

February 2013

## Christmas Eve and New Years Eve Public Holiday Claim

From 2012, new public holiday rates applied for workers providing services between 7pm and midnight on both Christmas Eve and New Year's Eve.

As part of attachment to this Bulletin, Disability SA is providing an electronic claim form to funded organisations in order to provide and substantiate additional funding to cover the direct employment costs of these additional public holidays.

### Which programs, services and costs should you claim for?

The claim form should be used to claim for additional direct employment costs associated with running those programs funded by Disability SA, with the exception of the Individual Support Program (ie brokerage) which has been addressed outside of this process.

Only the additional cost - that is the difference between the cost of normal evening hours worked by staff, and the cost of those hours at public holiday rates - during the relevant times can be claimed.

### How to Claim

The process for raising a claim will be as follows:

- Organisations will receive an electronic claim form from Disability SA (attached).
- Organisations must separate out its claim between the different Service Agreements it holds with Disability SA. In addition, any claim in relation to the National Disability Agreement funding (NDA Service Agreements) must be identified at outlet level.

- Organisations will record the number of hours of service delivered for DCSI funded program between 7pm and midnight on both Christmas Eve and New Year's Eve, and the relevant wage cost per hour.
- The spreadsheet once completed should be printed, signed and returned to the contact shown on the claim form.
- Once your claim has been validated, an adjustment for the additional funds will be processed.
- Funding that occurs on a per annum basis (ie not one-off) there will be an adjustment for 2013-14 and beyond as appropriate.

## **Evidentiary Requirements**

Organisations must ensure that they hold evidence to support any claim. Disability SA may require further information to be provided, prior to your claim being finalised..

## **When Must Your Claim Be Submitted By?**

In order to have your claim considered, it must have been received by DCSI prior to 8 March 2013.

Should you have any queries in relation to the audit process please contact your nominated DCSI Project Officer.

**Yours sincerely**

**Joe Young  
Director, Funds Management  
Disability SA**