

**STAFF-IN-CONFIDENCE (After first entry)**

AC 832  
Revised 21 Jul 2011

Department of Defence

## Application for Recognition of Member With Dependant With Special Needs

• [PACMAN Chapter 1, Part 3, Clause 1.3.82](#) refers

<b>Section A - Member details</b>		If you have recently been, or are about to be posted, please provide details of the posting.		
Family name		Previous or current posting locality		
Given name(s)		New posting locality		
Service	Rank	Date		
Employee ID / PMKeyS		Are you aware of the Defence Special Needs Support Group (DSNSG)? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Unit, ship or establishment <i>(Do not use abbreviations)</i>				
Postal address of member's CO/OC		Are you or your family willing to be contacted by, and to have this information passed on to the DSNSG National Coordinator? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Member's home or work email address		If 'Yes', contact name		
Current home address		Telephone number	Mobile number <i>(if applicable)</i>	
Home phone number	Work phone number	<b>Members acknowledgement statement</b> I acknowledge that the information provided by me in this application for recognition as a Member With Dependant With Special Needs status is true and accurate. I understand that to make a false or misleading statement to gain benefit may make me liable for disciplinary action.		
Mobile phone number				
Name of person(s) with special needs		Signature _____ Date _____		
1		<b>Documentation required</b> Please provide the following: <ul style="list-style-type: none"> <li>• Member statement</li> <li>• Specialist medical documentation</li> <li>• Other supporting information</li> </ul>		
2				
3				
Member's relationship with dependant with special needs		Please forward completed application form and supporting documentation to: Defence Community Organisation Headquarters Attn: Manager Education Policy and Special Needs PO Box 7921 CANBERRA BC ACT 2610		
	Age			Date of birth
1				
2				
3				

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## Section B - DCO office use only

Application checked

Social work assessment required

Yes

No

Comments

## Section C - DGDCO approval

Date

Approved

Not approved



If 'Not approved' please comment

Signature

Printed name

Position

Rank

Date

# Application for Recognition of Member With Dependant With Special Needs

## Instructions for completion

### Overview

The Department of Defence Special Needs Program provides measures of assistance to reduce the impact of mobility and separation on military families supporting civilian dependents with special needs and involves a process whereby families can have their status as a special needs family formally recognised and reviewed by Defence. Once approved, members can apply for specified assistance measures such as a special needs pre-posting visit, assistance with therapy, respite, equipment and appropriate housing, including transit accommodation.

The program is based on the principle that Defence and the member share the responsibility for ensuring the welfare and morale of special needs families who face particular challenges when meeting their service obligations.

The provisions are contained in Determination 2007/36 - Support to Dependant with Special Needs and [PACMAN Volume 2, Chapter 8, Part 6](#).

Additional information regarding the program can be found at [www.defence.gov.au/dco](http://www.defence.gov.au/dco)

### Application process

Recognition can be applied for at any time and there is no need to wait for a posting order to initiate this process. All application forms for recognition and assistance measures are available from DCO offices or Web Forms on the DRN system and are submitted through DCO HQ.

The member will be advised of the decision from the approving authority in writing. A copy of the letter of recognition will be forwarded to the:

- ADF member
- CO of the member's unit
- DCO office in your current posting location
- Career manager

### Application process (Continued)

Unless otherwise stated, the recognition will be valid until there is any change to the relevant circumstances that generated the recognition request.

**Recognition as a Member with Dependant With Special Needs will be recorded on PMKeyS.**

### Member acknowledgement statement

The member must complete Section A - Member details and provide a member statement before forwarding to DCO HQ for approval. Guidance on how to complete a member statement is on page 4 of this form.

### Supporting documentation

Sufficient supporting documentation must be collected to assist the processing of the application. The onus is on the member to provide full and adequate evidence to support the special needs status and their application. A recent report (less than two years old) from an appropriate specialist is the mandated minimum requirement for recognition.

**Note: A General Practitioner report is not acceptable.**

### Discretionary provisions

If a member does not qualify for assistance under this program because they do not meet one or more of the criteria for qualification, the approving authority may approve recognition that is reasonable in the circumstances providing they are satisfied that:

- a. the member does not qualify because of circumstances beyond their reasonable control; and
- b. payment is consistent with the object of providing that assistance generally and that it should be provided in the particular circumstance.

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## Member statement guidance

### Family composition

Provide details of all family members within the household for example:

The family consists of:

- (Rank)....., the member  
(Title)....., the member's spouse or partner  
....., the member's son, aged x years  
....., the member's daughter, aged x years

### Background

Outline the current diagnosis and when the first diagnosis was made. Include the current treating specialist(s). Provide a concise definition of the disorder, disease, disability, disturbance or specific need and outline any measures provided by external agencies and any assistance measures previously provided by Defence.

### Current situation

Provide details of current:

- Signs and symptoms for which the dependant is receiving interventions.
- Treatment methods and interventions with reference to specialist reports and current treatment plan.
- Respite care, personal care, therapy or equipment which is utilised by the dependant or family and the government agency providing the service or equipment. If your dependant is currently on a wait list include expected duration.
- Outline the family or work situation (eg partner absence from home on a regular basis, family support, in receipt of Centrelink benefits etc).

### Posting requirements (Required if family is relocating)

Outline measures of assistance that will be required at the gaining locality. Include assistance which may be required whilst your family is preparing to leave the losing locality and travelling to the new posting such as extra travelling time, special transit accommodation.

### Posting requirements (Continued)

Outline educational needs including the requirement for liaison between the Regional Education Liaison Officer (REDLO) and family in both the losing and gaining localities. Outline any specific support which is currently being organised by the REDLO.

Detail any requirement for a valet unpack. Dependants may qualify for this assistance if they meet the following eligibility criteria:

- Spouse with severe mobility or pain restriction (ie MS, arthritis, spinal injury etc); **OR**
- Child with severe and challenging behaviour and where there is a risk of either the child or removalist being injured (eg throwing glassware, running away, physical violence etc); **AND**
- Member absent due to service reasons and unavailable to help with removal.

Detail any requirement for a pre-posting visit. A special needs pre-posting visit to the new location is available as the last option when establishing appropriate support and assistance in the new posting location. It must be identified that there is a specific and definite requirement for the visit. Verification from the receiving location must be provided before a special needs pre-posting visit can be considered.

### Housing requirements (Required if family is relocating)

Detail the housing requirements of your dependant that are identified in specialist medical documentation. Particular housing requirements could include additional living space, carpet laying or removal, climate control, ramps etc.

**Note:** The decision on availability of housing and/or housing modifications is made by DHA and specific housing requirements should be discussed with your DHA representative.

### Additional information

Provide any additional information that may assist in processing your application.