

TILA is a one-off allowance of up to \$1,500 per person to help young people and adults who are leaving, or have left, statutory out-of-home care, also known as 'formal care'. The allowance is designed to help young people start living independently.

TILA is provided by the Australian Government Department of Social Services (DSS) and in NSW is administered by Southern Youth and Family Services (SYFS).

Who should complete this application form?

Caseworkers should complete this form once they have assessed a young person or adult as eligible to apply for TILA.

Before submitting an application

Make sure the person is aged 15-25 years and has an approved leaving care plan.

Help with filling in the application form

Ensure you complete all fields within the application form. Ensure you explain the Privacy Notice at the top of the application form to the claimant.

Part 1: What is a CRN?

A 'CRN' is a Customer Reference Number for Centrelink. If the claimant does not have a CRN, write 'Nil'.

Part 2: Caseworker details

Caseworker details will be used by SYFS to direct TILA cheques back to claimants. These details will not be forwarded to DSS. You must sign the Caseworker Declaration.

Part 4: Payment details

If the claimant may previously have received a partial or full amount of TILA, note this in Part 4. This will prompt DSS to check historical records.

To ensure cheques are appropriately directed, please provide

Agency name Agency type FACS NGO Other

Address Postcode

1 Supplier trading name (for cheque) Amount

Address ABN

2 Supplier trading name (for cheque) Amount

Address ABN

3 Supplier trading name (for cheque) Amount

Address ABN

Important contacts

Agency	Phone	Email	Website
Southern Youth and Family Services	1300 761 961	tilansw@syfs.org.au	www.syfs.org.au
Department of Social Services	1300 653 227	tila@dss.gov.au	www.dss.gov.au/tila
NSW Department of Family and Community Services	9716 2222		www.community.nsw.gov.au

Where to send the application

When complete, print out, sign and email the scanned application to tilansw@syfs.org.au or send via fax (02) 4228 4613.



Transition to Independent Living Allowance (TILA) Application Form

Privacy Notice
for Claimant

Your personal information is protected by law, including the *Privacy Act 1988*, and is collected by the Australian Government Department of Social Services and the Australian Government Department of Human Services for the assessment and administration of payments and services. This information is required to process your application or claim.

Your information may be used by the departments or given to other parties for the purposes of research, investigation or where you have agreed or it is required by law.

You can get more information about the way in which the Department of Social Services will manage your personal information, including the department's privacy policy at dss.gov.au/privacy-policy or by requesting a copy from that department.

You can get more information about the way in which the Department of Human Services will manage your personal information, including the department's privacy policy at humanservices.gov.au/privacy or by requesting a copy from that department.

Part 1 Claimant Details

CRN				
Title		First Name	Middle Name	
Surname				
Date of Birth		<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Indeterminate/Intersex/Unspecified
Home address Line 1				
Home address Line 2				
Suburb/Town		State	Select...	Postcode
Postal Address if different to Home Address				
Postal Address Line 1				
Postal Address Line 2				
Suburb/Town		State	Select...	Postcode

The purpose of this form is to collect information about you to determine your eligibility for TILA. If you consent as requested below, this form will be completed by your caseworker and provided to the Department of Social Services and the Department of Human Services to process your TILA Application. The departments and your caseworker may also need to discuss your information for this purpose.

While this consent is voluntary, if you do not consent the departments may not have sufficient information to determine your TILA Application.

I consent to my caseworker providing my personal and sensitive information to the Department of Social Services and the Department of Human Services as required to assess and administer TILA payments and services to me.



Part 1 Claimant Details

Claimant Signature

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Part 2 Caseworker Details

Name of Case Worker

Full Name of Agency/Support Service

Business Phone Number

Mobile Phone

Email Address

I confirm that:

- this young person is an Australian citizen or permanent Australian resident
- this young person is currently, or has been, the subject of a care and protection order that places them in the care and custody of someone who is not their parent
- this young person is accessing transition support through a program or agency
- a Transition Plan is in place for this young person
- this is an appropriate time and use of TILA to support the goals and activities of the young person's transition plan.

Caseworker Signature

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Part 3 Young Person's Circumstances

Young Person's Country of Birth

Date the young person will or did exit formal care

What is the young person's current accommodation?

- | | | |
|---|---|--|
| <input type="checkbox"/> Renting – Private | <input type="checkbox"/> Juvenile Justice Centre | <input type="checkbox"/> Other (Specify) |
| <input type="checkbox"/> Residential Care | <input type="checkbox"/> Crisis/Medium Term Accommodation | |
| <input type="checkbox"/> Owns or Purchasing Accommodation | <input type="checkbox"/> Foster Care/Community Placement | |
| <input type="checkbox"/> Community Housing | <input type="checkbox"/> Caravan Park | |
| <input type="checkbox"/> Boarding | <input type="checkbox"/> Public Housing | |

What is the current employment status of the young person?



Part 3 Young Person's Circumstances

- Not employed Part Time Employment Volunteering
 Casual Employment Full Time Employment Unemployed/Looking for Work

What is the current education/training status of the young person?

- Part Time Education and/or Training Full Time Education and/or Training
 Not Undertaking Any Education or Training

What is the young person's primary source of income?

- Income Support payment from Centrelink Income from Employment Other (Specify)
 No Income Registered for or Awaiting Benefits

Select the category of goods and/or services being purchased (select all that apply)

- One-off Transport Expense Food/Clothing Training or Life Skills Course
 Employment Support Education or Training Support Other (Specify)
 Home establishment Bond Payment/Rent

Provide details of the types of goods and/or services being purchased.

Stage at which TILA payment is being used?

- During transition from care After transition from care In preparation for leaving care

Does the young person identify as being of Aboriginal or Torres Strait Islander descent?

- Yes No Choose not to give information

Is the young person from a Culturally or Linguistically Diverse background?

- Yes No Choose not to give information

Does the young person have a disability?

- Yes No Choose not to give information

Part 4 Payment Details

Amount of TILA to be requested