

MSD Disability Support Services Guideline

Detailed Training Document for Hosted Flexible Funding Providers as of 16 March 2026

Effective 1 April 2026

Contents

Purpose	4
Overview	4
Will and Preference:	6
Consideration of the voice of children	8
Taking time to consider the experience and needs of carers	8
Responsibilities of parties relating to hosted flexible funding	12
Responsibilities of the disabled person and guidance for hosts when providing guidance, coaching and monitoring to people using flexible funding.....	12
Guidance if the disabled person has a Nominated Agent (Agent)	16
Responsibilities of hosts and what this means in practice.....	16
Responsibilities of NASCs and EGL sites	19
Responsibilities of DSS	19
My DSS Funding Plan	21
Conditions and prior approval requirements	22
The My DSS Funding Plan following the new assessment and allocation process	23
Sharing of the My DSS Funding Plan from NASC to Host:.....	25
Guidance on supporting the disabled person/Agent to implement the Funding Plan:	26
Feedback Loop between Hosts and NASCs/EGL sites	28
Host Tier Framework	29
Factors that influence a disabled person/Agent moving up or down a tier.....	30
Guidance on Safeguarding and Financial Management Concerns	31
Reporting and Monitoring for Hosted Flexible Funding allocations	33
Data to be gathered by the host, in addition to their current requirements	33
Glossary	37
Appendix 1: “How we might think about...”	41
Introduction	41
How we might think about – Equipment and Assistive technology.....	44
How we might think about – Overseas Travel.....	50
How we might think about - Purchase of one-off items above a certain threshold value.....	56
How we might think about – Complementary Therapies.....	60

Appendix 2: Tables of Area, Purpose, Purpose Codes and Purchase Categories relating to My DSS Funding Plan 63

Appendix 3: Host Tier Framework and Allocation Tool..... 65

Appendix 4: Conversation Guide to Talking About Tiers 67

Appendix 5: Self-Verification Template for Claims 70

DRAFT

Purpose

- 1 This Practice Guideline has been developed for Individualised Funding (IF), Enhanced Individualised Funding (EIF), and EGL Personal Budget (EGLPB) host providers as a best practise or advisory guide, supporting hosts to fulfil their responsibilities well.
- 2 This guideline needs to be read in conjunction with the DSS' Operational Policies and Procedures, and service provider's relevant Service Specifications. These are detailed in the Overview section (Para 6)
- 3 It aims to provide clarity, and to enable nationally consistent best practice.
- 4 It is a living document, that can be updated as needed.

Overview

- 5 Hosted budgets are an arrangement that allows a disabled person to purchase support themselves within the budget they are allocated. This arrangement gives them greater choice and control than when services are delivered by contracted providers; deciding who supports them, how much workers are paid, and when and how the support is delivered.
- 6 The DSS Policies and Procedures, and relevant Service Specifications that support this guideline are:
 - a *[MSD DSS Operational Policy- Assessment and Allocation of Disability Support Funding]*
 - b *[MSD DSS Operational Policy- Management of Hosted Funding Arrangements]*
 - c *[MSD DSS- Purchasing Operational Policy]*
 - d [Updated Revised Guideline for Verification of Supports within Hosted Funding Schemes](#)
 - e [Updated Restrictions on Access to Hosted Budgets operational policy](#)
 - f [Service Specification: Individualised Funding \(PDF 479 KB\) external](#)
 - g The FDS Service Specifications are outlined in their individual contracts
- 7 Following assessment and support allocation by a Needs Assessment and Service Coordination (NASC) organisation or EGL site, a hosted flexible funding budget is generally treated as an annual budget that can be used to purchase disability supports flexibly in accordance with the My DSS Funding Plan.

- 8 Hosts support people in managing their responsibilities through coaching, guidance and monitoring.
- 9 The Operational Policy *Management of Hosted Funding Arrangements* details the criteria for who may access a hosted funding arrangement, as well as the roles and responsibilities of all parties involved, including disabled people, their nominated agents (should they have one), hosts, NASCs/EGL sites, and DSS and this should be referenced alongside this document.
- 10 A glossary of key terms can be found at the end of this guideline.

DRAFT

Will and Preference:

- 11 The overarching duty of all people with responsibilities relating to hosted flexible funding arrangements is to give effect to the will and preference of the disabled person,¹ while meeting the requirements of DSS' policies. Meeting these requirements involves taking reasonable steps to understand, and then to be guided by, their best understanding of a disabled person's will and preference.²
- 12 The hosts are expected to take a facilitative role in supporting disabled people to explore options and opportunities to pursue outcomes taking an 'ordinary life' approach. That is, they should support disabled people to pursue a good life in the same manner that their non-disabled peers might (with accommodations and adaptations as required).
- 13 This could involve asking:
 - a What is the purpose of what I want to achieve?
 - b How would anyone else my age, achieve that purpose?
 - c How could that look in my situation?
 - d What kind of support will help me to achieve that in the least intrusive way?
 - e Are there some things that need to be addressed before I'm confident in how I pursue this purpose?
 - f What do I want to try first?
- 14 Hosts should ensure that the disabled person or their Agents understand the decisions that their will and preferences are directing (that is, the disabled person is aware of the choices and control they have available to them).
- 15 In enabling the disabled person's will and preference to direct decisions, hosts should:
 - a meet with the disabled person to understand how they form and express their preferences
 - b have developed or adapted a decision-making process with the disabled person to accommodate and support the disabled person to form and express their will and preference

¹ Generally, a person's will is their enduring set of intentions and goals and preferences are their desires or choices which may change over time.

² The Protection of Personal and Property Rights Act 1998 (PPPR Act) provides specific decision-making guidance that Welfare Guardians must comply with. When Welfare Guardians are making decisions, if there is any conflict between the PPPR Act and this Operational Policy, the PPPR Act applies.

- c work to implement the disabled person's priorities
 - d understand the things that are most important to the disabled person to have directed by their will and preference
 - e provide regular opportunities, in line with how the disabled person forms and expresses will and preference, for the disabled person to provide direction on how they want supports delivered, including any changes they might prefer
 - f provide information to the disabled person in a form that is meaningful to the disabled person about their choices and about how their IF budget is being used
 - g consider how much of a role the disabled person wants their family and/or whānau to have in their life and in their support arrangements
 - h consider how much of a role the disabled person wants other people, such as friends, to have in their life and in their support arrangements.
- 16 Successful implementation of using hosted flexible funding, requires the EGL Principles to be embedded in host provider practice.
- 17 The EGL Principles are the foundation of how hosted flexible funding supports are to be delivered and are summarised in the table on pages 7-8, with practical examples.

Consideration of the voice of children

- 18 Where the disabled person is a child or minor, their preferences should be sought, and taken into account, on matters which a child and young person of that age could reasonably be expected to have an understanding of, and an opinion or preference about.
- 19 Seeking those preferences includes supported decision-making arrangements to support the disabled child or young person to form an understanding and express their preferences in a way that is meaningful to them and others.
- 20 As the child or young person matures the weight of the preferences informing their support will become their own.

Taking time to consider the experience and needs of carers

- 21 When working with the disabled person/Agent to consider how they wish to utilise their hosted flexible funding, hosts should create time to consider and check in on the wellbeing of the carers.
- 22 Considerations could include:
 - a **Respite:** Does the current plan enable unpaid carers to have regular, breaks, considering short-term, and longer-term breaks. Are paid carers planning and taking regular breaks, using their annual leave? Has the carer's perspective been considered when utilising funding allocated to respite. Are there practical, everyday changes that could be made, that would help to alleviate stress and prevent burnout?
 - b **Emotional and Social Support:** Does the person's carer have access to support groups and/or peer support? Connecting with others can help to validate their role and to create connections that help to reduce a sense of isolation.
 - c **Sustainability:** Has there been any changes for the carers that impact on their ability to maintain the current levels of support? Consider wider demands in the carer's life, alongside their physical and mental wellbeing. Is there a need for planned or immediate action to ensure their wellbeing? Is the current package of care sustainable or do alternatives need to be explored?
 - d **Perspective:** Has the disabled person, Agent or guardian taken time to consider the viewpoint of the carers when considering how best to utilise funding (when relevant)?
 - e **Safety:** are there any unmanaged safety concerns for the carer(s)? Some discussion points that you could consider include:

- i if there is a need for training /equipment to reduce the risks associated with lifting or moving
 - ii is the carer at risk of harm from others
 - iii mental health – just asking how they are is validating. Many carers experience high stress, anxiety, and burnout. Key strategies could include setting boundaries, utilising respite care, maintaining social connections, and seeking professional support. Prioritising self-care is essential for sustained caregiving
- f **Practical support:** Does the person’s carer know what supports are available to them? This guide provides practical information that informs carers of the services and supports that are available: [a-guide-for-carers.pdf](#)

EGL Principles in practice

Principle	Questions to Consider	How do we do this?
<p>Self-determination Disabled people are in control of their lives.</p>	<p>How present is the voice of the person in the plan? Are the purposes outlined in the funding plan accurate? How does the person wish to be supported?</p>	<p><i>Identify how the person demonstrates their will and preference. Identified supports are clearly related to the outcomes the person is seeking. Keep checking in. Wherever possible defer to their communication methods and what they're telling you</i></p>
<p>Beginning early Invest early in families and whānau to support them; to be aspirational for their disabled child; to build community and natural supports; and to support disabled children to become independent, rather than waiting for a crisis before support is available.</p>	<p>How do the planned supports build the capacity of the person? Will investing now, result in long term benefits?</p>	<p><i>Identify the person's long-term goals Consider one off or short-term use of funding with a specific outcome Identify where supports assist developing independence and reduce reliance on paid supports where appropriate Help develop independence and reduce reliance on paid supports Consider purchases (e.g. technology) that reduce the requirement for ongoing support</i></p>
<p>Ordinary life outcomes Disabled people are supported to live an everyday life in everyday places; and are regarded as citizens with opportunities for learning, employment, having a home and family, and social participation - like others at similar stages of life.</p>	<p>What ordinary life outcomes is this plan seeking to achieve? Discuss the type of support being asked for, is it enabling an ordinary life, or is there a risk of over-supporting? Is everything the person wants to use funding for directly related to disability?</p>	<p><i>Check the proposed supports against the DSS funding plan purposes Consider rights vs. responsibility. Upfront discussion re: how much of the plan is DSS responsibility to fund, and how much is personal responsibility.</i></p>
<p>Mainstream first Disabled people are supported to access mainstream services before specialist disability services.</p>	<p>What mainstream resources have been considered?</p>	<p><i>Check if people have considered mainstream resources and discuss the impact on the budget if other available resources are not utilised Are there (or could there be) specialist disability supports that progress towards mainstream supports</i></p>

EGL Principles in practice

Principle	Questions to Consider	How do we do this?
<p>Mana enhancing The abilities and contributions of disabled people and their families are recognised and respected.</p>	<p>How can the strengths of the person and their whānau be further recognised? Are they building their capacity, or is there a risk this is being outsourced?</p>	<p><i>Supports should build on the strengths and input of the disabled person and whānau Wherever possible supports should reduce over time as the capability of the disabled person increases</i></p>
<p>Easy to use Disabled people have supports that are simple to use and flexible.</p>	<p>How will this plan make supports simpler and easier to use? Are there any changes to supports that could be made that could make accessing things simpler?</p>	<p><i>Does the person understand the planned supports? Will the supports create more or less work for the disabled person & whānau? What is important to the person in balancing self-determination and easy to use?</i></p>
<p>Relationship building Supports build and strengthen relationships between disabled people, whānau and community.</p>	<p>What typical (natural) supports are in place? How does the plan enable or strengthen freely given relationships?</p>	<p><i>Having a break from each other might be a way to ensure your relationship remains sustainable. Having a paid person might get in the way and impact on family / social life</i></p>

Responsibilities of parties relating to hosted flexible funding

- 23 There are a range of people who have responsibilities relating to hosted flexible funding, which are broadly described in the *Management of Hosted Funding Arrangements*. These include disabled people, their Agents or Welfare Guardians (if they have one), hosts, NASCs/EGL sites and DSS.
- 24 Part of the host's role is to support the disabled person, Agent or Welfare Guardian managing their flexible funding to fulfil these responsibilities well.
- 25 When a disabled person chooses to use a hosted flexible funding arrangement, it means they:
 - a can choose their host provider
 - b can choose and employ their own support worker/s or engage contractors or make purchases that support their disability need
 - c can choose when their support worker(s) work, and for how many hours each week (within the allocated budget)
 - d need to manage the payments and other employer aspects for their support workers, including seeking independent advice if they are not sure what these are (or discuss their options with their host)
 - e need to manage how their disability support is delivered, consistent with expectations detailed in the My DSS Funding Plan, the support they receive and when it happens
 - f can choose any additional services offered by the host eg payroll service
 - g must engage with the host to complete any annual reviews and check-ins identified in the allocated tier level
 - h should promptly discuss any changes to support services or intended supports that were agreed to in the My DSS Funding Plan with the host. Any change in disability need or purpose of allocated supports should be discussed with the NASC or EGL site.

Responsibilities of the disabled person and guidance for hosts when providing guidance, coaching and monitoring to people using flexible funding

- 26 In guiding the disabled person/Agent to manage their allocated budget so that it lasts for the full funding period, the host should support the disabled person/Agent to:
 - a Not use more than the total value of the funding allocated by the NASC/EGL site in the My DSS Funding Plan

- b Submit their claim for supports that have been provided or purchased, on time (within 90 days of the support being delivered)
 - c Assess the budget impact of paying higher hourly rates and the weekly hours available for use
 - d Consider, when thinking about managing a flexible funding budget:
 - i Typical pay rates for support workers based on relevant qualifications, skills and experience.
 - ii Any employment related expenses, such as, training, purchasing protective equipment, administration fees and other costs associated with hiring a support person.
 - iii Employee's mileage costs, the circumstances under which mileage should be reimbursed, and the impact on the number of hours that can be offered to a support worker:
 - does the support worker use their own car as part of their work eg shopping, outings etc? (although it is the support worker's responsibility to ensure the vehicle is road worthy and has insurance)
 - mileage to and from work is not paid unless a support worker needs to travel more than 15km's to get to and from work
 - IRD also has good advice about what to pay for mileage IRD kilometre rates.
 - iv Any additional administrative cost that may be incurred as part of managing a flexible funding budget.
 - e Provide any other necessary information required by hosts.
- 27 In supporting the disabled person, Agent, or guardian in making and retaining full and accurate records of all funds received and expenditure incurred, the host should support them to:
- a Keep receipts and invoices for at least seven years, and employee records for at least ten years after the employee leaves their employment.
 - b Details on what constitutes full and accurate record keeping can be found here [Record-keeping | Employment New Zealand](#)). This includes (but is not limited to):
 - i All contracts for employment or service provision (contractor agreements, employment agreements etc).
 - ii All payroll records of employees and service delivery records of contracted providers including:

- full name, date of birth, IRD number, and phone and address contact details of all employees and contractors who provided services to the disabled person
 - all dates and times of service delivery (including description confirming general type of support provided, and the number of hours worked, broken down by day for each day within a pay period)
 - payment records to the employee / contractor and to IRD/ ACC
 - leave records
 - keep and provide the host with evidence that the Privacy Notice for Employees and Individual Contractors has been completed.
- iii Invoices/receipts as outlined in the updated *Revised Guidelines for Verification of Supports within Hosted Funding Schemes*.
- iv Information required to support claims for payment. The host should support the disabled person/Agent to:
- complete the claims documentation fully and accurately, including any supporting documentation
 - provide all timesheets for payroll, support worker costs, support costs and purchases in a timely manner (within 90 days of costs being incurred).
- v Supporting the disabled person/Agent to co-operate with any audit related to their hosted flexible funding budget.
- vi Bank records
- Bank Account: It is recommended that the disabled person/Agent has a separate bank account for all the flexible funding budget transactions.
- vii Financial records, relating to their funding allocation.
- viii Vehicle logbooks (where relevant)
- support workers are required to keep a logbook and record the km's travelled and the reason for the travel.
- 28 In supporting the disabled person/Agent to comply with relevant legislative requirements such as those relating to employment and taxation, the host should support them with understanding the relevant policies and how these may apply to them.
- a *Employment legislation* information can be found here [Employment legislation | Employment New Zealand](#).

- b Supporting and guiding the disabled person/Agent to comply with *employment legislation* means that:
- i All employment documentation is completed, kept and made available upon request, including, but not limited to:
 - individual employment agreements
 - job descriptions
 - support worker privacy notice
 - payroll information.
 - ii Information relating to the employee is kept in a safe and private place, this includes their contact details, IRD information etc.
 - iii The health and safety of employees while they are at the person's home, working with the disabled person, is ensured, and that any risks that arise from this work must be eliminated or minimised as far as reasonably practical.
 - iv All staff leave requirements are met.
 - v Support Workers can either be employed directly by the disabled person/Agent, or they can be contracted either directly or through an agency.
 - vi The host should support the disabled person/Agent to understand the difference between employing and contracting support workers, and the implications this has. The following link provides further information: [Employee or contractor? | Employment New Zealand](#).
 - vii Rules around schedular payments, who this applies to and how it works needs to be explained. A link can be found here, and hosts can provide further information on this. [About schedular payments for contractors](#) and [Deductions from payments to contractors](#).
 - viii Hosts can share further employment information, such as:
 - [Employment New Zealand](#) website, which has lots of useful information, including [Employer rights and responsibilities | Employment New Zealand](#)
 - [WorkSafe NZ](#) and [ACC](#) have more info on this.
- c *Taxation related* information can be found here [Inland Revenue - Te Tari Taake](#).

Guidance if the disabled person has a Nominated Agent (Agent)

- 29 Where a disabled person has appointed an Agent, a copy of the written agreement must be shared to the appointed host. This will help the host understand the extent of the Agent's authority and responsibilities on behalf of the disabled person. In addition, this enables informed planning and effective implementation of the funding and support arrangements for the person, in line with their My DSS Funding plan and tier level.

Responsibilities of hosts and what this means in practice

- 30 Hosts have several responsibilities as indicated in DSS's policies, and in their service specifications, referred to in the Overview section.
- 31 To support the disabled person/Agent to manage their flexible funding effectively, according to their tier, hosts should support them by:
- a Providing set-up advice, information, guidance and ongoing coaching to establish and manage their flexible funding, which includes:
 - i Meeting in-person with the disabled person/Agent, where possible, for the set-up meeting, and to complete a host service agreement with the disabled person/Agent, including a shared understanding of the roles and responsibilities of all parties. This includes provision of an Information Pack.
 - ii Working with the disabled person/Agent, and other stakeholders (including the person's family/whānau/carer), where appropriate, to determine and record what intended supports are needed to implement the My DSS Funding Plan, including contingency planning.
 - iii Providing guidance and coaching on an ongoing basis. The frequency is dependent on the tier level assigned by the NASC/EGL site, or as requested by the disabled person/Agent.
 - iv Coaching in all areas of employment, budget management, and health and safety requirements.
 - v Working with the disabled person, or Agent to register as an employer with IRD, if the intent is for the disabled person/Agent to employ support workers.
 - vi Reviewing the use of funding for its intended purpose annually, or as required, with the disabled person/Agent and providing feedback back to the NASC or EGL site.
 - vii Assisting the disabled person/Agent in meeting their accountability obligations when managing a flexible funding budget.
 - viii Support the disabled person/Agent with their claiming, including providing the required documentation.

- ix Ensuring a person's privacy and confidentiality is maintained for all information collected, and to ensure it is only used for the purpose it was intended. Any information collected by hosts will be considered confidential and treated in accordance with the 'privacy, information handling and record keeping' requirements as set out in the *MSD DSS Hosted Funding Arrangement Policy*.
- x Working in ways that are consistent with EGL and the principles in which:
 - the disabled person is supported to make informed choices around who supports them
 - all interactions should enhance the life of the disabled person
 - the disabled person's autonomy is maximised
 - that plans are in place to enhance independence and skills over time
 - that there is a contingency plan in place for when or if things don't go according to plan.
- b Monitoring the quality and hours of support services, including the provision of relevant information by:
 - i Working with the disabled person/Agent to ensure that that the support services purchased are in accordance with current DSS policies.
 - ii Monitoring and reviewing the hours and supports that have been delivered.
 - iii Providing access to expenditure data to the disabled person/Agent at least fortnightly (or enable the disabled person/Agent to access the information whenever they choose) against their allocated budget, and how much money they have left in their budget(s) eg IF-PC, IF-HM, IF-Respite, EGLPB, as well as the proportional spend indicating how they are tracking for the year. (Hosts may need to build capability into their systems to enable this).
 - iv Ensuring that claims meet all DSS criteria, and do not exceed the allocated budget.
 - v Submitting an annual review of the expenditure against the identified purposes and tier level to the NASC, four to six weeks prior to the NASC annual review date.
 - vi Completing scheduled check-ins according to the host tier of support that a person has been assigned by the NASC.
 - vii Communicating with the NASC or EGL site when the person's needs have changed, requiring a reassessment or review.

- viii Making the appropriate referral if the host identifies a disabled person is experiencing, or is at risk of abuse, neglect, violence or harm, including financial abuse. Hosts have a responsibility to act and have several options, including but not limited to, police referral, Oranga Tamariki referral, NASC or EGL site referral, and report all critical incidents to DSS as soon as practical within 24 hours (refer to DSS website for further information on critical incidents). The host can also refer the disabled person to Disability Abuse Prevention and Response (DAPAR) services.
- c Coaching and guiding the disabled person/Agent to think about who they could employ or contract as support workers. The following should be considered:
 - i That the disabled person's will and preference is identified and taken into consideration.
 - ii The age and stage of the disabled person, and if it is still appropriate for a particular support worker to provide certain supports, or if they would like to try someone else.
 - iii How the disabled person can be supported to build capacity and capability, to safely be more self-managing.
 - iv The sustainability of supports, including exploring how to enable or strengthen freely given relationships, and if it is a family member being paid for support, how they will take a break to maximise their personal wellbeing.
 - v Plans for the future when support workers age.
 - vi How the support worker takes leave, and what contingency plans are in place to allow for that.
 - vii Consideration also needs to be given to unpaid carers, to ensure their needs are met, and the demands on them are realistic and sustainable. Adequate respite should be in place.
 - viii When employing staff, the Legal Guardian/Agent needs to be aware of the [Vulnerable Children's Act](#), and, when necessary, take relevant steps to ensure they comply with this Act.
 - ix When employing staff, it is recommended that all support workers are police vetted, however this is an employer decision.
- d Developing networks to ensure they are connected and able to share supports or provide mutually beneficial advice and support where appropriate.
- e Offering choice and delivery of Flexible Service Options when requested by the disabled person/Agent, which are funded from the IF budget, and not through the DSS contract.

- i This may include a payroll service, recruitment of staff, staff training, membership of associations etc.

Responsibilities of NASCs and EGL sites

- 32 NASCs and EGL sites are responsible for a range of responsibilities, relating to hosted flexible funding, as outlined in the *Management of Hosted Funding Arrangements* Operational Policy.
- 33 In practice this means:
 - a The NASC/EGL site is responsible for assessing and reviewing the need for disability funding, and to determine an appropriate support budget allocation, supported by Ministry allocation and funding tools.
 - b During the needs assessment and allocation processes, the NASC/EGL site develops the My DSS Funding Plan with the disabled person/Agent. An appropriate tier level is allocated for disabled people that choose to have a hosted flexible funding budget.
 - c The Funding Plan³ is shared with the host, who implements the detail of these, together with the disabled person/Agent.
 - d The NASC/EGL site does not identify or record specific information about the support workers.
 - e If the NASC or EGL site becomes aware (usually during assessment or review processes) of concerns that directly impact on the safety and/or well-being of the disabled person, they must discuss their concerns and proposed mitigations with the host.
 - f When the NASC or EGL site completes a review of supports, they must consider the information provided by the host, including how funding has been used, any concerns that have arisen, and if the tier level is appropriate. This will inform the allocation of funding and tier for the following year.
 - g The NASC completes a scheduled re-assessment every 3-5 years and may complete an earlier re-assessment should disability support needs change prior to this.
- 34 See chapters on My DSS Funding Plan and Host Tier Framework for more detailed guidance.

Responsibilities of DSS

- 35 DSS is responsible for:
 - a Setting Operational Policy, Operational Procedures, Quality Guidelines, and Practice Guidelines for hosted flexible funding and IF Budgets.

³ Funding Plan refers to My DSS Funding Plan

- b Contracting with IF hosts and other providers to assist with the management of Flexible Funding.

My DSS Funding Plan

- 36 My DSS Funding Plan is a document to help disabled people and those supporting them to plan and understand how they could use their DSS funding, providing more clarity and control for decision making.
- 37 It is an agreement between the government and disabled person, or their representative, on the funding needs for supports, and services to meet their disability need.
- 38 The My DSS Funding Plan, developed through the new assessment and allocation process, with identified outcomes, assists all parties to see and understand what DSS is funding, and why.
- 39 The My DSS Funding Plan details:
- a identification of the purpose(s) that funding was allocated for
 - b potential supports to realise specified outcomes
 - c how much each support will cost DSS (if anything)
 - d how much funding is being budgeted in total.
- 40 Phased implementation:
- a Implementation for all disabled people to develop a My DSS Funding Plan through the new assessment and allocation process, will take approximately 3-5 years, following standard re-assessment timeframes.
 - b For a disabled person already using hosted flexible funding on 1 April 2026, the Individual Service Plan (ISP) that they have previously developed with their host, will be used as the Funding Plan, until their next NASC review. EGL sites will continue to use the EGL Funding Plan.
 - i Detail of what is required in the ISP can be found in the Individualised Funding Service Specification, and the host will contact the disabled person/Agent to update this to ensure it contains the required information.
 - c At the next NASC or EGL site review, information relating to the disabled person's goals and purpose for their allocated funding is transferred onto the Service Authorisation. This will be detailed using the "notes" section under each of the relevant service lines (personal care (PC), household management (HM), respite, EIF, EGLPB). This should include information on how funding will be used to support the disabled person e.g. number of hours per day/week of household management allocated for support with meal preparation using a support worker and the purchase of a specialised chopping board. This will serve as the My DSS Funding Plan until such time the disabled person has a reassessment using the new assessment and

allocation process, using the OBIR web app. For EGL sites, the EGL Funding Plan would sit alongside the information in the Service Authorisation.

- d For people with a My DSS Funding Plan completed through the new assessment and allocation process, the host does not need to complete a full ISP. Most details required in the ISP will be covered by the My DSS Funding Plan which is completed by the NASC or EGL site.
 - i The only additional information the host might need to record, includes:
 - Contingency planning
 - Additional information relevant to how the person plans on using their funding to meet the purpose and intentions outlined in their plan, that is not already covered in their DSS Funding plan. This could include how, when, where and from whom the support will be delivered.
- e During the phased implementation, the host is expected to make the best endeavours to assign a purchase cost to the appropriate service line/budget.
- 41 There are some conditions that need to be considered prior to certain supports being added to the My DSS Funding Plan.
- 42 Some supports will require a prior approval from the host, before being purchased.

Conditions and prior approval requirements

- 43 The *Purchasing Operational Policy* provides detail of both the inclusion conditions and the prior approval conditions.
- 44 The approval process is to ensure that the person's purchases are aligned with their My DSS Funding Plan, that decisions seek to ensure the safety and wellbeing of the disabled person and that the person's ability to meet their needs with the remaining allocation is considered.
- 45 When approving purchases, hosts must be confident that the expenditure must be:
 - a reasonably attributable to a disabled person's disability that makes them eligible for DSS-funded supports.
 - b for a disability support, which assists the disabled person (or their family or whānau) to overcome the challenges they face as a result of the person's eligible disability.
 - c provided in a community setting i.e., it must not be on residential care. For the avoidance of doubt, residential respite care is not considered to be residential care unless it becomes continuous and ongoing.

- d consistent with a disabled person's My DSS Funding Plan, and the purposes for which the funding was assigned.
- 46 There is a requirement that services available from other government agencies have been explored before supports of similar form or intent are included in a plan.
- 47 In accordance with the *Purchasing Operational Policy*, the following types of supports require the disabled person/Agent to obtain approval prior to making a purchase:
 - a. equipment
 - c. complementary therapies
 - d. overseas travel
 - d. repeat purchase of items of a similar nature or intent, before the expected life of a previously purchased item has expired
 - e. purchase of items above specified values that are published on the DSS website.
- 48 The inclusion of a type of support that requires prior approval within a disabled person's My DSS Funding Plan, does not override the need to obtain prior approval before purchasing that support.
- 49 The responsibility for providing this prior approval, sits with the host.
- 50 **Appendix 1** "*How we might think about ...*" provides a framework for a facilitated conversation. It aims to support a host, NASC, EGL site, the disabled person and their family to consider how a purchase using their hosted flexible funding might (or might not) align with the purposes and outcomes of their agreed My DSS Funding Plan. It also provides additional direction in relation to conditions that require prior approval.

The My DSS Funding Plan following the new assessment and allocation process

- 51 For people using hosted flexible funding, the NASC or EGL site must share the My DSS Funding Plan with the disabled person/Agent and their host.
- 52 The My DSS Funding Plan, following the new assessment and allocation process, contains a set of standard fields. These standard fields are set out below:
 - a **The purpose of an allocation** – selected from a standard list.
 - b **A brief description of the support intended to meet that purpose** – to support confidence that the plan can be implemented, and costed accurately,

there will be a short description of the initial support intended to meet that purpose (e.g. “a support worker to support me prepare for my day”).

- i This provides a more focused description of what the person is seeking to achieve. This will enable the disabled person/Agent and host to understand how supports meet that purpose but shouldn't lock them into only one way of being supported.
- ii The supports needed to realise the outcomes and should be determined by the disabled person/Agent. Choosing how, when, where and from whom supports are delivered is an essential part of flexible funding.
- iii Examples of supports might include:
 - a support worker or a piece of equipment which means I can shower, get dressed, eat, prep lunch, and catch the bus on time
 - doing a cooking course or a contribution to a meal kit service which means I can prepare a meal on my cooking night.
- iv **Appendix 2** contains two tables. Table 1 is a table of the standard Areas and Categorised Purposes relating to the My DSS Funding Plan, developed through the new assessment and allocation process using OBIR. Table 2 is a standard list of the Categories of Support Purchased.
- c **How many** allocated (e.g. the number of units).
- d **Unit type** – from a standard list such as hour, invoice, item etc (e.g. hours, days).
- e **Frequency** – from a standard list such as one-off, daily, weekly, fortnightly, monthly etc.
- f **Unit cost** – this the dollar amount for each unit.
- g **Total cost** – calculated based on the intended period of the budget.
- h **Annualised Cost** – the amount, totalled together, to be compared to the indicative range. This is particularly required if the funding is for less or more than 12 months.

An example of a My DSS Funding Plan developed using OBIR:

My DSS Funding Plan												Office Use Only			
Name: Alex DEMO		Indicative Range: 20000 - 25000		Date Completed: -		Start Date: 19/02/2026		End Date: 19/02/2027				Code	Categorization	Joint Funding	%
Area	Purpose	Support	Start Date	End Date	How many	Unit Type	Frequency	Unit Cost	Management	Total Cost	Annualised Cost				
In the area of...	I'm looking for support that...	That support would look like...	That support would start on...	That support would end on...				I expect that might cost...	The way I want this managed is...	For the period of this plan that is...	For a year that is...				
Daily routines	Preparing myself for my day	A person to support me to get ready in the morning.	02/03/2026	28/02/2027	364	Hour(s)	Allocated	\$37	Self managed - Host	\$13468	\$13505	PMD	Labour	NO	60.75
Building capacity and independence	Developing lifeskills for the future	A person to support me for 2 hours twice a week to partake in activities important to me.	02/03/2026	28/02/2027	770	Hour(s)	Allocated	\$10	Self managed - Host	\$7700	\$7721.15	DLF		NO	34.73
Building capacity and independence	Building my capability and confidence to support or live with disability	A device that supports greater independence with managing my routines.	02/03/2026	28/02/2027	1	Unit	One-Off	\$1000	Self managed - Host	\$1000	\$1000	BCC	Transport	NO	4.51

- 53 The My DSS Funding Plan has some additional fields that are 'Office Use Only'. These are required to support the monitoring of the use of hosted flexible funding.
- 54 For each support in the plan, an Office Use Only section would capture:
- a standard purpose code
 - b standard categorisation of support
 - c the percentage of the allocation that relates to that purpose and category
 - d the presence or otherwise of joint funding from other agencies for that purpose and support.⁴
- 55 Information from the 'Office Use Only' fields will be collated and used by hosts and EGL sites (full functionality to be developed over time) to:
- a Monitor patterns of actual expenditure against intended expenditure for individuals, to highlight where material deviations from the plan are occurring, to enable discussions with the person/agent.
 - b Identify and track the presence or absence of other agency funding/support for particular purposes, which may have a bearing on allocation and expenditure patterns into the future.

Sharing of the My DSS Funding Plan from NASC to Host:

- 56 NASCs will be required to share the My DSS Funding Plan with hosts.
- 57 As an interim measure, the host will receive the My DSS Funding Plan from the NASC or EGL site through their usual method of communications e.g. via email.
- 58 This will be a temporary solution to enable alternative technology systems to be developed.
- 59 For further information, see section on Feedback Loop between host and NASC/EGL site for further detail.

⁴ Joint funding may be formal, in these sense that agencies agree to split specific costs, or less formal, and denote that contributions to a particular purpose are also being made through the Total Mobility Scheme, Disability Allowance etc. We expect this information to support ongoing monitoring and conversations about the relative role of agencies and the strategic/ policy level.

Guidance on supporting the disabled person/Agent to implement the Funding Plan:

- 60 When the host and disabled person/Agent meet, they will refer to the Funding Plan to agree how the host can best support and guide the person.
- 61 Support and guidance functions by the host include:
- a Supporting the disabled person/Agent with planning, by helping them to think about their immediate priorities as well as longer term needs. Consideration should be given to how the funding can be utilised over the full budget period. Hosted flexible funding budgets, and the plans that support them, should create opportunities for inclusion, participation, and independence.
 - b The specific ways that planning activities are carried out is flexible, and dependent primarily on the ways that the disabled person forms, expresses, tests, and enacts their will and preference.
 - c Identifying and agreeing the roles that people play in the process, as determined by the disabled person/Agent.
 - d Checking that the proposed purchase(s) can clearly be linked to the person's disability and align to the Funding Plan. Purchases should support the disabled person to (in whole or in part) overcome disability related challenges to inclusion, participation and independence, both currently being experienced and reasonably foreseeable over the life the plan.
 - e Checking that if the disabled person has a Carer Support allocation, that it is considered alongside the hosted flexible funding allocation, and that it is meeting it's intended purpose of providing respite for the unpaid carer. The host could explore the option with the disabled person/Agent, if combining the Carer Support with the hosted flexible funding, would be of benefit.
 - f The My DSS Funding Plan provides information on budget allocation and the purpose for this allocation. The person should maintain choice and control over how the funding is utilised, within the agreed purpose and budget. Varying degrees of coaching may be needed to ensure alignment with the purposes detailed in the Funding Plan. The function that an item or a support has, is not always obvious and it is important to understand the purpose from the perspective of the disabled person/Agent, with the understanding that, what something is USED for, may be more important than what it IS.
 - g Examples of focused support and guidance the host might provide are:
 - i Helping the disabled person/Agent to cost out any support hours they might be purchasing.
 - ii Helping the disabled person/Agent to plan any purchases.

- iii Helping the disabled person/Agent to weigh-up how to make their budget last though the allocation period.
 - iv Helping the disabled person/Agent to flex their supports within the intended area and purpose. There is flexibility in the supports that the disabled person/Agent chooses to fulfil within that purpose eg the person may initially seek a support worker to help with meal preparation, but the purpose might also be addressed by a piece of equipment that enables the person to heat pre- prepared meals, independently.
- h Providing information and ensuring that the disabled person/Agent understands that should they spend their allocated funding on purchases not specifically detailed in the Funding Plan, and/or that do not align to the purpose to which funding has been allocated, but which are not prohibited, that there may be unintended consequences. The host needs to discuss this with the disabled person/Agent, including what the potential consequences for this decision might be, before any payments can be considered. These potential consequences may include, but are not limited to, being moved to a higher tier of host support, funding for that purpose being reviewed the following year, and not being allocated additional funding to enable any other supports to be purchased.
- 62 When sharing the My DSS Funding Plan with the host, the NASC/EGL site will also indicate the level of guidance and monitoring the person is likely to require managing their hosted flexible funding allocation, by assigning a tier level. These tier levels are described in the below section.
- 63 The intention is to give the disabled person/Agent more choice and control, while providing a means to help ensure that funding is used for the purpose it was intended.
- 64 The area and purpose(s) of the funding are agreed between the disabled person or their representative and the NASC or EGL site and cannot be altered until a reassessment occurs.
- 65 Any changes made to supports will need to be fed back to NASC or EGL site four-six weeks before their review.

Feedback Loop between Hosts and NASCs/EGL sites

- 66 Hosts are required to provide feedback to the NASC/EGL site four to six weeks prior to the disabled person's scheduled NASC or EGL site review date, or earlier, should an earlier review be needed. This will require the host to meet with the disabled person/Agent, in advance, to review progress and talk them through the proposed feedback back to the NASC or EGL site.
- 67 The host will send the NASC or EGL site a review summarising:
 - a how the funding was used and how it aligned to the intended purpose (noting any information that was not aligned to the Funding Plan and/or Purposes)
 - b the outcomes that were achieved during the funding period
 - c the total funding spent
 - d if the tier level was appropriate, and if it needs to be adjusted
 - e For further information required to feedback to NASC/EGL sites, please refer to the section in paragraph 104b, under Reporting and Monitoring.
- 68 Hosts to provide feedback by usual communication methods e.g. email, until a technology solution for information sharing has been developed.
- 69 In circumstances where the person's situation has changed, and the purposes for which the funding was allocated for, needs to change, please refer to the *Purchasing Operational Policy* for additional guidance, on whether this needs to be referred back to the NASC/EGL site or not.
- 70 Where referral back to the NASC/EGL site is required, it may be necessary for the host to provide the NASC or EGL site with a summary earlier than anticipated of the above, to outline where changes may be required.

Host Tier Framework

- 71 The purpose of the Host Tier Framework (tier framework) is to provide the appropriate level of guidance and monitoring for each person or their agent, using hosted flexible funding (IF, EIF, or hosted EGL Personal Budgets). The tier framework aims to provide people with the right level of guidance necessary to successfully manage their allocated hosted flexible funding, both from a budget management and being a successful employer perspective.
- 72 People using hosted flexible funding, their hosts, NASCs, EGL sites and DSS are all accountable for how funding is used. This means that people need to be able to show that spending aligns to the purposes agreed in the My DSS Funding Plan, and that there is planning in place to ensure that the allocated budget meets a person's disability needs across the year.
- 73 Some people may need more guidance than others in successfully managing their flexible funding responsibilities.
- 74 During the NASC/EGL site assessment and allocation processes, they will allocate the tier level and inform the disabled person/Agent and host of the tier.
- 75 A Hosted Flexible Funding Tier Allocation Tool (tier tool) applies ratings and weightings to three factors to support decisions on allocating and moving people between tiers.
- 76 The three factors are:
- a The **experience** a person/Agent has in managing their hosted funding, varying from confident and proficient in managing all aspects of hosted funding, and rarely requiring host guidance and coaching, to not managing all or most aspects of hosted funding, and requiring a high level of host guidance, coaching and oversight.
 - b The **total flexible budget** allocation, varying from smaller budgets to larger budgets.
 - c The **level of engagement** between the person/Agent and the host, varying from unengaged to appropriate engagement.
- 77 The NASC/EGL site may apply an override to the tier in certain circumstances, such as when there are safeguarding or financial management concerns, or when the disabled person/Agent requests a higher tier.
- 78 A glossary of the factor descriptors used in the Tier Tool are included in the tool.
- 79 There are four tiers of host support:
- a Tier 1- Very Low (lowest level of host support)
 - b Tier 2- Low

- c Tier 3- Medium
 - d Tier 4- High (highest level of host support)
- 80 Each of these tiers has varying levels of responsibilities by the disabled person/Agent, and by the host.
- 81 See **Appendix 3** for Host Tier Framework and Hosted Flexible Funding Tier Allocation Tool.
- 82 The NASC/EGL Site informs the host what the tier level is, on the Service Authorisation.
- 83 Four to six weeks prior to the NASC/EGL site scheduled review process, the host will inform the NASC/EGL site if the host tier support level is appropriate, or if it needs to change and why.
- 84 The host provides a rationale to the NASC/EGL site if the tier is appropriate by evaluating the factors that may influence a disabled person/Agent moving up or down a tier (see below).
- 85 The NASC/EGL site will take the information provided by hosts into consideration when assigning the tier the following year.
- 86 In some instances, the host may recommend to the NASC/EGL site a tier change prior to the annual review.

Factors that influence a disabled person/Agent moving up or down a tier

- 87 Any change to the weighted factors in the Tier Tool, may result in movement between tiers.
- 88 These include, but are not limited to:
- a The experience a disabled person/Agent has in managing a flexible funding budget (Have they had flexible funding previously? Have they had difficulty managing their budget or their employment responsibilities in the past?).
 - b The total amount of flexible funding that has been allocated.
 - c Having a clear plan on how the funding will be used, and successfully implementing it.
 - d The disabled person or Agent's ability to spend the funding on purchases that align to the My DSS Funding Plan (that the spending is disability related, and the purchase related to specific parts of the purposes agreed in the My DSS Funding Plan).
 - e Being able to show how the disabled person/Agent has used the budget (keeping receipts, timesheets, bank records etc and sharing these with the host).

- f Knowing when a pre-engagement discussion for purchases is required (Tier 4).
 - g Knowing when, and what documentation, for prior approval purchases is required.
 - h Being able to ensure that spending does not exceed the available funds, and being able to confidently and proficiently manage the funding across the allocation period.
 - i When employing staff - knowing how to be and demonstrate that the person/agent is a responsible employer.
 - j How well the disabled person/Agent engages with the host, and if they are responsive when information is requested, or not.
 - k If there are any safeguarding or financial management concerns (for more information, see section below).
- 89 If a disabled person/Agent is receiving host support, and is not able to manage their hosted flexible funding budget, and/or related responsibilities, depending on the circumstances, the following are options to consider (but not limited to):
- a moving up one or more tiers, if additional support would address the concerns
 - b appointment of a new Agent
 - c applying the *Restrictions on Access to Hosted Flexible Funding*
 - d referral back to NASC/EGL site to look at alternative options to hosted flexible funding
- 90 DSS has provided a guide called “**Conversation Guide to Talking About Tiers**” in **Appendix 4** that hosts can use to guide a conversation with the disabled person/agent and/or their whānau to explain the tiers. Further information regarding the tiers, can be found on the DSS website.

Guidance on Safeguarding and Financial Management Concerns

- 91 Safeguarding protects a person’s right to make their own decisions about their life, including their safety and wellbeing. It involves taking action to prevent, identify and respond to situations where a person is at risk of or experiencing abuse, neglect, violence or harm.
- 92 Financial safeguarding protects a person’s financial resources from misuse, fraud, exploitation, or harm. Hosts must ensure that the person’s funding package is used with the person’s will, preference and their best interests in mind.

- 93 When a person is experiencing, or is at risk of abuse, neglect, violence or harm, including financial abuse, hosts have a responsibility to act and have several options, including but not limited to, police referral, Oranga Tamariki referral, NASC or EGL site referral, and report all critical incidents to DSS as soon as practical within 24 hours (refer to DSS website for further information on critical incidents). The host can also refer the disabled person to Disability Abuse Prevention and Response (DAPAR) services. [Disability Abuse Prevention And Response | Disability Support Services](#)
- 94 Examples on what a host might look out for (red flags) regarding financial safeguarding:
- a the disabled person is not involved in the decision making
 - b purchases are not easily understood to be disability supports
 - c purchases are not for the disabled person
 - d history of mismanagement of IF or another form of flexible funding and/or previous referral for Audit
 - e criminal convictions - people convicted of fraud, corruption, dishonesty or financial crimes
 - f bankruptcy or insolvency - being undischarged bankrupt or subject to insolvency proceedings
 - g conflict of interest
 - h non-compliance with record keeping requirements
 - i signs of financial abuse [Financial abuse | New Zealand Government](#).
- 95 The *MSD DSS Operational Policy- Management of Hosted Funding Arrangements* details the processes on the handling of budget non-compliance, disputes handling, escalating complaints to DSS and what to do when there is suspected fraudulent use of funding.

Reporting and Monitoring for Hosted Flexible Funding allocations

- 96 As part of the hosts monitoring and reporting responsibilities, data will need to be gathered by the host, in addition to what is already gathered and reported on, as part of the PMR (Quarterly Performance Monitoring Reporting). Usual PMR reporting will continue until the current template is updated.
- 97 The Revised Verification Guidelines and the Restrictions to Access Hosted Budgets will continue to inform part of your monitoring requirements. They can be found on the DSS website.

Data to be gathered by the host, in addition to their current requirements

- 98 Hosts will be required to develop, or adapt their current systems, for them to gather the additional data required, so that updated reporting can occur. DSS acknowledges that this will take some time to develop their host systems, if they are not currently in place.
- 99 DSS expects that hosts would be able to develop their systems in the period April 2026-April 2027 to allow for this reporting to occur.
- 100 The additional information or data that DSS will likely require hosts to capture, from their systems, are:
 - a Funding related:
 - i standard purpose codes
 - ii standardised categorisation of supports
 - iii expenditure data of all purchases for each person
 - iv expenditure data according to standardised categories of purposes and supports
 - v record and monitor patterns of actual expenditure against intended expenditure, for each person, to highlight where material deviations from the plan are occurring to inform conversations with disabled person/Agent
 - vi provide total funding spent per person at any given time
 - vii record My DSS Funding Plan review date
 - viii maintain a record of, and be able to view, if repeat purchases of items of a similar nature or intent are claimed before the expected life of the item has expired (and follow up with a discussion with the person/agent)

- ix record the presence or otherwise of joint funding from other agencies for that purpose and support.⁵ (if known), to be able to provide feedback to the NASC.
 - b Tier Level
 - i Record each disabled person/Agent tier support level.
 - ii Record if disabled person/Agent is being contacted according to their tier support level.
 - iii Record if tier support level needs to change and why.
 - iv Keep accurate notes of coaching and/or budget support provided.
 - c Claiming
 - i Self-verification information, captured through the self-verification process, for those in Tier 1.
 - ii **Appendix 5** provides the self-verification claims template, which enables the disabled person/Agent to indicate how their expenditure aligns to the purpose for which the funding was allocated.
 - d Prior Approvals
 - i Record, in host systems, notes on discussions with the disabled person/Agent that have taken place (as part of good record keeping) regarding the purchases that require prior approval, as well as any supporting documentation to support decisions made.
 - ii Report on the number and type of prior approvals given, and how many prior approvals were unable to be progressed to payment.
 - e Peer Reviews
 - i Record, in host systems, any notes on internal and external peer reviews, including outcomes, when disputes arise (*See Operational Policy- Management of Hosted Funding Arrangements* for further information).
- 101 The host will be required to provide the following additional information to:
- a **The disabled person/Agent:**
 - i Provide access to expenditure data at least fortnightly (or enable disabled person/Agent to access whenever they choose) against their

⁵ Joint funding may be formal, in these sense that agencies agree to split specific costs, or less formal, and denote that contributions to a particular purpose are also being made through the Total Mobility Scheme, Disability Allowance etc. We expect this information to support ongoing monitoring and conversations about the relative role of agencies and the strategic/ policy level.

allocated flexible funding budget, and how much funding they have remaining in their budget(s), eg IF-PC, IF-HM, IF-Respite, EIF or EGLPB.

- ii Provide information/data on the disabled person's proportional spend for the year, indicating how they are tracking for the year.
- iii Highlight where deviations from the My DSS Funding Plan are occurring to enable discussion.
- iv Provide information and ensure that the disabled person/Agent understands that should they spend their allocated funding on purchases not specifically detailed in the Funding Plan, and/or that do not align to the purpose to which funding has been allocated, but which are not prohibited, that there may be unintended consequences. The host should discuss this with the disabled person/Agent, including what the potential consequences for this decision might be, before any payments can be considered. These potential consequences may include, but are not limited to, being moved to a higher tier of host support, funding for that purpose being reviewed the following year, and not being allocated additional funding to enable any other supports to be purchased. These discussions need to be documented in host systems.

b The NASC or EGL site as part of the Funding Plan feedback loop:

- i How funding was used per purpose or service line (whichever is applicable), including any prior approval expenditure.
- ii Outcomes: for each purpose or service line, if the funding met the intended purpose, and what this means for future planning eg did the disabled person purchase an item that increased their independence and no longer requires the same level of support.
- iii Total funding spent in the budget allocation period.
- iv The presence or otherwise of joint funding from other agencies for that purpose and support.⁶ (if known)
- v If the tier level was appropriate or not, and a rationale as to why the tier level may not be appropriate.
- vi A summary of any guidance and coaching that was required during the funding period.

c DSS through the quarterly reporting mechanisms, with additional information on:

⁶ Joint funding may be formal, in these sense that agencies agree to split specific costs, or less formal, and denote that contributions to a particular purpose are also being made through the Total Mobility Scheme, Disability Allowance etc. We expect this information to support ongoing monitoring and conversations about the relative role of agencies and the strategic/ policy level.

- i Funding related:
 - Expenditure data according to standardised categories of purposes and supports.
 - Total funding spent for each funding purchase category per quarter.
 - Number of people who have run out of funding prior to review date (unplanned).
- ii Tiers:
 - Number of people in each tier.
 - Percentage of host check-ins occurring when they should, according to tier.
 - Number of people changing tiers per quarter.
- iii Prior Approvals:
 - Number and type of prior approvals given, and how many prior approvals were unable to be progressed to payment e.g. x number of people given approval for overseas travel.
 - Any trends noted in prior approvals.

Glossary

Term	Definition
ACC	Accident Compensation Corporation. A government body that provides a no-fault system for personal injury cover for everyone. For employers, ACC means they must pay levies to cover the cost of work-related injuries
Budget Period	The timeframe that the NASC/EGL site allocates funding for
DSS	Disability Support Services (MSD Business Group)
Disability supports (supports)	Supports provided due to the additional cost of living with a disability. Disability supports should also contribute to outcomes in a person's plan and must be within the Ministry's guidelines and policies
EGL	Enabling Good Lives
FDS	Flexible Disability Supports
Feedback loop	Communication between the host and the NASC/EGL site. This specifically relates to the feedback provided by the host at the NASC/EGL site review date, or as required, regarding how a person has spent their funding allocation and if it has met the purpose for which the funding was allocated.
Flexible Funding	A budget allocated through a NASC or EGL site to the disabled person that allows greater flexibility of choice and control over how they purchase services or support.
Funder	Ministry (DSS) who fund disability support and are contributing to an Individualised budget.
HCSS	Home and Community Support Services. This refers to services the NASC can allocate that fall in this category, such as Personal care and Household Management.
Host	A contracted DSS provider who provides host services to a person with flexible funding. They assist a person to manage their support allocation.
Hosted EGL Personal Budget	The portion of an EGLPB that the disabled person chooses to be hosted through a DSS contracted host provider.
IF	Individualised Funding. A Ministry-funded mechanism that allows eligible disabled people (and/or their representatives) to directly manage the budget allocated for their Home and Community Support Services (HCSS) and/or Respite. This

Term	Definition
	can include Enhanced Individualised Funding (EIF), which is allocated as a single budget.
ISP	Individual Service Plan. A plan the host provider completes with the person that identifies specific details on how the funding will be used. This should be aligned to the purpose for which the funding was allocated by the NASC/EGL site.
Item	A physical or digital object or subscription that is purchased to help overcome disability related barriers e.g. fidget toy, laptop, piece of software or gym membership
Ministry	DSS, who is the commissioner, funder and steward of high quality, sustainable services for disabled people that are directly linked to outcomes and responsive to disabled people needs
MSD	The Ministry of Social Development
My DSS Funding Plan	Records the agreed intended use of a person's DSS-funded disability supports and gives effect to the confirmed funding allocation.
NASC	Needs Assessment and Service Co-ordination (NASC) organisations. These organisations are funded by DSS for people with a lifelong disability usually under 65 years of age. Their roles are to assess the person's needs, and to coordinate services to meet these needs, which may include allocating hosted flexible funding.
Nominated Agent (Agent)	An individual who is able to make decisions for, and receive information about, a disabled person as it relates to DSS services.
OBIR web app	Outcomes based indicative range. This web-based application is used by NASCs and EGL sites to record assessment information, an indicative funding range, and creating and maintaining My DSS Funding Plans for disabled people.
Outcome (goal)	An aspiration, target, or objective that the person wishes to achieve.
Person/People	A disabled person who is eligible for hosted flexible funding, or the decision maker (usually a parent), if the person is a minor.

Term	Definition
Pre-Engagement Discussion	A discussion between the person/agent and the host, for those in tier 4, prior to purchasing the support, item or service, to ensure the purchase is aligned with the purpose of the funding allocation, and the person/agent understands the impact on the budget and has sought relevant advice if required.
Prior Approval	Hosts are required to provide approval in advance of a purchase being made, in some circumstances. The detail of these specific circumstances are detailed in the <i>Flexible Purchasing Guidelines</i>
Purchasing Agency	DSS - Ministry
Purchase	All-inclusive term for any disability support, item, or service purchased with the allocated flexible funding.
Purpose	The reason(s) for which the disability funding is allocated by the NASC or EGL site.
Purpose Code	The code allocated to the purpose funding was allocated for. This is recorded in the 'office only' field in the My DSS Funding Plan.
Service Specification	The Specification detailing the requirements for specific services eg IF, FDS
Stakeholders	Stakeholders are people/organisations who support the Person.
Service Agreement	An Agreement between a Person and their chosen Provider. It will document what supports are delivered, responsibilities of both parties and how they are to be delivered.
Support Allocation	An allocation of support within a hosted flexible funding budget
Supported Decision-Making	Supported decision-making is a way for people to make their own decisions based on their will and preferences, so they have control of their life. It ensures the person who needs support is at the centre of all decisions that concern them.
Support Worker	An individual who is responsible for delivering support. This includes the provision of direct care to the person and covers all staff who are: <ul style="list-style-type: none"> • Employed • Contracted • Volunteer
Tier	Refers to the level of monitoring and guidance in the Host Tier Framework. The tier level is determined by the NASC or EGL site.

Term	Definition
Will and Preference	In the context of this guide: Will means – the person’s enduring vision for how they wish to live their life Preference means – the immediate option(s) the person wishes to choose

Appendix 1: “How we might think about...”

Introduction

The intention is that hosts and NASC’s/EGL sites can use these conversation guides with disabled people to assist with the planning process and when inclusion conditions, and/or prior approvals are required. The DSS *Purchasing Operational Policy* should be referred to alongside this guide.

It is a guide that is intended to help the thought process and offer points for consideration when planning a disability related purchase, taking into account the disabled person’s will and preference.

What is this resource?

‘How we might think about ...’ is a framework for a facilitated conversation, to support a host, NASC, EGL site, disabled person and their family to consider how a purchase using flexible funding might (or might not) align with the purposes of their agreed My DSS Funding Plan. It cannot capture all scenarios, but the framework proposed can be applied broadly.

What is the purpose of developing this resource?

As the funder, DSS has ultimate responsibility for how disability support funding is used. We need to be transparent and accountable for how disability support funding is being used for its intended purpose. We have a commitment to shift control over how resources can be best used (including Individualised Funding) to disabled people and their families. In developing this resource our intention is to be upfront in how we use discretion in determining what is, and is not, fundable through DSS.

This guide is an opportunity to be transparent with the system; for disabled people, families, hosts, NASCs, EGL sites and providers.

The intention is that the following is in place:

- the approach taken to decision making is known in advance
- advice and decision making are consistent from those who are there to help disabled people and whānau to navigate disability related purchases
- it is not reliant on the family to articulate their story in a way the ‘system’ can understand; but rather for the sector (and those working in it) to adapt the way we seek information
- a commitment to working in a way that is based on EGL principles.

What is this NOT?

The *How we think about* document, is not intended to make the process more complicated. Nor is it intended to create precedence or be viewed as a DSS 'approved shopping list'.

Each section of this guide includes the following:

What can Flexible Funding be used for?

Flexible funding can be used for disability support purchases that are aligned to the disabled person's My DSS Funding Plan. Each person's situation and plan are unique.

Purchases need to align with the purpose the funding was allocated for, and be disability related. Funding is usually allocated for set purposes such as daily routines, managing my home, sustaining whānau wellbeing, connecting with others, building capacity and independence, creating opportunities for the future and safeguarding.

The NASC/EGL site will work with the disabled person/whānau to make and agree a 'My DSS Funding Plan'. This is a good opportunity to think about how the disabled person wants to use their budget.

The host and the disabled person will refer to the funding plan to help make purchase decisions. The best way to make sure funding works well for the disabled person is to:

- be clear on the plan and consider how support looks over the duration of the funding period
- understand what purchases are prohibited and when prior approval conditions apply
- ensure the purchase can clearly be linked to disability and purpose for which the funding was assigned
- remembering that the purpose of a purchase is important to identify in discussions. What something is USED for, may be more important than what it IS.

Description of purchase (e.g. *travel overseas, equipment, technology, support staff*)

- Situations in which this purchase might be relevant when considering the disabled persons specific situation
- Circumstances where you might be more confident that this can be funded
- Circumstances that mean you might need to explore this more with the person
- What might you think about in the plan

We would expect NASC/EGL site/host to engage in a conversation with the disabled person/family and to come to a consensus based on this discussion.

The elements we expect to be included in the discussion include:

1. Purpose

- Is the purchase related to specific parts of the purpose(s) agreed in the My DSS Funding Plan?

Purposes include: daily routines, managing my home, sustaining whānau wellbeing, connecting with others, building capacity and independence, creating opportunities for the future and safeguarding.

- *Examples / circumstances that make this More likely*
- *Examples / circumstances that make this Less likely*

2. Disability Related

- Is the purchase necessary due to the person's disability?
- What opportunities is this creating that wouldn't be needed if the person wasn't disabled?
- What barriers does this purchase overcome for the person?
- How does this purchase promote independence / skill development?
- Are there other supports (non DSS) that might be able to address this need?
 - Examples / circumstances that make this More likely:
 - Examples / circumstances that make this Less likely:

3. Considerations as part of budget management

- Does making this purchase compromise access to other support?
- Does it reduce the need for further support?
- Is this purchase solely related to disability, or would a personal contribution be appropriate?
- What impact will the purchase have on the allocated budget
- Is there a contingency plan in place to cover any additional supports required during their allocation period
 - Examples / circumstances that make this More likely
 - Examples / circumstances that make this Less likely

Are there any other sources of funding available and have they been considered?

The availability of funding from other agencies does not preclude the use of DSS funding to purchase an item or support. However, it is expected that services available from other government agencies have been explored before supports of similar form or intent are included in a plan. The NASC/EGL site/host will need to support the person to explore and evidence that alternatively funded options have been considered.

How we might think about – Equipment and Assistive technology

When might this be relevant?

When a piece of equipment, or technology is purchased, that means:

- independence is increased and reliance on another (paid or unpaid) person is reduced to complete a task
- That the person's safety is more effectively managed, for example a seizure alarm

Note: When equipment has the potential to pose a risk of harm, a health professional operating within the scope of their practice must confirm that it is safe, be supported by evidence and detail how risks are managed.

When generally might you be more confident that this can be funded?

- If a health professional operating within the scope of their practice makes the recommendation and is involved in planning, oversight and delivery.
- If the purchase results in a reduction in the level of support required.
- When a piece of equipment is purchased to achieve a purpose detailed in the My DSS funding plan, and this has been previously discussed and budgeted for.
- When it's covering an additional cost that clearly relates to the person's disability.
- When it creates an opportunity to take a break, or engage in an activity, that otherwise wouldn't be there.
- When services available from other government agencies have been explored.
- When any ongoing maintenance or associated fees have been accounted and budgeted for.

When might this need to be considered further with the person?

- If the purchase is not related to their disability.
- If the purchase can be funded through another agency or government organisation and this option has not been fully explored. Is it clear why other agencies have not engaged – is there a need for advocacy?
- If (dependent on stage in life) the 'supervision' technology adversely impacts on the person's privacy.
- If the purchase will use a large portion of their allocated budget and there is no plan as to how the person's support needs will be met over the remainder of the funding period.
- If the item could potentially cause harm and has not been recommended as safe for the person to use by a health professional operating within the scope of their practice.

- If the item could potentially be used as a restraint.

Items and modifications that could be or are intended to be used as a restraint need careful consideration.

Equipment and modifications, when used to manage behaviour, are considered mechanical or environmental restraints if they intentionally restrict a person's freedom of movement, access to their environment, or autonomy. Such measures are generally intended as a last resort to ensure safety, requiring strict adherence to behaviour support plans, ethical guidelines, and legal frameworks.

What might be considered an everyday, developmentally appropriate piece of equipment may have health implications. It can be helpful to provide space for the disabled person and/or their parent/guardian to consider this. For example, if the person has a heart condition and has not engaged in regular exercise, a consultation with a health profession, to minimize potential risks, may be indicated in advance of the purchase and planned use of exercise equipment.

What might you think about in the plan:

- How does this purchase help the disabled person to achieve their goals and align to the purpose of the funding? (as identified in their plan)
- How is independence and autonomy built?
- If support is needed to learn to use this technology; how will this be provided?
- How will maintenance / battery / repairs / replacement etc. be managed?
- A bigger cost upfront, may be a more cost-effective option if it reduces support requirements later on.
- Have any safety concerns been identified and addressed.

Purpose

- Is the purchase or support aligned to the purpose for which the funding was allocated in the My DSS Funding Plan?

Examples / circumstances that make this more likely:

- If the purchase provides more independence or reduces the level of support required
- Creates some freedom to complete a task or directs how supports are delivered
- Reduces intrusion into person's (family) life
- Increases safety or independence, for example:
 - specific cookware that reduces the likelihood of burning or being left on whilst unattended

- mat to alert a sleeping household member that the disabled person was having a seizure, or had left their bed and not returned (where awake support would otherwise be required)
- monitoring safety and wellbeing from a distance (rather than requiring supervision at all times).

Examples / circumstances that make this less likely:

- If it does not increase the disabled person's independence or safety
- If it increases the intrusion into their life (e.g. camera monitoring)
- If it is not the will and preference of the disabled person, and has no benefit to them
- If there are safety concerns and there is no evidence that an appropriate health professional supports the purchase.

Disability Related

- Is the purchase necessary due to the person's disability?
- What opportunities is this creating that wouldn't be needed if the person wasn't disabled?
- What barriers does this purchase overcome for the person?
- How does this purchase promote independence / skill development?

It is important to note that not everything that is useful will look like traditional disability supports. For example, much of the technology that is currently available/being developed such as smart devices to manage the home or navigate the community, might be a 'nice to have' for much of the population, but could create opportunities for a disabled person (while appearing to be an ordinary life purchase) that may otherwise not have been possible.

Examples / circumstances that make this more likely:

- it creates opportunities or assists in overcoming barriers that are related to disability
- the purchase wouldn't be needed if they didn't have a disability
- The person would need the item to always be available so can't share it with others
- Promotes opportunity for independence whilst managing risks – being able to call/seek help enables person to spend time alone

Examples / circumstances that make this less likely:

- Purchase is related to what other people at that life stage are purchasing, rather than being specifically related to the disability (e.g. most teenagers require a laptop or device)

Considerations as part of budget management

- Is the purchase going to compromise the ability to pay for other support?
- Will the purchase reduce the need for other support?
- Is the purchase proportionate to disability related requirements?
- Is the purchase durable and going to last a long time?
- Have any one-off training, set up costs and/or on-going service charges been factored into the budget?
- What impact will this purchase have on the allocated budget?
- Are there any additional ongoing monitoring costs?
- Is there a contingency plan in place to cover any additional supports required during their allocation period?
- Is this a repeat purchase of an item of a similar nature or intent, before the expected life of an item has expired?

Sometimes the 'mainstream purchase' (e.g. a GPS enabled watch) might be a different price than its specialist 'tracker' counterpart. It is worth exploring whether additional features (at an increased price) would be useful, and if so, whose responsibility they are to fund.

For some people it may be more mana enhancing to have an item that other people at that life stage are using (e.g. a smart watch vs. a St. John monitor), and reducing the stigma of living in a disabling society should be considered.

A bigger cost upfront, may be a more cost-effective option if it reduces support requirements later.

Examples / circumstances that make this more likely:

- When there has been an opportunity to try before buying, so the disabled person can feel confident it is the right item for them.
- If there are additional purchases (e.g. a case, mounting it on a wall, buying a sturdier / waterproof version) that means the item will last longer and have been costed for.
- Where a suitably qualified professional has undertaken an appropriate assessment, and all are agreed that the purchase is useful and safe.
- Where ongoing supports for training, maintenance, subscriptions etc. have been considered and are able to be accessed (whether through IF funding, personally funded or through other supports).

Examples / circumstances that make this less likely:

- If there is no plan in place around how you might learn to use this, or what might happen if the equipment is not / ceases to be useful.
- If there are cheaper options with equal functionality (in this case it may be possible for IF to contribute).
- Where other agencies or government organisations are funded to provide the equipment/assistive technology, and they have not been explored.

Are there any other sources of funding available and have they been considered?

The availability of funding from other agencies will not preclude the use of DSS funding to purchase an item or support. However, it is expected that services available from other government agencies have been explored before supports of similar form or intent are included in a plan. The NASC/EGL site/host will need to support the person to explore and evidence that alternatively funded options have been considered.

Disability Specific equipment and Alternative and Augmentative Communication (AAC) is generally funded through Equipment and Modification Services [Equipment and modification services | Disability Support Services](#). However, the waitlist for an assessment may mean this is not a practicable option in some circumstances. In this case, it's likely that using IF to fund an assessment from a qualified professional⁷ is the first step in ensuring the equipment or technology can be funded.

[Housing and vehicle modifications for the person you care for - A Guide for Carers - Ministry of Social Development](#)

Ministry of Education (MoE) may provide technology for learning, but it is worth checking whether the device/equipment can follow the young person as they change or leave school.

Disabled Person's Organisations (e.g. Deaf Aotearoa, Blind Low Vision New Zealand), may hold funding related to technology related to specific impairments

Deaf Aotearoa may be able to provide certain hearing assistive equipment to d/Deaf and hard of hearing people. Deaf Aotearoa have a self-assessment form which can be used to help you get in contact with them while being able to explain your requirements.

[Hearing Assistive Equipment Service Self-Assessment Form – Deaf Aotearoa](#)

Blind Low Vision New Zealand may be able to offer support grants depending on your individual situation. There is a selection of grants available, though some are limited by age and location. Their website provides additional information for each grant they offer. [Support Grants \(blindlowvision.org.nz\)](#)

Talk Link may be able to provide assessment and assistive technology/equipment [TalkLink Trust](#)

⁷ Accredited under the EMS accreditation framework

When might flexible funding contribute to the cost of an item?

If the whole of the piece of technology/equipment is not a disability support, it might be possible to contribute to the difference between what you might pay for that technology normally, and what you need to pay for one that is suitable for their disability.

Examples / circumstances that make this more likely:

- If there are no agencies, or the waiting time would mean opportunities were lost.
- Appropriately qualified specialist has recommended (e.g. Occupational Therapist, Speech Language Therapist) and the cost is budgeted for in the My DSS Funding Plan.

Examples / circumstances that make this less likely:

- Specialist Advice or assessment has not been gained prior to purchasing
- If safety concerns have not been considered and/or addressed.

If people wish to on-sell assistive technology/equipment purchased using flexible funding, it is expected that the proceeds from that sale are put towards another purchase or support that also aligns with their Funding Plan.

How we might think about – Overseas Travel

This might this be relevant when:

- a. the travel costs that funding is sought for are over and above those that would have been incurred if the person did not have a disability;
- b. travel is consistent with, and likely to achieve, one of the disabled person's funding purposes;
- c. approving the travel will not compromise the disabled person's ability to access future supports;
- d. funding the travel is in accordance with the Health and Disability Services Eligibility Direction 2011;
- e. support is not used overseas for a period exceeding three weeks; and
- f. the disabled person is responsible for arranging any required supports while overseas.

When generally might you be more confident that this can be funded?

- If the disabled person is overseas for a limited amount of time and needing support with the purposes outlined in their My DSS Funding Plan.
- If seeking therapy, the body of evidence that supports the effectiveness of the therapy has been considered, the therapy is delivered and overseen by appropriate specialists and there is quality evidence that it is usually safe.
- Please note that prior approval is required when people intend to use funding to access complementary therapies. If these are not publicly funded then they should only be included if recommended by a health professional operating within the scope of their practice, supported by evidence, and any risk managed. A trial may be required to demonstrate efficacy.
- If the person has explored what is available within NZ before considering travelling overseas.
- If the disabled person is travelling overseas for an event or education and they are only wanting to use funding to cover any added costs directly related to their disability e.g. support workers costs or additional costs related to accessibility.
- If it is to pay a support worker for a similar amount of time / tasks that would be funded when the person is at home, and the employment relationship is compliant with NZ employment law.
- When the travel (and associated support) contributes to achieving the outcomes and purposes identified in the persons DSS funding plan.

When generally might you expect to be less confident this can be funded?

- If the therapy/education/event is available in NZ and is more cost effective.
- The therapy is illegal, unproven or could be harmful to the person.
- The complementary therapies proposed is not publicly funded and there is not a recommendation by a health professional operating within the scope of their practice. The request is not supported by evidence, and /or risk have not been managed.
- Any cost that is outside disability support or accessibility cost.
- If the cost of the therapy/education/activity/holiday uses a disproportionate amount of the funding budget, meaning there is not enough to cover other essential supports throughout the year.
- If this can be funded elsewhere.
- When the cost of respite for the main carer is disproportionate to the disabled person's support costs.
- Where funding is paying for both the person to be supported and for the main carer costs to have a break.
- When expectations are that multiple people in the family/travelling party have several of their costs covered.
- When the primary carer is being paid for support, using IF Respite budget.
- When the time overseas is greater than three weeks.
- If it's a family holiday or event that has no clear disability related support requirements.
- When the purchase / cost would use a large portion of the allocated budget and there is no contingency plan, to meet support needs, for the remainder of the funding period.

If the disabled person is moving overseas (either temporarily or permanently) a planned approach to applying any overlapping / transitional support may be required. This is likely to involve a time limited transition plan developed with the NASC/EGL site as there is no obligation for New Zealand Health and Disability services to be funded to New Zealanders living overseas.

What might you think about in the plan:

- What does disability support look like for this person in this situation?
- How does funding this disability support increase the disabled person's access and opportunities for independence and freedom?

- How does this provide a meaningful break for the disabled person and the main carer?
- How long does the disabled person intend being overseas? If the person is wanting to use flexible funding overseas for more than three weeks, does this align with DSS and Health and Disability funding policies?
- How does this trip contribute to achieving the purpose outlined in the plan? What are the goals in the DSS funding plan that this travel will assist with achieving?
- What are the disability related components, and what are the aspects of family and/or friends supporting each other when travelling together?
- A contingency plan; is there a backup plan if the support is no longer available (e.g. someone falls sick)
- Are there options to engage or receive support where the person is overseas? (e.g. local agencies may be able to connect the disabled person with support workers, or travelling to where family or friends can provide support locally)

We would expect the NASC/EGL site and/or host to explore the following with the family and to come to a consensus based on this discussion.

The questions we expect to be worked through as part of the discussion include:

Purpose

- Is the purchase or support aligned to the purpose for which the funding was allocated?

Examples / circumstances that make this more likely:

- The purchase clearly links to the purpose of the funding they have been allocated e.g. daily routines for physical wellbeing, sustaining whānau wellbeing, connecting with others, building capacity and independence, safeguarding.
- The person's independence is maintained or increased.
- The support is required due to personal care requirements.
- The support is required for the main carer and the disabled person to have a break from each other.
- The funding is sought to cover only the disability related costs (e.g. any additional costs related to accessibility, or directly related to a disability, but not the costs of the travel itself).

Examples / circumstances that make this less likely:

- The cost is not for disability support or for providing a break for the main carer.
- Travelling overseas without a return date.

- If it's likely that other people will benefit more than the disabled person, from this purchase, this would need to be explored further.

Disability Related

- Is the purchase necessary due to the person's disability?
- What opportunities is this creating that wouldn't be needed if the person wasn't disabled?
- What barriers does this purchase overcome for the person?
- How does this purchase promote independence / skill development?

Examples / circumstances that make this more likely:

- When the purchase covers additional disability related costs e.g. requiring an accessible hotel room which comes at an extra cost.
- When the cost provides a meaningful break to the main carer.
- A specific impairment means the support is required (e.g. navigating around a new environment).
- Support is required over and above what family / friends can provide for, while travelling together during this life stage.
- When there is additional cost to partake in accessible activities.
- When there are accessible opportunities available that the disabled person wouldn't otherwise be able to participate in.

Examples / circumstances that make this less likely:

- If the purchase limits the person's freedoms, opportunities or access to their everyday life.
- The therapy is not supported by research or professional recommendation or and has potential to cause harm.
- If the trip was not accommodating of the person's disability (e.g. accessibility requirements; environmentally appropriate, equipment available).

Budget Management

- Is this cost proportionate to the disability related requirements?
- Does making this purchase compromise access to other support?
- Does it reduce the need for further support?
- Is this purchase solely related to disability, or would a personal contribution be appropriate?
- What impact will this purchase have on their allocated budget?

- Is there a contingency plan in place to cover any additional supports required during their allocation period?

Examples / circumstances that make this more likely:

- Costs the same or is better value than what is available in NZ.
- If the purchase has lasting benefits for the person.
- Where the disabled person's will and preference is guiding the use of funding
- If funding is sought to cover only the disability related costs (e.g. upgrade of travel or accommodation to ensure accessibility, but not the base cost)
- When travelling to a place where there is additional family, friends, or other freely given support available, meaning that support costs are reduced while away
- When it fits within the budget without compromising support requirements for the rest of the year

Examples / circumstances that make this less likely:

- The purchase would compromise the funding available for other essential supports throughout the year.
- If the cost is significantly more than what is available in NZ.
- Where all costs are being sought, including costs that would be occurred regardless of disability or location (e.g. meals).
- When the purchase / cost would use a large portion of the allocated budget, reducing opportunities or creating risk that support needs would be unable to be met throughout the remainder of the year.

Are there any other sources of funding available and have they been considered?

The availability of funding from other agencies will not preclude the use of DSS funding to purchase an item or support. However, it is expected that services available from other government agencies have been explored before supports of similar form or intent are included in a plan. The NASC/EGL site/host will need to support the person to explore and evidence that alternatively funded options have been considered.

When might flexible funding contribute?

It's unlikely that the whole cost of the trip is a disability support, so it might be possible to consider a contribution to the difference between what the person might pay for a trip generally and what they need to pay for an experience that is suitable given their disability support needs. Travelling overseas is an expense that most families, were they to partake in a trip, would need to save up and budget for from their personal income.

Note: if the disabled person's plan changes, it is expected that any refund is applied to alternative disability supports that align with their Funding Plan.

How we might think about - Purchase of one-off items above a certain threshold value

Note: Purchase cannot impact funding that has already been committed e.g. through employment agreements, subscriptions etc

When might this be relevant?

This is relevant when the disabled person is considering purchasing an item above the dollar threshold indicated in their assigned tier.

Purchases of one-off items above the threshold, require prior- approval. The threshold is \$500 for people assigned to tier 4 and \$1500 for all other tiers.

When generally might you be more confident that this can be funded?

You might be more confident:

- when it is clear what role the purchase has in delivering effective disability support, and how it forms part of their overall funding plan;
- when there is a clear plan, including a contingency plan, on how the person intends to remain within their allocated budget and receive the support they require;
- where disability-related requirements lead the person to a larger or more expensive item, part of that cost might appropriately come from disability support funding;
- when all costs are considered – training, set up, service costs etc;
- where funding from other agencies or government organisations has been explored and the outcome documented;
- if, when applicable, an appropriately qualified professional operating within the scope of their practice, has been involved in planning, oversight and delivery;
- if the purchase results in a reduction in the level of support required;
- when it's covering an additional cost as a result of the person's disability.

When might this need to be considered further with the person?

- When it is not clear that the disabled person has been involved in choosing the proposed purchase (does the purchase match their preferences and requirements);
- When it is not clear that the full cost of the proposed purchase is a result of what's required to support the person effectively.

- When the purchase has the potential to be harmful to the disabled person and is not supported by health professional operating within the scope of their practice
- When the purchase does not align to the purposes outlined in the My DSS funding plan
- When the item or items of a similar intent, have been purchased previously
- If the purchase uses a large portion of their allocated budget and there is no clear plan how their support needs will be met for the remainder of the funding period.

What might you think about in your plan:

- How does this purchase help the disabled person to achieve their goals? (as identified in their plan)
- How does this purchase align with the purposes outlined in their funding plan?
- How is independence and autonomy built?
- If support is needed to learn to use this purchase; how will this be provided?
- A bigger cost upfront, may be a more cost-effective option if it reduces support requirements later on.
- Have associated costs been considered – training, service charges, insurance etc

We would expect the NASC/EGL site/host to discuss the following with the disabled person/family and to come to a consensus based on this discussion:

Purpose

- Is the purchase aligned to the purpose for which the funding was allocated?

Examples / circumstances that make this more likely:

- If the purchase provides more independence or reduces the level of support required.
- Creates some freedom to complete a task or directs how supports are delivered.
- If the purchase reduces intrusion into person's (family) life.
- If the purchase increases safety or independence.

Examples / circumstances that make this less likely:

- Where this creates or maintains dependence and effectively reduces a disabled person's opportunity to develop and build skills.
- If it is not the will and preference of the disabled person and has no benefit to them.
- If, when applicable, an appropriately qualified professional operating within the scope of their practice, has been involved in planning, oversight and delivery.

Disability Related

- Is the purchase necessary due to the person's disability?
- What opportunities is this creating that wouldn't be needed if the person wasn't disabled?
- What barriers does this purchase overcome for the person?
- How does this purchase promote independence / skill development?

Examples / circumstances that make this more likely:

- a specific, more expensive item/service is required for accessibility reasons
- it creates opportunities or assists in overcoming barriers that are related to disability
- the purchase wouldn't be needed if they didn't have a disability

Examples / circumstances that make this less likely:

- Purchase is related to what other people at that life stage are purchasing, rather than being specifically related to the disability (e.g. most teenagers require a laptop or device)

When might flexible funding contribute?

If the whole of the purchase is not a disability support, it might be possible for flexible funding to contribute to the difference between what you might pay for that item, and what you need to pay for one that is suitable for their disability.

Things to consider as part of budget management

- Does making this purchase compromise access to other support?
- Does it reduce the need for further support?
- Is this purchase solely related to disability, or would a personal contribution be appropriate?
- What impact will this purchase have on their allocated budget?

- Is there a contingency plan in place to cover any additional supports required during their allocation period?

Are there any other sources of funding available and have they been considered?

The availability of funding from other agencies will not preclude the use of DSS funding to purchase an item or support. However, it is expected that funding available from other government agencies have been explored before items of similar form or intent are included in a plan. The NASC/EGL site/host will need to support the person to explore and evidence that alternatively funded options have been considered.

How we might think about – Complementary Therapies

- Complementary therapies are health care and/or medical practices that are used alongside conventional medical treatments

Not all complementary therapies are equal in terms of safety, cost and effectiveness.

When might this be relevant

- When the intervention is generally agreed to be safe and effective when used alongside conventional approaches.
- When it has been recommended by a registered health professional operating within the scope of their practice

When generally might you be more confident that this can be funded?

- When a registered health professional operating within the scope of their practice has made the recommendation.
- When there is evidence that the proposed intervention is likely to work for this disabled person (will do what it claims it will do)
- When there is evidence that the proposed intervention is safe (will not cause harm)
- That the disabled person receiving the intervention understands what it involves and the choices available to them. They have made an informed choice and given their informed consent (intervention is understood and wanted), when appropriate.
- When medical advice has been sought to determine if there are any potential implications to any other treatment the disabled person is receiving
- When the approach aligns to a specific cultural context such as Rongoā⁸, and the provider is accredited by ACC.
- When the cost over time has been considered and is within budget.
- When the intervention relates to the person's disability support needs.

When might this need to be considered further with the person?

- When the intervention has not been recommended by a health professional operating within the scope of their practice
- If the intervention could potentially cause harm

⁸ Rongoā is an important aspect of health care for many Māori. Rongoā is a traditional healing system that encompasses plant remedies from native flora (Rongoā rākau), massage (mirimiri) and prayer (karakia). Illness is treated by addressing different aspects of health including spiritual, emotional, cultural, social, environmental, family and physical health.

- When there is no evidence to support the effectiveness of the intervention.
- When the cost of the full course of therapy is outside the person's budget and there is no plan as to how this can be supplemented.
- When the disabled person does not want this.

What might you think about in the plan:

- How does this purchase help the disabled person to achieve their goals and align to the purpose of the funding?
- Have any safety concerns been identified and addressed?
- How will you know if it works? (What will be different for the person?)
- If the recommendation has been made by a complementary therapist, has the recommendation been discussed with the disabled person's health team. Are there any implications to the disabled person's current medical care? Have these been addressed and is there consensus that the intervention is safe and likely to result in the proposed benefits.

Purpose

Examples / circumstances that make this more likely:

- The purchase or support is aligned to the purpose for which the funding was allocated in the My DSS Funding Plan
- There is reliable evidence to support the recommendation
- The disabled person and their wider team have confidence in what is being proposed

Examples / circumstances that make this less likely:

- If it is not the will and preference of the disabled person,
- When there is no evidence that an appropriate health professional has recommended the therapy
- When evidence suggests that it is unlikely to be effective for this person
- Safety concerns have not been managed/resolved

Disability Related

- Is the purchase necessary due to the person's disability?

Examples / circumstances that make this more likely:

- It addresses disability-related needs that conventional approaches have not been able to.

Examples / circumstances that make this less likely:

- When it does not address a disability related need
- When there is potential to cause harm or be detrimental to the disabled person's health

Considerations as part of budget management

- Is the purchase going to compromise the person's ability to pay for other support?
- Will the intervention reduce the need for other support?
- Has the "whole of intervention" costs been accounted for?

Examples / circumstances that make this more likely:

- If there has been a trial and effectiveness has been evidenced for this person
- When costs reduce over time
- When the intervention means reduced support is needed in other aspects of the person's life.

Examples / circumstances that make this less likely:

- If the person's DSS contribution does not cover whole of treatment cost and no other funding is available
- If funding this means that essential support needs cannot be addressed

Are there any other sources of funding available and have they been considered

The availability of funding from other agencies will not preclude the use of DSS funding to purchase an item or support. However, it is expected that services available from other government agencies have been explored before supports of similar form or intent are included in a plan. The NASC/EGL site/host will need to support the person to explore and evidence that alternatively funded options have been considered.

DSS funding is only intended to meet the person's disability needs. If the proposed intervention is specifically to address a medical/health need, then consider alternative funding options through Health NZ.

Appendix 2: Tables of Area, Purpose, Purpose Codes and Purchase Categories relating to My DSS Funding Plan

Table 1: Area, Purpose and Purpose Code

Area	Purpose	Purpose Code
Daily Routines	Making hard parts of the day easier	HPD
	Preparing myself for my day	PMD
	Having my own evening routine	HER
	Settling in and feeling safe for the night	SIFS
Managing my home	Having my space and making a space mine	HSM
	Being responsible for my home	BRH
Sustaining whānau wellbeing	Building predictability and control over day-to-day schedules	BPC
	Supporting others to be available to us	SOA
	Building and maintaining whānau wellbeing	MWW
	Taking a more substantial break	TSB
Connecting with others	Maintaining connection with people important to me	MCP
Building Capability and independence	Developing Life skills for the future	DLF
	Building my capability and confidence to support or live with disability	BCC
	Making and communicating decisions and things that are important to me	MCD
	Developing skills to set our child up well for school	DSC
	Safeguarding my privacy	SMP
Creating opportunities for the future	Building on my strengths and interests	BSI
Safeguarding	Feeling safe and being safe, day-to-day	FSBS
	Supporting me to manage my emotions in a way that is safe for me and for others	SMES
	Exploring my environment safely	EES
	Doing things that keep me well	DTW
	Developing and managing appropriate boundaries	DMB

Table 2: Funding Purchase Categories

Activities
Healthcare
Household costs
Items
Labour
Learning
Management and Administration
Prohibited
Technology
Therapy
Transport
Wellbeing and Adaption

Appendix 3: Host Tier Framework and Allocation Tool

Tier Matrix				
This worksheet shows the complete tier matrix.				
Tier Logic				
Tier	Rating	Experience managing hosted	Total flexible funding	Engagement with host
High	4	Requires a high level of support and guidance from the host	\$112,000+	Unengaged
Medium	3	Requires regular support and guidance from the host	\$37,000 - \$111,999	High dependency
Low	2	Requires some support and guidance from the host	\$15,000 - \$36,999	Engages with prompting
Very Low	1	Rarely requires support or guidance from the host	< \$15,000	Appropriate engagement
Weighting		40%	40%	20%

Tier Descriptions

Tier Descriptions

This worksheet contains descriptions of the three factors that are rated and weighted in the input part of the tool: Experience managing hosted funding, Total flexible funding allocation, and Engagement with host.

Experience managing hosted funding

This criteria considers the level of support and guidance required by the disabled person or their agent, to ensure they are confident and proficient to manage the responsibilities related to having flexible funding. This includes aspects such as: understanding how to manage a budget, manage claims, having a funding plan and spending in alignment with it, as well as managing employment responsibilities. People with a higher rating will need to meet with the host more frequently, so the host can guide and coach them to become confident and proficient in using and managing their flexible funding.

Rating	Tier	Factor	Selection	Description
4	High	Experience Managing Hosted Funding	Requires a high level of support and guidance from the host	A person/agent in this tier requires a high level of guidance and coaching from the host to become confident and skilled in managing the responsibilities related to their hosted funding. Likely, they are not sufficiently skilled in managing all or most aspects of hosted funding and require support from the host to gain this proficiency, and oversight to ensure they meet their responsibilities, while they are developing these skills. They may also be lacking the necessary confidence required, and need support to build that confidence. This is the highest Experience tier; it should be selected for people needing the greatest level of support. Typically someone who is new to hosted funding would be in Tier 3.
3	Medium	Experience Managing Hosted Funding	Requires regular support and guidance from the host	A person/agent in this tier requires regular support and guidance from the host to become confident and skilled in managing the responsibilities related to their hosted funding. They may be new to hosted funding or not fully managing some aspects of their hosted funding confidently. The expectation is that people in this tier will be supported by the host so they can gain the required skill and confidence, so they can transition to Tier 2.
2	Low	Experience Managing Hosted Funding	Requires some support and guidance from the host	A person/agent in this tier requires some support and guidance from the host, but is generally managing most aspects of hosted funding confidently and proficiently. A person in this tier has some experience managing hosted funding and has a plan for how they will use it, in alignment for what the funding was allocated for. If a person is not managing at Tier 3, they may transition to Tier 4.
1	Very Low	Experience Managing Hosted Funding	Rarely requires support or guidance from the host	A person/agent in this tier rarely requires support or guidance from their host, as they are confident and proficient in managing all aspects of their hosted funding. They are mostly confident and proficient in managing the flexible funding. They are experienced and skilled, have a plan, and meet their responsibilities without more than occasional guidance or support from their host.

Total flexible funding allocation

This criteria considers the dollar value of the total flexible funding allocated to the disabled person.

The total flexible funding allocation includes: Individualised Funding, Enhanced Individualised Funding, Carer Support, and EGL Personal Budgets that are hosted. It does not include provider-based home and community supports, supported living, CIDL, or other non-flexible funding. NASC and EGL sites determine this by summing together the dollar values in any service lines for Individualised Funding, EIP, Carer Support, and Hosted EGL Personal Budgets.

If a person has a one-off allocation of additional flexible funding then discretion should be used as to whether this is included in the total (more material amounts likely should be, with lower amounts it is likely unnecessary).

Rating	Tier	Factor	Selection	Description
4	High	Total flexible funding allocation	\$112,000+	The person has \$112,000 or more in flexible funding.
3	Medium	Total flexible funding allocation	\$37,000 - \$111,999	The person's total flexible funding is at least \$37,000, and is less than \$112,000.
2	Low	Total flexible funding allocation	\$15,000 - \$36,999	The person's total flexible funding is at least \$15,000, and is less than \$37,000.
1	Very Low	Total flexible funding allocation	< \$15,000	The person has less than \$15,000 in total flexible funding.

Engagement with host

This criteria considers the extent to which the disabled person or their agent are engaging appropriately with their host.

The host has responsibilities with supporting, guiding and coaching the disabled person or their agent, so they can confidently and skillfully manage their responsibilities related to their hosted funding.

Engagement also relates to meeting the requirements in seeking prior approval for certain purchases.

People who are new to hosted funding should initially be rated as Appropriate Engagement.

The host will advise the NASC or EGL site, as part of the feedback process, if the engagement level required is higher.

Rating	Tier	Factor	Engagement with host	Description
4	High	Total flexible funding allocation	Unengaged	The person/agent does not engage with host when requested, or cannot be contacted.
3	Medium	Total flexible funding allocation	High dependency	The person/agent contacts their host multiple times a week, requiring significant guidance with tasks, processes and decision making.
2	Low	Total flexible funding allocation	Engages with prompting	The person/agent provides host information on request; however, they may require multiple reminders and/or prompting.
1	Very Low	Total flexible funding allocation	Appropriate engagement	The person/agent pro-actively contacts host as and when required (eg to have prior approval discussions as appropriate), and is responsive when requested for information.

Tier Details

This worksheet outlines what the disabled person or their agent and the host's responsibilities are at different tiers. It also provides specific guidance that is applicable in all the tiers.

Tier	Rating	At this Tier the disabled Person/Agent will:	At this Tier the Hosts will:	All Tiers Guidance
High	4	<ul style="list-style-type: none"> Require a pre-engagement discussion for all purchases Require agreement with host for any variation to supports outlined in the Funding Plan Require prior approval for purchase of one-off items above \$500 Provide host with receipts for all purchases Be required to engage with host at least monthly 	<ul style="list-style-type: none"> Connect monthly with person/agent to review purchases and plan for next period Proactively provide person/agent with hosted budget support and coaching Proactively provide person/agent with guidance on meeting employer obligations Actively coach person/agent on accurate record keeping Proactively monitor budget against spending to inform monthly engagements 	<ul style="list-style-type: none"> Prohibited items: drugs, alcohol, tobacco, gambling, illegal activities Purchases must address barriers linked to disability Supports available through other government agencies to be explored prior to purchase Prior approval from Host required for certain purchases, which include (may be included in Funding Plan, but Host gives final approval for spend): <ul style="list-style-type: none"> Equipment where there is a material risk of harm Complementary therapies that are not funded through Health New Zealand Overseas Travel Purchase of one-off items over the dollar threshold published in the relevant tiers Repeat purchase of items of a similar nature or intent, before the expected life of a previously purchased item has expired
Medium	3	<ul style="list-style-type: none"> Require prior approval for purchase of one-off items above \$1500 Claims must align with the purpose the funding was allocated for in the Funding Plan Provide host with receipts for all items purchased and invoices for independent contractors Be required to engage with host at least 3-monthly 	<ul style="list-style-type: none"> Connect 3-monthly with person/agent to review purchases and plan for next period Provide person/agent with hosted budget support and coaching Provide guidance to person/agent on meeting employer obligations Monitor budget against spending 	<ul style="list-style-type: none"> Person/agent to keep and Hosts to check that good record keeping practices are in place, including but not limited to: receipts, invoices, employment records etc Person/agent to ensure purchases are within budget and Host to monitor spending against the allocated budget and purpose of the funding
Low	2	<ul style="list-style-type: none"> Require prior approval for purchase of one-off items above \$1500 Claims must align with the purpose the funding was allocated for in the Funding Plan Provide host with receipts for all items purchased and invoices for independent contractors Be required to engage with host at least 6-monthly 	<ul style="list-style-type: none"> Connect 6-monthly with person/agent to review purchases and alignment with intent and purpose of funding, and plan for next period Occasionally connect, if necessary, to provide additional guidance or support managing responsibilities 	<ul style="list-style-type: none"> More detailed information on tiers can be found in Host and NASC Operational Policies
Very Low	1	<ul style="list-style-type: none"> Require prior approval for purchase of one-off items above \$1500 Self-verify claims against purpose and supports purchased outlined in the Funding Plan Provide host with receipts for all items purchased and invoices for independent contractors Be required to engage with host at least annually 	<ul style="list-style-type: none"> Connect annually (4-6 weeks prior to NASC Review) with person/agent to: review purchases and alignment with intent and purpose of funding, plan for next period, review if additional or more frequent guidance required 	

Tier Framework Glossary & Explanations	
Term	Explanation
Safeguarding Concerns	<ul style="list-style-type: none"> Purchase decisions presenting safeguarding risk to person, in that the person may be experiencing or is at risk of abuse, violence and neglect (including financial abuse)
Financial Management Concerns	<ul style="list-style-type: none"> Spending not aligned to purposes in Funding Plan, despite coaching and/or had audit within the last 5 years, with fraudulent findings and/or lack of budget management in the last year resulting in an early NASC/EGL site review (unrelated to an increase in disability support needs) If a disabled person/Agent is under an Audit and Compliance investigation, the NASC must escalate to DSS Advisory to endorse their recommendation on what the Tier level should be.
Purchase(s)	<ul style="list-style-type: none"> All inclusive term for any disability support, item, or service purchased with the allocated funding
Item	<ul style="list-style-type: none"> Purchases that are physical or digital objects or subscriptions that help overcome disability related barriers eg noise cancelling headphones, gym membership
Independent Contractor	<ul style="list-style-type: none"> A self-employed person who is engaged to perform services under a "contract for services", and earns income by invoicing for their services.
Purpose	<ul style="list-style-type: none"> The reason(s) for which the disability funding is allocated by the NASC
Prior Approval	<ul style="list-style-type: none"> An approval from the host, given to a person/agent, before making certain limited purchases. Without the host approval, payment for these purchases, will not be made.
Pre-Engagement Discussion	<ul style="list-style-type: none"> A discussion between the person/agent and the host, for those in tier 4, prior to purchasing the support, item or service, to ensure the purchase is aligned with the purpose of the funding allocation, and the person/agent understands the impact on the budget, and has sought relevant advice if required.
Funding Plan	<ul style="list-style-type: none"> Refers to the Host ISP (before NASC or EGL site annual review), My DSS Funding Plan, or EGL Funding Plan
Self-Verify Claims	<ul style="list-style-type: none"> The disabled person/Agent self-verifies that their claim is true and that their use of hosted flexible funding meets the purposes in the Funding Plan. The disabled person/Agent will be provided with a template for self-verification by the host. Self-verification applies to those in Tier 1.

Appendix 4: Conversation Guide to Talking About Tiers

The Hosted Flexible Funding Tier Framework lets the host know the appropriate level of guidance and monitoring that is assigned to each person (or their agent) to support the management of their hosted flexible funding responsibilities.

The framework provides a continuum of support over four levels, with tier four providing the highest level of guidance and tier one the least.

The Hosted Flexible Funding Tier Allocation Tool (tier tool) is the tool that the NASCs and EGL sites use, to support them in determining what tier to assign a disabled person to.

This guide gives a broad overview of the type of information you may wish to cover when explaining the tier system with a disabled person/Agent.

The tier information sheets are written to be shared with the disabled person/Agent and provide more specific information relating to each tier.

When might a conversation about tiers be relevant?

- When the person you are supporting is new to hosted flexible funding and they want to understand the host tier support framework.
- When the person you are supporting is needing less guidance in managing their budget.
- When the person you are supporting needs more guidance managing their budget.

The Tier Framework system aims to provide the right level of guidance necessary to enable the person to successfully manage their flexible funding, while increasing their confidence and proficiency in managing these responsibilities.

People using hosted funding, their hosts, NASCs/EGL sites and DSS are all accountable for how funding is used. This means that we need to be able to show that spending aligns to the purposes agreed in the My DSS Funding plan and that there is planning in place to ensure that the budget continues to meet the disabled person's needs across the year.

At each level of guidance, there are responsibilities for both the disabled person and the host.

The following all influence the level of guidance (Tier) that is assigned:

- If there are safeguarding concerns and/or financial management concerns.
- The person's experience in managing hosted funding. This includes aspects such as understanding how to manage a budget, manage claims, having a funding plan and spending in alignment with it, as well as managing employment responsibilities.

- The person's budget (total amount of flexible funding allocated).
- The disabled person's/Agent's engagement with the host. This considers the extent to which the disabled person or their Agent is engaging with their host, the level of anticipated engagement is determined by the person's assigned tier.

Who determines the Tier?

Initially, in April 2026, DSS will assign the person's tier, but it will be the NASC/EGL site responsibility after April 2026. The NASC/EGL site assigns a tier when they agree the My Funding Plan. If a person is new to using hosted flexible funding, they are likely to need more support, so their tier may be higher. This is to ensure they have lots of coaching early to support planning, help them understand their responsibilities and to learn the new processes.

Unless there is an immediate need to provide additional guidance, the person's NASC annual review or EGL site review, will be the time when the person's tier level is reviewed.

Only the NASC/EGL site can reassign a new tier, so the host will need to share information to inform the level of support. The host must let the disabled person/agent know what is being shared and the reason why.

When might the host feel more confident that the disabled person/Agent can manage their funding with less guidance?

You might be more confident to agree that a person/Agent needs less support (is able to move down a tier) when they:

- understand the flexibility and responsibilities they have when spending their budget
- have a clear plan for how they will use their budget, across the year
- when claims have clearly related to their My DSS Funding Plan
- when the overall allocation has reduced to below a particular tier limit
- are feeling more confident in their ability to manage their budget
- have systems in place that enable them to keep and share essential information
- understands the responsibilities and feels confident that they have developed the skills they need to be a good employer

When might additional guidance be needed? This is an opportunity to explore how more frequent contact could help the disabled person/Agent to feel more confident and/or be able to meet their responsibilities.

The disabled person/Agent might need more guidance (to move up a Tier) when they:

- are unsure on what they can use your funding for
- their allocation has increased

- do not have established, or are struggling to maintain, good record keeping systems
- cannot locate and share essential information e.g. receipts
- there is a change in personal circumstances that impacts on their ability to self-manage to the same level
- need additional support in relation to safety or “best interest” decisions associated with proposed purchases
- find it difficult to plan across the whole of the funding period (e.g. there is an increased risk that support needs will not be met across whole of period)
- when the purchases are not aligned with the purposes identified in the My DSS Funding Plan
- when claims for purchases that require prior approval are being made, without first talking to the host.
- when prohibited items have been purchased
- are unsure of what their employer responsibilities are and/or how to fulfil these.

Appendix 5: Self-Verification Template for Claims

Name of individual (or nominated agent):

I accept that:

- I am fully responsible for the management of my hosted flexible funding budget.
- The host may contact me, if the supports claimed do not appear to meet the purpose it was intended for

Personal Care

Select which area, purpose and support your claim is for:

Area	Purpose	Support
<input type="checkbox"/> Daily Routines	<input type="checkbox"/> Making hard parts of my day easier <input type="checkbox"/> Preparing myself for my day <input type="checkbox"/> Having my own evening routine <input type="checkbox"/> Doing things that keep me well	<input type="checkbox"/> Technology <input type="checkbox"/> Activities <input type="checkbox"/> Learning <input type="checkbox"/> Household Costs <input type="checkbox"/> Wellbeing and Adaptation <input type="checkbox"/> Healthcare <input type="checkbox"/> Labour <input type="checkbox"/> Transport <input type="checkbox"/> Items <input type="checkbox"/> Management and Administration <input type="checkbox"/> Therapy

Household Management

Select which area, purpose and support your claim is for:

Area	Purpose	Support
<input type="checkbox"/> Being responsible for my home	<input type="checkbox"/> Being responsible for my home <input type="checkbox"/> Having my space and making a space mine	<input type="checkbox"/> Technology <input type="checkbox"/> Activities <input type="checkbox"/> Learning <input type="checkbox"/> Household Costs <input type="checkbox"/> Wellbeing and Adaptation <input type="checkbox"/> Healthcare <input type="checkbox"/> Labour <input type="checkbox"/> Transport <input type="checkbox"/> Items <input type="checkbox"/> Management and Administration <input type="checkbox"/> Therapy

Respite

Select which area, purpose and support your claim is for:

Area	Purpose	Support
<input type="checkbox"/> Sustaining whānau wellbeing	<input type="checkbox"/> Building predictability and control over day-to-day schedules <input type="checkbox"/> Making things that 'recharge' us more available in the week <input type="checkbox"/> Supporting others to be available to us <input type="checkbox"/> Taking a more substantial break	<input type="checkbox"/> Technology <input type="checkbox"/> Activities <input type="checkbox"/> Learning <input type="checkbox"/> Household Costs <input type="checkbox"/> Wellbeing and Adaptation <input type="checkbox"/> Healthcare <input type="checkbox"/> Labour <input type="checkbox"/> Transport <input type="checkbox"/> Items <input type="checkbox"/> Management and Administration <input type="checkbox"/> Therapy

Other

The following areas, purposes and supports could fall under IF Personal Care, IF Household Management or IF Respite.

Please select which you would like to claim under:

<input type="checkbox"/> IF Personal Care	<input type="checkbox"/> IF Household Management	<input type="checkbox"/> IF Respite
---	--	-------------------------------------

Select which area, purpose and support your claim is for:

Area	Purpose	Support
<input type="checkbox"/> Connecting with others	<input type="checkbox"/> Maintaining connection and pursuing my interests <input type="checkbox"/> Building on my strengths and interests <input type="checkbox"/> Developing and managing appropriate boundaries	<input type="checkbox"/> Technology <input type="checkbox"/> Activities <input type="checkbox"/> Learning <input type="checkbox"/> Household Costs <input type="checkbox"/> Wellbeing and Adaptation <input type="checkbox"/> Healthcare <input type="checkbox"/> Labour <input type="checkbox"/> Transport <input type="checkbox"/> Items <input type="checkbox"/> Management and Administration <input type="checkbox"/> Therapy
<input type="checkbox"/> Building capacity and independence	<input type="checkbox"/> Building my capability and confidence to support or live with disability	<input type="checkbox"/> Technology <input type="checkbox"/> Activities <input type="checkbox"/> Learning <input type="checkbox"/> Household Costs

	<input type="checkbox"/> Developing skills to set our child up well for school <input type="checkbox"/> Developing Life skills for the future <input type="checkbox"/> Making and Communicating decisions and things that are important to me	<input type="checkbox"/> Wellbeing and Adaptation <input type="checkbox"/> Healthcare <input type="checkbox"/> Labour <input type="checkbox"/> Transport <input type="checkbox"/> Items <input type="checkbox"/> Management and Administration <input type="checkbox"/> Therapy
<input type="checkbox"/> Safeguarding	<input type="checkbox"/> Feeling Safe and being safe, day-to-day <input type="checkbox"/> Settling in and feeling safe for the night <input type="checkbox"/> Assessing, taking and managing risks in the experiences I have	<input type="checkbox"/> Technology <input type="checkbox"/> Activities <input type="checkbox"/> Learning <input type="checkbox"/> Household Costs <input type="checkbox"/> Wellbeing and Adaptation <input type="checkbox"/> Healthcare <input type="checkbox"/> Labour <input type="checkbox"/> Transport <input type="checkbox"/> Items <input type="checkbox"/> Management and Administration <input type="checkbox"/> Therapy

My claim is to be:

- Reimbursed directly to me
- Paid directly to the provider/organisation

I confirm, in relation to this claim for payment, that:

- The claim information is a true and accurate record of the services/supports provided and/or expenses incurred
- I have complied with all of my Responsibilities in the Standard Agreement Declaration – Service Agreement
- all services/supports/expenses for which I have claimed payment have been incurred or accrued by me as at the date of this claim
- I have made, and will retain, full records supporting this claim. I will make these records available for audit on request.
- I understand that if I knowingly mislead or supply false information to the Ministry, this will be regarded as a Restricted Act which may result in my future exclusion from access to a self-managed disability support budget.

Name of individual (or Nominated Agent):

Signature of individual (or Nominated Agent):

Date: