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**Stretch-A-Family Inc. Public Documents**  
**Protocol, Guidelines and Fee Structure for referral to Stanmore House.**

**STANMORE HOUSE REFERRALS**

BEFORE MAKING A REFERRAL TO THE STANMORE HOUSE MEDIUM TERM RESIDENTIAL CARE PROGRAM, PLEASE READ THE FOLLOWING GUIDELINES

**Clients suitable for referral to “Stanmore House”**

1. Males and females in need of care aged 12-16. The young person must be “homeless” (not living in a stable placement or with their families of origin) at the time of referral. Although this is a state wide service, priority will usually be given to referrals of clients who come from the SAF preferred geographical boundary. This is the inner west and DoCS Metro South West and Metro Central Region. The age criteria may occasionally be extended if appropriate, particularly if sibling groups are involved.
2. Stanmore House provides Case Management and medium-term residential care which generally means up to twelve months, however it sometimes takes longer to find a suitable long term placement. Referrals will be considered for young people who require one of the following long term placement options
  - restoration to family of origin
  - long-term foster care
  - long term residential care or a transition to independent living program (for Metro Central referrals only)
3. The young person must be willing to attend school; however current non-attendees are not excluded. Alternatively the young person must be willing to participate in other full-time education, or be actively involved in full-time work or employment training.
4. The young person must not be using illegal drugs or alcohol.
5. The young person must not be living with a parent or with a person who holds parental responsibility at the time of referral.
6. Stanmore House can care for young people with difficult and challenging behaviours. However young people who require an intensive support service, or those displaying behaviours which would



potentially endanger other residents cannot be accepted, due to our staffing model which does not allow for an awake worker.

**PLEASE NOTE:**

Referrals are discussed at a casework meeting and considered on an individual basis.

**STANMORE HOUSE IS NOT A CRISIS ACCOMMODATION SERVICE. YOUNG PEOPLE IN CRISIS MAY BE REFERRED BUT THE REFERRING OFFICER WILL NEED TO MAKE TEMPORARY ACCOMMODATION PROVISIONS FOR THE YOUNG PERSON PENDING ASSESSMENT.**

If the young person you wish to refer is age 14-18, originates from DoCS Metro Central region, requires long-term residential care and would benefit from an independent living preparation program make a referral to Stretch-A-Family's "ON TRACK" Program. A separate protocol is in place for these referrals.

**PROTOCOL FOR MAKING THE REFERRAL**

1. Referrals to Stanmore House are made to a Caseworker who can be contacted on 02 9569 6933. The referring agency will be asked to supply written details including:
  - family background and history
  - history of Dept of Community Services involvement (including name of DoCS Caseworker)
  - reasons for referral
  - details of current care plan
  - court reports and psychological assessments need to be supplied with the written referral or immediately upon being available during the assessment process
  - details of other agencies involved with the young person and/or the young person's family
  - school history
  - medical history

These details can also be faxed to (02) 9564 1653

2. If the referral is deemed suitable, an interview with the young person and the referring officer will be arranged. The young person's wishes in regards to the referral will be given serious consideration.
3. LAC Forms EIR 1 and EIR 11 need to be completed by the referring officer and brought to the case conference if the referral proceeds to admission. The SAF Caseworker will supply these forms to the referring officer.
4. If the case plan is family restoration, a meeting will be organised between the young person and the relevant family member/s. The referring officer will usually also attend this meeting.
5. The young person will come for a meal to meet other residents and staff. The young person will later come for a minimum two night stay. If there is doubt about the appropriateness of the placement, a further overnight stay can be arranged.
6. SAF staff will make a decision about the young person's suitability and the referring person will be informed.

7. A case conference will be convened at Stanmore prior to the young person moving in.

## **FEE STRUCTURE**

The fee structure needs to be approved and formalised at the case conference before the young person moves in.

### **STANMORE HOUSE FEE**

The fee is \$50 per day plus GST, a total of \$55 per day. This fee includes contingency items such as the full cost of *replacement* clothing, school uniform replacement, medical and educational expenses, school fees and subject fees in a public school, school excursions and holiday camps. It includes the cost of reasonable family contact for transport and other expenses.

Extraordinary medical, orthodontic and educational expenses will be discussed at the time of referral in accordance with the DoCS Oct 2006 Statutory Care Allowance Guidelines. It is acknowledged that any extraordinary expense will require prior approval.

**PLEASE NOTE: ESTABLISHMENT COSTS ARE NOT INCLUDED. THESE COSTS WILL BE NEGOTIATED ACCORDING TO NEED AT A CASE CONFERENCE.**

## **ADDITIONAL INFORMATION ABOUT FOSTER CARE ALLOWANCES**

Stretch-A-Family has a Header Agreement with DoCS and a separate fee structure for the provision of foster care services. SAF care allowances are reviewed in line with the Consumer Price Index (CPI). These allowances take the real costs of caring for a teenager into consideration. Normal allowable contingencies are paid in addition to the care allowance. In addition, SAF includes a fee in the annual subsidy to enable the provision of respite care.

### **Fee structure for provision of Foster Care Services.** **Fees Revised from 1 July 2006**

**TIER ONE ALLOWANCE.** For a young person who is assessed by SAF as TIER ONE, the annual fee to DoCS (based on 52 weeks per year) will be \$25,896 PLUS GST, a total of \$28,485.60. This is normally paid to SAF in fortnightly instalments of \$1095.60.

This fee includes an amount of \$375 per week to be paid to the carer by SAF. It also includes a subsidy of \$123 per week which SAF uses for the provision of occasional respite care to support the placement. Normal allowable contingencies to be paid to the carer are not included in these costs.

**TIER TWO ALLOWANCE:** For a young person who is assessed by SAF as TIER TWO, the annual fee to DoCS (based on 52 weeks per year) will be \$40,040, PLUS GST a total of \$44,044. This is normally paid to SAF in fortnightly instalments of \$1694 including GST.

This fee includes an amount of \$535 per week to be paid to the carer by SAF. It also includes a subsidy of \$235 which SAF uses for the provision of regular respite care to support the placement. Normal allowable contingencies to be paid to the carer are not included in these costs.

**TIER THREE ALLOWANCE:** For a young person who is assessed by SAF as TIER THREE the annual fee to DoCS (based on 52 weeks per year) will be \$52,832 plus GST a total of \$58,115.20. This is normally paid to SAF in fortnightly instalments of \$2235.20 including GST.

This fee includes an amount of \$676 per week to be paid to the carer by SAF. It also includes a subsidy of \$340 which SAF uses for the provision of regular respite care to support the placement, generally provided by a trained youth worker. Normal allowable contingencies to be paid to the carer are not included in these costs.

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