

Cost Contribution steps for EMS housing modifications

Section 8.5 of the EMS Housing Manual:

“A Cost Contribution is an amount that the Whaikaha/Ministry of Disabled People has agreed to pay towards *part* of the total cost of a housing modification.”

1. Assessment and an Advice request is submitted to Accessable



Includes assessor discussion around Whaikaha/Ministry of Disabled People essential disability related need and recommended funded solution; and the person's/family or whānau preferred solution/s.

Includes discussion regarding the sustainability of the preferred solution to support the person's long term disability related needs.

Measurements, Sketch plans and photographs

2. Agree solution post EMS Advice process



(If needed) Accessable will submit an EMS Panel to Whaikaha/Ministry of Disabled People for funding approval

Accessable will provide a fact sheet and process information to the assessor to share with the person/family or whānau, if the person/family or whānau agrees to the process, Accessable will then advise they can proceed to getting quote and plans.

3. Quotes and plans review



The person/family or whānau arranges all quotes and plans for the whole project from a licensed builder of their choice.

The EMS Assessor checks the plans to ensure all disability related needs are met and there is a sustainable plan/solution overall.

The quotes and plans are sent back to the Professional Advisor for review and support to calculate the cost contribution amount.

A cost contribution letter is sent to the family with a provisional offer of funding subject to Income and Cash Asset testing via Work and Income WINZ.

4. Outcome Summary



An Outcome Summary is sent to the assessor confirm completion of the advice process.

If the outcome and cost contribution amount is not supported by the assessor, person/family or whānau there will need to be further dialogue within the Advice.

5. Service request is submitted



The assessor submits the relevant funding information and the property ownership form signed via the EMS portal and aSAP portal.

6. Funding amount



Accessible will review and add the agreed cost contribution amount at the service request review stage.

If needed, Income and Cash Asset test is requested from Work and Income.

Cost Contribution Agreement includes finalised cost contribution amount post Income and Asset testing is sent to the person/family or whānau for review with a copy to the Assessor.

If in agreement, the person/family sign and return the Cost Contribution Agreement to Accessable.

Accessible will review and if complete will advise that the person/family or whānau can now proceed with the project and that they have 12 months to complete the work.

7. Building works



The person/family organises, project manage and pays their builder to complete all the works, including any Council requirements.

8. Sign off



Once the works are completed the assessor checks that the modifications meet the person's disability related needs and signs off on the Whaikaha/Ministry of Disabled People funded solution.

9. Payment

The person/family then sends all the required documents (including a bank statement or deposit slip) and Code of Compliance certificate if required to Accessable, and Accessable pay the agreed cost contribution amount into the person's bank accounts.

The Service Request status is changed to fulfilled and closed.

This document has been developed by Accessable as an additional resource to support EMS Assessors with EMS cost contribution processes for Housing. Presented at Cost Contribution – when and how is it calculated webinar June 2022.

This document is not to be used outside this context or distributed to others. Please contact Accessable 0508 001 002 for clarification if needed.