

**State Office**

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Thank you for your enquiry about the care and accommodation provided by Uniting Church Homes (UCH). Please note that the application is in the form of a Statutory Declaration and your signature needs to be witnessed as per Schedule 2 Authorised Witnesses for Statutory Declarations on Page 13 & 14 of the application form.

### For Independent Living Units and Serviced Units

As the Entry Contribution payable for accommodation and maintenance fee for services can be affected by the income and assets of an individual, we require all applicants to provide information about their income and assets. If you do not wish to disclose your financial details we will not require you to do so if you strike out the first of the optional declarations on page 12 of the Application Form. This signifies your willingness to pay the maximum charges for the accommodation and services you are seeking.

Please enclose a cheque for the \$110.00 (incl. GST) Application Fee (non-refundable) that applies when lodging an application to these programs. In addition, a \$495.00 Administration Fee (inclusive of GST), must be paid, along with any other charges, when an offer of accommodation is accepted. The Application Fee, if one is paid, is credited to the administrative fee. The Application Fee and Administration Fee are both non-refundable.

### For Residential Care Facilities (hostel or nursing home)

Before we accept your application you must be assessed by an Aged Care Assessment Team (ACAT) as requiring this type of care. Please enclose a copy of the completed ACAT form with your application when you return it to us. (No application fee is required for this form of care.)

Enclosed is the Information Booklet and Asset Assessment Request form. This needs to be completed and sent to either Centrelink or the Department of Veterans' Affairs if you receive their income support, before applying to UCH.

The Department of Health and Ageing's "*5 Steps to Entry into Residential Aged Care*", is available to further assist you with decision making and can be obtained by contacting the Department's Aged Care Information Line on 1800 500 853.

However, please be advised that Uniting Church Homes is unable to accept applications for Residential Care Facilities on the generic application form supplied by the Government in

this booklet, as it does not address the specific requirement of our organisation in terms of the applicant's income.

In order to accurately assess and determine the correct residential care fees to charge our residents, **we need to know what level of assets *and income* applies to the applicant, and from where it is derived.** This is done in the form of a Statutory Declaration which is included in the **Uniting Church Homes Application Form**, and duly witnessed by an authorised person. Unfortunately, the generic application form supplied by the Commonwealth does not address the issue of income.

**If you are seeking placement within a Uniting Church Homes facility, you will need to complete the Uniting Church Homes application form including the Statutory Declaration of Income on pages 11 & 12**

If your income or assets have changed significantly, or your assets assessment has lapsed between your initial application and the time we are able to offer you a vacancy, you will be required to update the financial information you have previously declared and obtain a new Asset Assessment from Centrelink or the Dept of Veterans' Affairs

If you have a clear idea of which of our homes you are most interested in, you should phone that home direct for further information.

Please direct the completed application form to this office, indicating which homes you wish to apply for, and we will copy it and re-direct as required.

Yours sincerely

Theresa Jackson  
Waitlist Administrator  
27 November 2009