COMMONWEALTH HOME SUPPORT PROGRAM CLIENT CONTRIBUTION POLICY AND PROCEDURE

POLICY STATEMENT

MND Victoria supports the principles of fairness and consistency, sustainability and safeguarding for financially disadvantaged clients as described in the Commonwealth Home Support Program (CHSP) Client Contribution Framework.

In line with these principles, MND Vic notes that there is nothing fair about Motor Neurone Disease (MND) and all that it costs those diagnosed and their families. The cost associated with living with MND are extraordinary in terms of finances, mental and physical health, social wellbeing and life itself.

It is for this reason, and in keeping with the principle of 'safeguarding financially disadvantaged clients' MND Vic, through its charitable status and associated donations absorbs the cost and covers this client contribution on behalf of all MND Vic's CHSP Specialised Support clients and many of those receiving support for Minor Home modifications.

SCOPE & PURPOSE

This policy covers:

- Clients over 65 years of age and not eligible for the NDIS
- Who, through the formalised process of the Regional Assessment Service (RAS) have been referred for CHSP services

The purpose of this policy is to describe MND Victoria's position with respect to the Client Contribution Framework and principles as outlined in the CHSP Manual.

PROCEDURE

1. Specialised Support Services

Clients eligible for CHSP Specialised Support Services will receive this through support from their MND Advisor. Clients who are not eligible for CHSP or NDIS will receive the same level of support funded through MND Vic charitable funds.

2. Home Modifications

Clients eligible for CHSP Minor home modifications will be supported as per the CHSP guidelines:

> *The intent of the CHSP is to primarily fund simple home modifications for wellness and safety purposes (i.e. modifications that would incur a cost of less than $1,500 to the Commonwealth).*

The Commonwealth contribution to the cost of a home adjustment funding is capped at $15,000 and applies per client per financial year. Any cost over the cap must be borne by the client.

MND Victoria is committed to ensuring that this funding is available to as many as possible of those who are eligible and in need of home modifications, therefore a contribution of $15,000 will be rare. Clients will be asked to pay the remaining costs over the available support. This will be recorded as a client contribution.

DEFINITIONS & ACRONYMS

A definition is a statement explaining the meaning and context of the term being used.

Key word/abbreviation	*Definition*
CHSP	*Commonwealth Home Support Program*

RESPONSIBILITIES

This section will outline the responsibilities of those covered by the policy and those responsible for the policy's implementation.

State Council	*Are responsible for ensuring that MND Victroia has appropriate policies and procedures to ensure adherence to government requirements and the provision of high quality support services.*
Chief Executive Officer	*Is responsible for:* *a) ensuring the effective implementation of this Policy; and b) ensuring it remains current and accurate in line with business, contractual, legal or regulatory requirements in alignment with the Policy Governance Framework.*
Management	*Are responsible for ensuring that this policy and procedure is being adhered to.*
Supervisors / Team Leaders	*Are responsible for ensuring team members are aware of the opportunities and limitations with regard to CHSP funding.*
Employees and Volunteers	*Are responsible for adhering to this Policy and ensuring the requirements within the Policy are applied within their daily work.*

REFERENCES

All policies will contain the following Reference Section to enable users to follow up further relevant information or to seek further information or advice.

Forms	
Related legislation	
References	**Commonwealth Home Support Program (CHSP) 2025–27 Manual**

Related policies	
Web	MND Victoria website

Date effective	31 May 2024
Review date	November 2028
Version	4
Approved by	CEO