

SILC Schedule of Fees and Services

Supporting Independent Living Cooperative Ltd (SILC) is a cooperative and a NDIS registered Provider (#4050010743).

SILC supports families to establish and operate family-governed homes for their family member (usually aged 18+) with disability that are largely funded by NDIS Supported Independent Living (SIL) packages.

In accordance with the NDIS principle of Choice and Control, SILC encourages families to be actively involved, to the extent that is possible, as outlined in SILC's House Operator Agreement (2021).

SILC is registered to provide NDIS Participants with Supported Independent Living (SIL), Activities of Daily Living (CORE) and Community Participation (CP) services. SILC is also a registered Voluntary Out of Home Care (VOOHC) provider.

SILC provides services and supports for our cooperative Members and their family members with disability. Pathway to Membership enables potential Members to establish.

SILC charges a Fee of \$2,000 plus GST annually on 1 May for Membership and Pathway to Membership for potential Members.

SILC NDIS Pass Through

SIL Providers typically retain any surplus of SIL funding received from NDIS over their costs of providing services. SILC passes an amount (NDIS Pass Through) to the House Operator for tasks that would be performed by a typical Provider.

Tasks performed by House Operators include:

- Renting and maintaining the property, dealing with the landlord or agent, paying utility bills etc
- Recruiting and supervising support workers to be employed by SILC and holding regular meetings with them to ensure that they provide quality support for the residents
- Ensuring implementation of SILC's policies and procedures to ensure compliance with regulators
- Governance of the operations of the home as Directors

The amount that SILC passes to the House Operator is the difference between the government funding that SILC receives as NDIS Provider and what SILC pays for Staff Costs including provisions for leave less SILC's fees as SIL Provider and Employer.

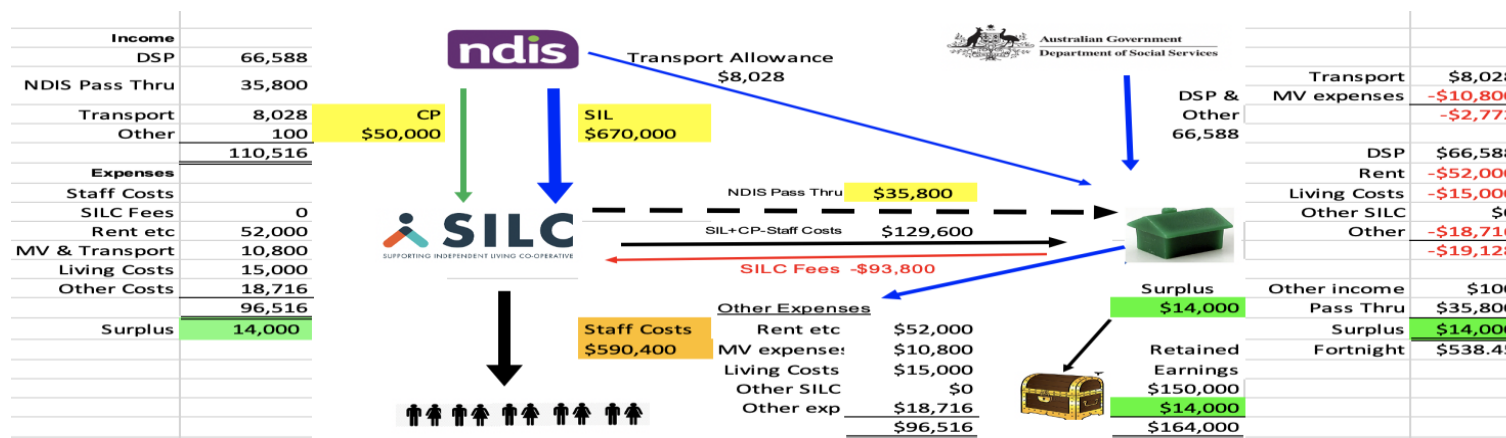
The difference between the NDIS Pass Through amount paid by SILC to the House Operator and fees paid by the House Operator to SILC enables the House Operator to cover its operating expenses and achieve surplus. Retained Earnings can only be used by the House Operator for the benefit of residents.

NDIS funding for SIL, CP and Core is drawn down from fortnightly.

SILC prepares a fortnightly bill and Recipient Created Tax Invoice (RCTI) detailing the composition of the net payment.

The net payment to the House Operator may vary to some extent from one fortnight to the next. On occasions the bill may require the House Operator to pay SILC (for example, if staff costs are higher than usual because of public holidays or funding for which staff costs have been paid has not yet been received).

Example of a typical House Operator's cash flows



SILC receives \$720,000 NDIS Funding and pays \$590,400 for House Operator Staff Costs including Leave Accruals. SILC retains \$93,800 to cover HOST cost. (\$1800 per fortnight + 4% x NDIS Funding + \$100 employee fee per fortnight).

SILC passes the House Operator \$35,800 as NDIS Pass Through being NDIS funding received minus Staff Costs and Fees Retained.

In addition to NDIS Pass Through, House Operator collects \$66,588 of Disability Support Pension (DSP) and \$8,028 Transport Allowances and has other income of \$100 (say interest) and has Other Operating Expenses of \$96,516 (Rent + Motor Vehicle Expenses + Participant Living Costs + Other Expenses) and so makes a surplus of \$14,000 for the current year.

If Retained Earnings at the start of the year had been \$150,000, Retained Earnings at end of year would be \$164,000.

Fees for Services have been discontinued and will now be covered by House Operator Subscription.

House Operator Subscription comprises a Fixed Component and a Variable Component.

SILC Services & Fees for House Operators/Members

Service	Details	Subscription Fees (GST Free)
<p>Supported Independent Living (SIL), Activities of Daily Living (CORE), Community Participation (CP) and Voluntarily Out of Home Care (VOOHC)</p>	<p>Supported Independent Living (SIL) is a specialist NDIS service that provides funding for workers to support people with disability with all activities of daily living in shared accommodation and to participate in community activities. It is a specialist NDIS service and is separate from Social/Community Participation funding. Only NDIS registered SIL providers can provide SIL.</p> <p>As your Provider, we will:</p> <ul style="list-style-type: none"> • Work with you to co-design a program of supports that works towards your SIL and community participation goals • Secure your NDIS funding by: <ul style="list-style-type: none"> • Working with House Operators to ensure robust systems are in place to gather evidence for reasonable and necessary funding requests • Advocate to the NDIS and work with support coordinators and families to request for funding changes • Budget and financial management of your House by: <ul style="list-style-type: none"> • Meeting with House Operator Boards at the beginning of the NDIS plan period to identify your annual budget • Meeting quarterly with House Operators to understand their P&Ls • Set up your Xero accounting system and receipt bank to support your House with budget management • Jointly manager House Managers by: <ul style="list-style-type: none"> • Providing monthly supervision and support • Providing adhoc support and availability to House Managers to troubleshoot issues • Support House Operators with Operational Compliance by: 	<p><u>Fixed Component</u> \$1,300 per House Operator per fortnight</p> <p>Plus \$300 for first resident, \$200 for second resident and \$50 for third resident, per fortnight</p> <p>AND <u>Variable Component</u> 4% of NDIS funding received for the fortnight</p> <p>Fees apply when NDIS Participant commences residing in SILC home and are not refunded if House Operator terminates the Agreement.</p>

	<ul style="list-style-type: none"> • Conducting a continual improvement review on an annual basis • Provide you with systems, policies to run your home • Holding bi-monthly house managers forum • Monitor incident reports and report to the NDIS Quality and Safeguard Commission • Cover Houses under SILC’s public liability and professional indemnity insurance • Support House Operators with a transition plan to ensure success for resident transition. • Restrictive Practices review and authorisation by: <ul style="list-style-type: none"> • Working with House Operators to ensure data gathering is in place to support decisions for restrictive practice authorisation • Ensuring restrictive practices go through the relevant NSW regulatory authorisation process • Convening a restrictive practice authorisation panel • Weekly reporting to the NDIS Commission for unauthorised restrictive practices • Monthly reporting to the NDIS Commission for authorised restrictive practices. <p>House Operators are required to sign SILC’s House Operator Agreement. House Operators are required to give SILC access to financial records on Xero and documentation that are securely stored.</p>	
<p>Community Participation and Core Supports</p>	<p>SILC is registered with the NDIS as a Provider of Core Supports and Social/Community Participation (CP).</p>	<p>The separate fees for establishment and maintenance of CP and Core supports have been discontinued and are now covered by subscription fees.</p>

<p>Employer of House Managers and Support Staff</p>	<p>This fee will cover:</p> <p>Employee onboarding services including:</p> <ul style="list-style-type: none"> • Ensure worker screening is carried out and documentation received, before commencing new employee • Issue employees with contacts • Set up new employees onto SILC’s Learning Hub • Set up new employees onto SILC’s payroll system • Set up new employees with their chosen superannuation provider • Set up permanent employees with salary packaging <p>Employee payroll services including:</p> <ul style="list-style-type: none"> • payroll • superannuation contributions • travel reimbursement, • workers’ compensation insurance, • salary packaging and leave tracking • reviewing of IFAs on an annual basis and conduct Better Off Overall Test (BOOT) against the Social, Community, Home Care and Disability Services Industry Award 2010 <p>Employee mandatory training services including:</p> <ul style="list-style-type: none"> • Online training via SILC’s Learning Hub • First Aid training • CPR training • Managing Actual and Potential Aggression (MAPA) Training <p>Employee wellbeing services including:</p> <ul style="list-style-type: none"> • Employee Assistance Program through Benstar • Return to work coordination through Alitus Group 	<p>\$100 / employee paid / fortnight</p> <p>If an employee works at houses of 2 or more House Operators, each House Operator will pay employee fees.</p>
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	<p>This fee is in addition to payment for amounts paid on wages and salaries, superannuation contributions and workers' compensation insurance premiums.</p> <p>SILC publishes a pay scale for its employees that work as support workers.</p> <p>House Operators can choose whether employees are permanent, permanent part-time or casual.</p> <p>House Operators can also set allowances for SILC to pay to staff.</p>	
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