| **Participant Details** |
| --- |
| Name: |  |
| Contact number: |  |
| Email Address: |  |
| **Representative or Emergency Contact Details** |
| Name: |  |
| Relationship to Participant: |  |
| Contact number: |  |
| Email address: |  |

1. **Consent to use of money and property**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, require financial assistance and grant my approval to Busy Home Solutions for the provision of such support. Busy Home Solutions is authorised to use my cash, credit and debit cards, and other assets under the conditions that:

1. A comprehensive written record is maintained for all transactions involving the use of my funds.
2. All bank documents, credit cards, cash and cheque books are kept secure when in their possession or control.
3. Documentation, including receipts, is prepared for all Participant-related expenditures.
4. Strict adherence to the Busy Home Solutions Privacy and Information Management Policy and Participant Money and Property Policy is maintained, ensuring confidentiality and compliance.
5. **Incident Reporting for Financial Abuse or Exploitation**

Any breach of suspected misuses of participants' funds will be treated with utmost seriousness. Each incident must be reported and managed in accordance with our Incident Management System, as outlined in our Incident Management Policy. Further details can be found in the policy document.

Participants are encouraged and supported in seeking legal or advocacy services when allegations of financial abuse or exploitation arise.

For inquiries, concerns or to request copies of our policies (Participant Money and Property Policy, Privacy and Information Management Policy, Feedback and Complaints Policy, or Incident Management Policy, please contact us using the details provided below:

Ally McPhee

Busy Home Solutions

Email: admin@busyhomesolutions.net

Phone: 0412 260 727

1. **Can I Withdraw or Amend my Consent for Money Usage?**

You have the right to withdraw or amend your consent to Busy Home Solutions using your funds and assets at any time by submitting a written notice to Busy Home Solutions.

1. **Please complete either A or B below:**
	1. **Participant Consent**

I have reviewed this Declaration and the Busy Home Solutions Participant Money and Property Policy, and I hereby consent to the use of my funds and assets as outlined above.

| **Participant Name:** |
| --- |
| Signature: | Date: |

* 1. **Representative Consent**

I am authorised to act on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I have read the Busy Home Solutions Participant Money and Property Policy. I consent on behalf of the Participant for the use of his/her funds and assets for the purposes outlined above.

| **Representative Name:** |
| --- |
| Signature: | Date: |

1. **Declaration by Busy Home Solutions Worker:**

I confirm that Ihave explained the matters on this form to the Participant, including how their funds and assets will be handled.

**Signed** for and on behalf of **Busy Home Solutions Pty Ltd**

**ABN 30 676 258 478** (**Busy Home Solutions**), by:

| **Busy Home Solutions Worker:** |
| --- |
| Signature: | Date: |

**If there’s anything you don’t understand, please let us know!**

Our goal is to communicate with you in a way that you understand. While we make an effort to use straightforward language, we also have partnerships with interpreters and advocates who can provide assistance if there are language barriers.

Busy Home Solutions can organise bilingual staff or a qualified interpreter to assist you in understanding this document.