by the Health and Wellbeing Division of the Department of Health and Human Services, whilst the intellectual disability component of the fund is administered by the Financial and Corporate Services Division of the Department of Health and Human Services.

## 1.1 PIIDDTF Mental Health Trusts

The psychiatric illness component of PIIDDTF is made up of several Trusts. Each Trust has a specified purpose.

The various accounts and their respective purpose and application are:

- General Account: for the purpose of promoting (either directly or indirectly and whether by means of research or otherwise) the treatment and welfare of persons experiencing mental illness:
  - Miscellaneous items, clothing, bedding, glasses, fridge, washing machine, household furniture, television, education and training
- Margaret Rose Hall Bequest: for the purpose of ameliorating and bettering the condition of males experiencing mental illness
  - Male only
  - Clothing, glasses, whitegoods, general furniture, education, training, television, vcrcs, stereos and recreational pursuits
- Willsmere Trust Fund : for the purpose of providing support to enable psychiatric inpatients to be relocated to community-based services and to provide support to any client of community-based psychiatric services:
  - Whitegoods, general furniture, education and training
    - C K Edwards (forms part of the Willsmere Trust Account) for clients of psychiatric services who are in necessitous circumstances
  - Whitegoods, general furniture and clothing
- Bruce Bowman Pearce Bequest: for the benefit of registered clients of public clinical mental health services, for individual holidays, outings and other recreational pursuits.

# 2 Amended Guidelines and Application Form

The amended guidelines will come into effect on 1 July 2017. From this date all public clinical mental health services are required to comply with the guidelines and utilise the updated application form.

## 3 Purpose

These guidelines provide information on the allocation and application process for the *mental health* component of Psychiatric Illness and Intellectual Disability Donations Trust Fund (PIIDDTF).

### 3.1 Scope

These guidelines are limited to the mental health component of PIIDDTF. Access to the intellectual disability donations trust fund is through Financial and Corporate Services Division, Department of Health and Human Services. Application for access to mental health component of PIIDDTF may be made by any registered clients who are receiving public mental health treatment and care in Victoria's public clinical mental health services.

### 3.2 Audience

The intended audience of the PIIDDTF guidelines is:

- All Victorian public clinical mental health services.
- The Department of Health and Human Services, Health and Wellbeing (the department).

## 4 Who may apply for access to the PIIDDTF Trust Fund?

### 4.1 Eligible applicants

Any registered person, who is currently receiving treatment and care in a Victorian public clinical mental health service, is eligible for funding and may apply by way of an application supported by their public clinical mental health service clinician.

The eligibility and funding criteria reflect the specified purposes of PIIDDTF. These include to:

- Promote the treatment and welfare of a person experiencing a mental illness.
- Support in-patients of registered Victorian public clinical mental health services to relocate to community based services.
- Support a small number of recreational pursuits such as, outings, individual holidays and other recreational activity.

### 4.2 Eligibility criteria

- Applications must be for purposes related directly to the person's needs associated with their mental illness and not the needs of their family members (including children and unborn children), carers or friends.
- The proposed funding must improve the individual's quality of life and support social inclusion and recovery activities.

### 4.3 Ineligible applicants

- Carers, family members or friends of a consumer receiving treatment in a Victorian public clinical mental health service are not eligible to apply.

# 5 Fund Restrictions

Funds available through PIIDDTF are limited and approved grants from the Trust must meet the criteria of one of the PIIDDTF Trusts. Principles have been established to ensure that funds are made available in an equitable and accessible manner for consumers.

- The funding is limited to \$1,500 per individual per financial year, to optimise the opportunity for access.
- The Trust Fund prefers to fund the purchase of new items and not second hand items to ensure items are of a sound quality.
- Funding will not be provided from PIIDDTF where alternative funding for the relevant item(s) is available through any other government or non-government funding source, to ensure equity of access to the funds.
- Any items which funding is sought must be of appropriate standard and quality.
- Individuals are eligible to apply for funding more than once in the financial year as long as they do not exceed the annual cap of \$1,500.
- Applications relating to financial assistance of a debt will only be considered if a financial management strategy plan for the individual is in place to assist with future payments.
- An exemption from the restrictions outlined above can be sought in extenuating circumstances. In such cases, the Recommending Committee requests that additional information be provided in support of the request.
- There is a cap for applications (See Appendix 1 – Funding Caps)
- There is a cap of \$500 for applications for:
  - payments of bills including credit cards, car insurance and registration
  - loan repayments
  - rental arrears
  - general living costs
- There is a cap of \$800 for car repairs
- There is a cap on Gym Equipment / Gym Memberships:

If applicants wish to purchase gym equipment or gym membership it is recommended that an application is submitted for funds to pay for hiring of the equipment or to provide for a gym membership for three months only. If the person wishes to continue with the gym membership or equipment hire, then a further application should be made with the application documents noting that the applicant previously submitted an approved application.

- Items may not be substituted following receipt of funding. If an applicant receives funding, they are expected to purchase the item/s specified on the application form, from the supplier specified in the quotation submitted. If the applicant decides that they want to purchase something different from the supplier, the clinician should contact the department and seek prior approval. The Recommending Committee has the right to not approve a change in item and request that the cheque be cancelled. In such a case the applicant can re-apply for funding in the next funding round for the alternative item(s), provided the items meet the criteria set out in these Guidelines.
- Any funds paid from PIIDDTF that are not expended on the item(s) specified in the approved application, in accordance with the quote attached to the approved application, may not be cashed. If the applicant receives funding for an item and on purchase finds it to be cheaper than the original quote, the applicant may not keep the difference in funds. They must return the cheque and request the cheque be reissued for the new amount, or the recipient may purchase a better quality version of the same item as long as it is for the same value as the cheque.

- Cheques issued are valid for only six months from date of issue and will automatically be cancelled by the bank after that time (180 +days from date of issue). Applicants are required to spend the funds allocated to them as soon as possible. To avoid disappointment, it is requested that clinicians remind recipients to spend the funds within the allocated time frame..

## 5.1 E-Vouchers or Gift Cards

- As cheques will be phased out over a period of six months to twelve months and replaced with EFT Payments, E-Vouchers or Gift Cards.
- E-Vouchers or Gift Cards will only be issued to the following stores: Target, Kmart, Big W and Harris Scarf. The E-Vouchers or Gift Cards will have restrictions to ensure that the client only purchases as per application. Clinicians and clients will need to be mindful that E-Vouchers or Gift Cards cannot be cancelled or replaced
- Clinicians will be required to email a copy receipt of items purchased to:  
[MentalHealth.PIIDDTF@dhhs.vic.gov.au](mailto:MentalHealth.PIIDDTF@dhhs.vic.gov.au)

# 6 What the Trust Fund Does Not Cover

The Fund will not cover the following items

### Reimbursements:

- Reimbursement for items already paid for by the applicant, family member, carers, friends or service.

### Items not directly for the applicant:

- Early childhood education and care fees.
- Items of clothing for the applicant's child/ren.
- White goods or furniture that is required when a client is living with a family member, relative or friend.
- Group Insurance.
- Items that could be considered as harmful to the applicant or public, if used inappropriately.

### Items available through other sources of Government Funding (See Appendix 2):

- Rental arrears – apply through the Housing Establishment Fund (HEF) in first instance.
- Hearing aids – funding is available through Department of Health and Human Services Hearing Services.
- Wheel chairs – applications can be made through the State Wide Equipment Program.
- Walking stick – this is provided through the State Wide Equipment Program.
- Baby Items such as: prams, cots, clothing etc. – funding or an application can be made through the Caroline Chisholm Society.
- Maternity clothing – is provided through the Caroline Chisholm Society.
- School Uniforms – apply directly through the school

### If House/Unit belongs to someone other than the Applicant:

- The fund will not replace or install any fixtures or fittings such as ovens, air conditioning units, heating, carpet or curtains.

### Medical

- CPAP Machines, Medical bills, Pharmacy bills and Medical equipment
- Private consultation fees for medical professional such as Psychiatrist, Psychologist, GP or Dentist.
- Surgery of any kind
- Sleep Study
- Personal Alarms

### Miscellaneous

- Payments to any government funded service
- Respite care
- Meals on Wheels
- Fruit Delivery
- School Fees (for family members, relatives or friends)
- Extended warranty of items purchased.
- Bills that are not in the applicant's name.
- Legal documents such as: passports, birth certificates or marriage certificates.
- Items for health services that hold group meetings eg: tea, coffee, microwave.
- Fines - law infringements or criminal acts.
- Purchasing of a car.

## 7 Fund Applications

- PIIDDTF is managed through an application process as set out below.
- A PIIDDTF project officer oversees the Department of Health and Human Services administration of the fund.
- Area mental health services are responsible for the establishment and management of a process that ensures compliance with these guidelines and the area mental health service guidelines.
- Each service will have a Nominated PIIDDTF Contact who has been appointed to oversee the area mental health service application process.
- Applications to the fund are made on the specified documentation by public clinical mental health service clinicians in conjunction with the applicant and submitted to the Nominated PIIDDTF Contact.
- The Nominated PIIDDTF Contact will assess whether the application complies with these guidelines and is complete before submitting applications to the Department of Health and Human Services.

## 8 Submitting applications to the department's Recommending Committee

Nominated PIIDDTF Contacts are to submit completed applications via email to:

[MentalHealth.PIIDDTF@dhhs.vic.gov.au](mailto:MentalHealth.PIIDDTF@dhhs.vic.gov.au)

Applications are processed quarterly by the Department of Health and Human Services.

If submitting quarterly applications, application forms must be submitted via email to the PIIDDTF project officer in accordance with Table 1: Timelines quarterly allocation.

Under the terms of the Trust Fund, a Recommending Committee is responsible for decisions about disbursements to be made from the Fund.

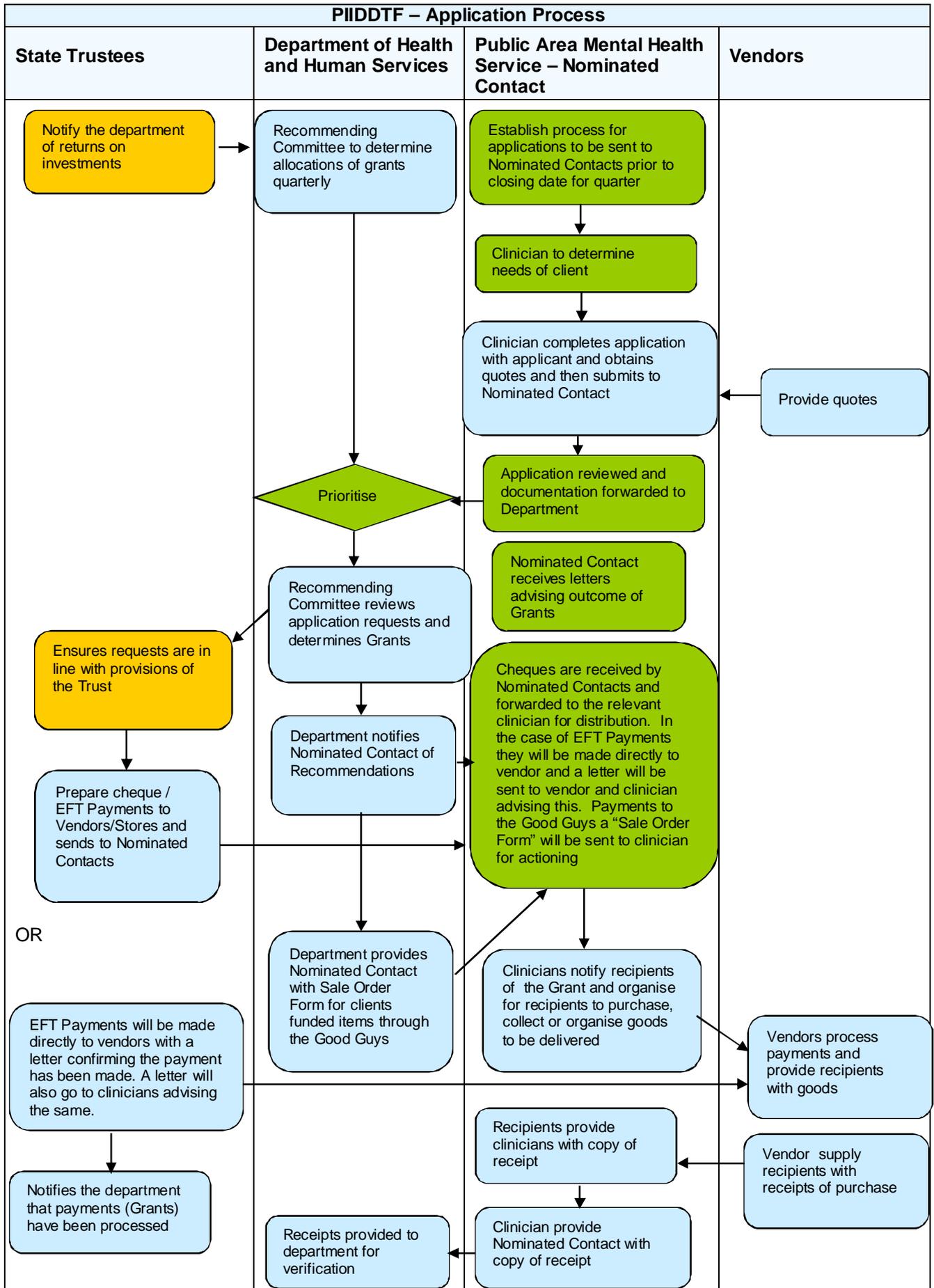
The Recommending Committee **will not** accept individual application forms directly from clinicians or directly from consumers.

The Recommending Committee makes the decision as to whether an application should be funded fully, partially or not at all.

Table 1: Timelines quarterly processing of applications (*Note: November Round has been moved forward due to the Christmas Period to ensure successful applicants receive funding before Christmas*).

Quarter	Open Date for submission of Application	Closing Date for submission of Application	Time Frame for Cheques or EFT Payments to be Issues
1 <sup>st</sup> Quarter	1 <sup>st</sup> August	15 <sup>th</sup> August	5 – 6 weeks from closing date
2 <sup>nd</sup> Quarter	23 <sup>rd</sup> October	6 <sup>th</sup> November	5 – 6 weeks from closing date
3 <sup>rd</sup> Quarter	1 <sup>st</sup> February	15 <sup>th</sup> February	5 – 6 weeks from closing date
4 <sup>th</sup> Quarter	1 <sup>st</sup> May	15 <sup>th</sup> May	5 – 6 weeks from closing date

# Flow Chart 1: PIIDTF Application Process



## 9 The Recommending Committee – Department of Health and Human Services

The Recommending Committee consists of the following members:

- Chief Psychiatrist, Health and Wellbeing Division, Department of Health and Human Services
- Chief Mental Health Nurse, Health and Wellbeing Division, Department of Health and Human Services

## 10 State Trustees – Custodian Trustee of the Fund

State Trustees is the custodian trustee of PIIDDTF charged with the legal and fiduciary responsibilities of such a role.

The Recommending Committee considers all applications provided by the public clinical mental health services, and provides directions to State Trustees for payment of approved applications.

## 11 Confidentiality and Privacy

The Recommending Committee requires the following information in order to make decisions about the distribution of funds from the trust(s):

- The name of the person who would benefit from the funds (Applicant)
- Item(s) that would be purchased with the funds
- Quote from the proposed vendor/supplier for the items that would be purchased with the funds

The Recommending Committee does not require information regarding:

- The nature of the person's illness
- The person's medical history

## 12 Enquiries

Services who require further information on PIIDDTF can contact:

- PIIDDTF enquiry line on 9096 8000
- PIIDDTF email: [MentalHealth.PIIDDTF@dhhs.vic.gov.au](mailto:MentalHealth.PIIDDTF@dhhs.vic.gov.au)

# Appendix 1 - Funding Caps for Items

## Priority One and Two Items

	Over All Cap	Cap for Single/Couple	Cap for Family
<b>Priority One Items</b>			
Clothing	\$300.00 and under no quote required		
Shoes	\$200.00		
Fridge/Freezer		\$400.00 - \$690.00	\$600.00 - \$800.00
Bar Fridge	\$400.00		
Oven/Stove		\$500.00 - \$800.00	\$700.00 - \$1,000.00
Mattress - Single	\$250.00		
Mattress - King Single	\$250.00		
Mattress - Double	\$300.00		
Mattress - Queen	\$400.00		
Bed Frames – Single	\$200.00		
Bed Frames – King Single	\$300.00		
Bed Frames – Double	\$300.00		
Bed Frames - Queens	\$350.00		
Ensemble - Single	\$450.00		
Ensemble - King Single	\$600.00		
Ensemble - Double	\$600.00		
Ensemble - Queen	\$700.00		
Heaters (Portable)	\$250.00		
Air-conditioning split system	\$700.00		
Air-conditioning Units Portable	\$500.00		
Air-conditioning repairs	\$350.00		
Reading/Driving Glasses	\$250.00		
House hygiene/Maintenance	Upon request		
Washing Machine/ Top or Front Loader		\$550.00	\$700.00
<b>Priority Two Items</b>			
Microwave Oven		\$150.00	\$250.00
Freezer		\$350.00	\$450.00
Television		\$400.00	\$600.00
House Hold Items		\$300.00	\$400.00
Lounge		\$600.00	\$800.00
Sofa Bed	\$600.00		
Table & Chairs		\$550.00	\$650.00
Chest of Drawers / Tall Boys	\$350.00		
General Furniture	\$400.00		
Coffee Tables	\$200.00		
Manchester	\$250.00		
Personal Hygiene	\$100.00		
Vacuum Cleaner	\$250.00		
Clothes Dryer	\$400.00		

**For any items listed above that is available through the Good Guys, Chiropedic Bedding or Fantastic Furniture please see your clinician who will have a copy of the available items.**

## Priority Three, Four, Recreational and Special Requests

	Over All Cap	Cap for Single/Couple	Cap for Family
<b>Priority Three/Four Items</b>			
Dental / Dentures	Apply through Dental Hospital – Mental Health Clients receive Priority Service		
Set Box	\$100.00		
DVD Player	\$150.00		
Laptop Computers	\$500.00		
Desk top Computers	\$500.00		
Printer	\$200.00		
Computer software	\$200.00		
IPAD / Mini IPAD	\$350.00		
Education & Training	\$400.00		
Wig	Only for loss of hair due to medical treatment		
Hi-Fi System	\$300.00		
Bookcase	\$150.00		
Fan	\$100.00		
Lawn Mower	\$400.00		
Computer Desk	\$250.00		
Met tickets	\$100.00		
Stationery	\$100.00		
Driving Lessons	\$250.00		
Driving Assessments	\$500.00		
Dishwasher	\$550.00		
<b>Recreational</b>			
Gym Equipment	\$350.00 - Hire for three months in the first instance		
Gym Membership	\$350.00 - Memberships for three months in the first instance		
Bike	\$300.00		
Guitar or Musical Equipment	\$300.00		
Games Console	\$350.00		
Games	\$100.00		
Music Lessons	\$600.00		
IPOD Touch	\$220.00		
Movie Tickets	\$100.00		
Accommodation	\$500.00 (Quote from Travel Agent only)		
Airfares	\$500.00 (Quote from Travel Agent only)		
<b>Special Requests - FINANCIAL PAYMENTS REQUIRE A FINANCIAL PLAN</b>			
Credit Card	\$500.00		
Car Insurance or Car Registration	\$500.00		
Loan Repayments	\$500.00		
Rental Arrears	\$500.00 (Apply through Housing Establishment Fund First)		
General Living Costs/ Utility Bills	\$500.00		
Car Repairs/Service	\$800.00		
Fencing	Up to \$1,000.00		

**For any items listed above that is available through the Good Guys, please refer to the attached booklet.**

## List of Items Not Covered

What We Do Not Cover	
Personal Alarms	Apply through SWEP (Statewide Equipment Program)
Wheel Chairs	Apply through SWEP (Statewide Equipment Program)
Walking Sticks	Apply through SWEP (Statewide Equipment Program)
Dental/Dentures	Apply through Dental Hospital – Mental Health Clients receive Priority Service
Medical Bills/ Pharmaceuticals	
Medical Equipment	
CPAP Machines	
Hearing Aids	Apply through DHHS (Hearing Services Program)
Surgery of Any Kind	
Private Consultation Fees for Medical professional such as Psychologists/Psychiatrists/ Counselling	
Respite Care	
Sleep Study	
Meals on Wheels	
Reimbursements of Any Kind	
Fruit Delivery	
IPhone	
Warranty	
Concierge	
Baby Items	
School Uniforms	
School Fees	
Any Item that is not directly for the client	
Fines – law infringements or criminal acts	
Legal Documents such as: passports, birth certificates or marriage certificates	
Purchasing of Car	
Bills that are not in Applicants Name	
Items for Health Services that Hold Group Meetings eg: tea, coffee or microwave	
Any Government Funded Services	

# Appendix 2 - Other Funding Source Available

## Victorian Concessions

Concessions are available to low income Victorians experiencing difficulty in paying their council rates, water, gas and electricity bills. Discounts are available on essential services to ease the financial burden for low income Victorians. More information available on their website:

[http://www.dhs.vic.gov.au/\\_data/assets/pdf\\_file/0005/669227/Victorian-concessions\\_December-2016.pdf](http://www.dhs.vic.gov.au/_data/assets/pdf_file/0005/669227/Victorian-concessions_December-2016.pdf)

## CPAP Machines for Grampians Region only

This is only available for people who live in the Grampians Region and are eligible under one of the funding criteria's. More information available on their website: <https://swep.bhs.org.au/continuous-positive-airways-pressure-faq.php>

## Housing Establishment Funds

The Housing Establishment Fund is a grant program provided by homelessness housing and support agencies to assist eligible clients to access and /or to maintain private rental housing, or to access emergency short term accommodation. The Housing Establishment Fund is also used for other assistance relating to relocation and establishing housing. Further information is available on website: <http://www.dhs.vic.gov.au/about-the-department/plans.-programs-and-projects/programs/housing-and-community-building/housing-establishment-fund>

## Bond Loan Scheme

This bond loan application is for private renters seeking an interest-free loan from the Department of Health and Human Services to help cover the cost of a rental bond. Further information is available on website:

<http://www.housing.vic.gov.au/bond-loan-scheme>

## Inpatient Unit Planning for Priority Discharge

The Victorian Government has provided funding to health services for the Inpatient Unit Planning for Priority Discharge initiative.

Aimed at addressing barriers to discharge, reducing length of stay, maximizing recovery and reducing risk of unplanned readmission, the *Inpatient Unit Planning for Priority Discharge* (brokerage funding) initiative will provide brokerage funding to enable health services to address social factors that often delay discharge. In providing up to \$5,000 per consumer, per annum, these resources will be used by health services to address factors that impact on timely discharge and recovery such as accommodation costs, home amenity issues like safety and security or utility connections. Brokerage funding may be used for some purposes that may reasonably be expected to be met by the consumer themselves (e.g. short term rent arrears and bonds, household expenses, food, clothing, travel costs, recreation activities) taking into account priority and impact. The allocation of brokerage funds needs to be consistent with the individual's health and recovery goals.

## Hearing Aids

This is available through Department of Health and Human Services. More information available on their website: <http://www.dhs.vic.gov.au/for-individuals/financial-support/concessions/health/hearing-services>

# Other Funding Source Available

## Victorian Emergency Relief Provides

Hundreds of agencies provide emergency relief and material aid in Victoria, from large organisations such as St Vincent de Paul and the Salvation Army, to small church or community-based organisations run by volunteers. What they provide varies from agency to agency. Even for the same agency, the branch in one suburb may not provide the same level of aid as a branch in another suburb.

To find the nearest or most appropriate agency to provide you with emergency relief, you can contact your local Community Information Centre. Some of these centers also provide emergency relief directly. More information is available on the website: <http://www.dhs.vic.gov.au/for-individuals/crisis-and-emergency/financial-crisis-support/personal-hardship-assistance-program>

## Centre Link – Payments Available

If the person is on a pension of some sort they are entitled to receive funding from centre link for financial hardship but they will have to pay back the money to centre link on a fortnightly basis and this is usually worked out with centre link. More information is available on website:

<http://www.humanservices.gov.au/customer/services/centrelink/crisis-payment>

There are also other types of relief available through centre link such as Bereavement Payments, Carers Payment, Concessions or Concession Card and Crisis or Disaster Payment. More information is available on website: [http://www.humanservices.gov.au/customer/information/centrelink-website?utm\\_id=36](http://www.humanservices.gov.au/customer/information/centrelink-website?utm_id=36) also available is payments for bereavements. More information is available on website: <http://www.humanservices.gov.au/customer/services/centrelink/bereavement-payment>

## Dental Health Services Victoria

Anyone can receive emergency dental care through The Royal Dental Hospital of Melbourne. To access general dental, denture or specialist care through the public dental system, you need to have a health care card or pension card.

Waiting lists do not apply for registered clients of mental health service. To receive priority access, registered mental health clients will be required to provide a supported letter of recommendation from their case manager. When calling to make an appointment you will need to advise that you are listed under the group for priority access. Further information is available on website:

[http://www.dhsv.org.au/patient-information/waiting-lists/#Priority\\_access](http://www.dhsv.org.au/patient-information/waiting-lists/#Priority_access)

## Assistance with clothing for women seeking to obtain work Fitted for Work

Fitted for work offers women business clothing, presentation and interview skills as well as building self-confidence and assisting women on their path to self-sufficiency. More information is available on website: [www.fittedforwork.org.au](http://www.fittedforwork.org.au).

## Equipment and services for persons who are disabled or physically frail - State Wide Equipment Program

For individuals on a disability or aged who live in the community. It provides equipment that they may require like wheel chairs, renovations to bathrooms to accommodate the aged or disabled etc. More information is available on website: <http://swep.bhs.org.au/>

# Other Funding Source Available

## **Spectacles - Victorian College of Optometry**

Individuals can obtain prescription glasses from the Victorian College of Optometry at a reduced rate. Individuals must be on a concession card to be eligible. This service is now available at various locations. More information is available on website: <http://www.vco.org.au/>

## **Computer Equipment - Infoxchange – Green PC**

Individuals can obtain remanufactured computers which are cleaned, tested and updated by skilled technicians. They are offered for sale to community groups, low income individuals and the general public. The computers are internet ready and come with software installed and a 12 month warranty. More information is available on website: <http://www.greenpc.com.au/>

## **Anglicare Victoria**

Anglicare Victoria provides support to 50,000 children, young people and families every year.

Through a range of diverse programs and services, we work towards strengthening families and communities so they can protect and nurture the children within them.

We do this directly through services like foster care, emergency food and crisis accommodation, as well as indirectly through family and community support services such as financial counselling, parent education and group work.

Combined, our range of services alleviates immediate hardship while building skills and resilience to overcome future hurdles. More information is available on the website: <http://www.anglicarevic.org.au/index.php?>

## **Baby Items/Maternity Clothing - Caroline Chisholm Society**

This is available for people or families who are having a baby and need assistances with baby items. They also provide counselling for families if needed and various other things. More information available on their website: [www.carolinechisholmsociety.com.au/services.htm](http://www.carolinechisholmsociety.com.au/services.htm).

## **Employment, Education & Training - Prahran Mission**

Must reside in the South Eastern Suburbs and be diagnosed with a disability or health condition to qualify for assistances. More information available on their website: [www.prahranmission.org.au/home.htm](http://www.prahranmission.org.au/home.htm).

## **Meals on Wheels**

Meals on wheels are available to consumers who are on a disability or aged pension card. It is available through the local council, home and community care program. Consumer will need an assessment which takes approximately 7 – 10 days for an assessment to take place. If the consumer is eligible, the meal on wheels is either fully funded or partially funded. Please see the following link for more information: <http://www.mealsvictoria.org.au/index.htm>