

# Cost Contribution Process

## What is a Cost Contribution?

A Cost Contribution is a process used to manage the Ministry of Health's funding contribution towards a housing modification which **the person completes themselves** because they:

- ➡ wish to use their own builder who is not an **Accessable** approved Building Contractor to complete the modifications recommended by the EMS Assessor
- ➡ wish to have housing modifications or other works that are over and above those recommended by the EMS Assessor
- ➡ wish to include housing modifications recommended by the EMS Assessor into their own works such as renovations, rectification works or a new build
- ➡ need to contribute towards the cost of an access modification into and between levels of the home that exceeds the maximum funding threshold of \$15,334 inc GST.

## How does the Cost Contribution Process work?

- ➡ The EMS Assessor completes an assessment and identifies the person is eligible and meets the criteria for Ministry of Health funding and identifies the modifications required to meet the person's disability related needs long term, for at least the next 2 – 3 years, known as the **assessed need**
- ➡ The EMS Assessor completes an **EMS Advice Request** for funding consideration for the modifications required to meet the '**assessed need**' and advises the person wishes to use a Cost Contribution process.
- ➡ The EMS Assessor notes if the person wants to proceed with an Income and Cash Asset test to establish how much funding the person is eligible for towards the modification over and above \$8076.00 inc GST, this can be completed at Advice stage if required.
- ➡ The EMS Assessor includes drawings/ plans for both, the '**assessed need**' modification recommended by them, and the works the person is planning.
- ➡ The EMS Assessor must confirm that the proposed modifications including the person's own works will meet the disability related needs long term.
- ➡ If the person wishes to, they may choose to use the Contractor to do their modifications in a private capacity under a private contract.
- ➡ The person is responsible for all processes and costs of the total housing modification works, including contracting the builder and trades people and being responsible for obtaining a building consent where relevant as part of their building works process. The person will also need to manage any disputes, problems or complaints.

## How is the Cost Contribution amount decided?

- ➡ A value for the assessed need modification is established by **Accessible** during the Advice phase
  - using **Accessible's** scope of works and schedule of rates or organising for an **accessible** approved Building Contractor or Consultant to scope out the works required, or
  - In some circumstances the person or property owner provides their own builder's quote for the modifications to assist with establishing the amount
- ➡ **Accessible** determines the cost contribution amount subject to the outcome of an Income and Cash Asset test either during the Advice or Service Request stage

## What happens next?

- ➡ The EMS Assessor completes the EMS Portal/rationale form and Complex Housing Modification Service Request process and advises a Cost Contribution is requested. **Accessible** confirms in writing the amount of Ministry of Health funding that is able to be contributed towards the housing modification. This is offered in a Cost Contribution Agreement and advises the amount of money to be paid by **Accessible** to the person **once all of the building work has been completed**. This means that the person will have to pay their builder for the total cost of the work before any payment is made by **Accessible**.

## What is included in a Cost Contribution Agreement?

- ➡ A number of factors or conditions are included, and these may vary depending on the individual circumstances, however the main elements are:
  - Sign off from the person and the EMS Assessor on the completion of the works confirm that the modifications meet the assessed disability related needs.
  - Where a building consent is required, a copy of the Code of Compliance Certificate or Building Consent Exemption issued by the Council or written confirmation from a Licensed Building Practitioner (including their license number and date of expiry) that the modification is not restricted building works and does not require a Building Consent or a Building Consent Exemption.
  - An invoice from the person, made out to **Accessible**, for the agreed amount and GST if any, with a bank deposit slip to an account in the person's name.
  - The Cost Contribution Agreement offer is valid for one year from date of approval only unless written agreement to extend this timeframe is agreed with **Accessible**.

## When can the modification start?

- ➡ On receipt of the signed Cost Contribution Agreement **Accessible** will provide written approval to the person to proceed with the modification and also inform the EMS Assessor. If the person wishes to change the plan after it has been approved, they will need to discuss this with the EMS Assessor who will work with **Accessible** to approve the changes so they can sign the modifications off successfully on completion, and ensure payment can be made once the modification is completed.
- ➡ Payment of the agreed funding amount will be paid after the building works are completed, subject to meeting the terms and conditions of the Agreement.