



## Comments

Intake completed by:	
Date:	
Signature:	

## NDIS Phone Checklist

What is your primary disability?	
Do you have current NDIS plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a copy of your plan?	Yes <input type="checkbox"/> No <input type="checkbox"/> Participation number:
How is your plan managed?	Self <input type="checkbox"/> Agency <input type="checkbox"/> NDIA <input type="checkbox"/>
Brief description of supports required?	

## EAPA Phone Checklist

Do you have a copy of your most recent bill?	Yes <input type="checkbox"/> No <input type="checkbox"/> (must be the original bill not late notice)
Do you have a payment plan in place?	Yes <input type="checkbox"/> No <input type="checkbox"/> (if no, must establish)
Have you recently changed providers?	Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please inform client EAPA vouchers may be declined).
Is the account in your name?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## WDO Phone Checklist

Do you have a copy of your NSW enforcement orders?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you receiving income payments from Centrelink?	Yes <input type="checkbox"/> No <input type="checkbox"/> (if no, other eligibility reasons will need to be explored)

## Privacy Information

All employees of KFSS Neighbourhood Centre Inc. adhere to proper guidelines for protecting the privacy of your information. It is understood that in the course of your assessment and the referral process, you will share information with your assigned family worker. This exchange of information is, of course, for the explicit purpose of assisting you. Where there may be further uses or actions involving your information (e.g. referrals, legal proceedings), this will be discussed with you at the time.

**Address:** 8 Geneva St Kyogle NSW 2474 **Phone:** 02 6632 1044 **Fax:** 02 6632 1202

**Email:** admin@kfss.org.au **Web:** www.kyoglefamilysupportservices.org

**Facebook:** Kyogle Family Support Services Neighbourhood Centre Inc.

Funded by Department of Communities and Justice

## Mandatory Reporting

As KFSS Neighbourhood Centre Inc. is funded by Department of Communities and Justice we are obliged to mandatory reporting if at any time, signs of child abuse or neglect is apparent.

## Consent to Share Information

Our ongoing commitment is to provide appropriate services to you and your family. As part of your case management, our Service may need to share your information with other agencies (e.g. legal aid, Housing NSW etc). As we are funded by DCJ we are also required to report statistical data using the Data Exchange for funding purposes only.

I give my consent:	Yes <input type="checkbox"/> No <input type="checkbox"/>
--------------------	--

## Office Use Only

Referral Received by:	
Core Service Supports:	
Date client contacted:	
Intake Appointment Date:	

**Address:** 8 Geneva St Kyogle NSW 2474 **Phone:** 02 6632 1044 **Fax:** 02 6632 1202

**Email:** admin@kfss.org.au **Web:** www.kyoglefamilysupportservices.org

**Facebook:** Kyogle Family Support Services Neighbourhood Centre Inc.

**Funded by Department of Communities and Justice**