

Staff-in-Confidence (on first entry)

Annex 8.5.A: Application for Emergency Support for Families Scheme

Details of Applicant

Family Name ----- First Name -----

Home address -----

Telephone number ----- Mobile -----

Service Member

Rank ----- PMKeys Number -----

Family Name (if different to Applicant) ----- First Name -----

Unit, ship or establishment -----

Reason for Service absence -----

Dates of absence -----

Emergency situation (describe the current situation and the assistance that may be needed) -----

Privacy Notice

Defence is collecting your personal information in order to consider your application for assistance under the Emergency Support for Families Scheme.

All information collected will be treated as staff-in-confidence and is protected by the *Privacy Act 1988*. Defence will take all reasonable steps to secure your personal information against misuse, loss and unauthorised access.

You may choose not to provide some or all of your personal information, but this may affect Defence's ability to assess your application.

Defence will use your information in calculating the Department's total fringe benefits tax (FBT) liability. It will be made available to your social work case manager, and to the Defence Community Organisation.

Defence will not use or disclose your personal information without your express permission, for a purpose other than the purpose for which the information is being collected.

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Applicants acknowledgement (must be signed by either the Applicant or Service Member)

I am aware that data relating to the Emergency Family Support Scheme will be used in calculating the total fringe benefits tax (FBT) liability for the Department of Defence, and while I do not have to pay this amount, the grossed-up fringe benefits amount will be reported on the member's (ADF member) payment summary where the total of all benefits received by the member over the FBT year (1 April to 31 March) exceeds \$1,000. Services provided through the Emergency Family Support Scheme could potentially result in a reportable fringe benefits amount of up approximately \$5,000. I am aware this may have financial implications for the member (for example, payments to/from Centrelink, Family Assistance Office and the Child Support Agency), which may require notification to other Government agencies of the assistance.

Signature _____ Date _____

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Social Work Case Manager Assessment (attach case management plan to this application)

DCO recommendation

Recommended / not recommended

Name ----- Signature ----- Date -----

Commanding Officer Comments

Commanding Officer Recommendation

Recommended / not recommended

Name ----- Signature ----- Date -----

DCO Area Manager

Approved / not approved

(on behalf of the CDF under subclause 8.5.4.8)

Name ----- Signature ----- Date -----

SERVICE PROVIDER NAME -----

Type of Assistance ----- Duration -----

Cost -----

Invoice to be forwarded to: -----

Review date: -----

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Method of Payment for Reimbursement

Payment can be made into your partner's bank account (as identified by the Defence accounting system) by completing the details below

ORDER TO PAY AGENT

Date:

I request that you pay to my agent

CLAIMANT'S NAME

..... the sum of

PARTNER'S NAME/RANK/PMKEYS NUMBER

..... being the amount payable to me for

AMOUNT

Reimbursement for expenses incurred for the Emergency Support for Families Scheme.

.....
SIGNATURE

DIRECT DEPOSIT TO ANOTHER ACCOUNT

If preferred payment is by Direct Deposit to another account a "No ABN Withholding" form should be completed and forwarded with your application. If you choose not to complete the "No ABN Withholding" Defence will be obliged to withhold from the payment an amount calculated at the top marginal rate of tax plus Medicare levy. The Form is available as an Adobe download from the ESFS page on the DCO website.

See: <http://www.defence.gov.au/dco/esfs.htm>

Banking details as listed below are required for this option:

Name of Financial Institution

Account Name

Account Number

BSB Number