

# Part Payment Process

## What is a Part Payment?

A Part Payment is where a person needs to contribute towards the cost of the modification, which is being completed by **Accessable**, because;

- ➡ the person is 16 years or over and an Income and Cash Asset Test is required via Work and Income to determine how much the person needs to contribute towards the modification.
- ➡ the person chooses not to have an Income and Cash Asset Test and is therefore eligible for a maximum of \$8,076.00 inc GST towards the modification
- ➡ it is deemed to be the most practical approach by **Accessable** to manage payments by different parties involved, such as remedial works which must be completed at the same time the funded modification is completed by **Accessable**.

For the purposes of estimating the value of an Income and Cash Asset test, the following are included; the value of any previous funding provided either in their current or previous home after the person turned 16 years of age, plus the current value of the proposed modifications, and building consent fees.

## How does the Part Payment 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
- ➡ The EMS Assessor completes an EMS Advice Request for funding consideration for the modifications required to meet the needs if the situation is an indicator for Mandatory Consultation with an EMS Advisor.
- ➡ The EMS Assessor completes the EMS Portal / Rationale Form and Complex Housing Modification Service Request process directly if no Advice is required and informs the person that a part payment may be required for the modification.
- ➡ The EMS Assessor indicates 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.
- ➡ The EMS Assessor includes drawings / plans for the modification recommended by them, and the **Accessable** approved Building Contractor's quote as the Contractor will be carrying out the work for **Accessable**.
- ➡ **Accessable** is responsible for all processes and costs of the total housing modification works, including contracting the **Accessable** approved Building Contractor and being responsible for obtaining a building consent where relevant as part of the building works process. This includes managing any problems or complaints.
- ➡ The person will be responsible for managing any problems or complaints related to their part payment with the **Accessable** approved Building Contractor.

## What happens next?

- ➡ **Accessable** organises the Income and Cash Asset test to be carried out by Work and Income to identify the amount of Ministry of Health funding that is able to be contributed towards the housing modification. Where the person does not wish to be Income and Cash Asset tested the maximum amount available is \$8076.00 incl GST.
- ➡ **Accessable** confirms in writing:
  - the amount of Ministry of Health funding that is able to be contributed towards the housing modification and will be paid by **Accessable** directly to the **Accessable** approved Building Contractor, Supplier or Consultant
  - the amount of money the person will need to pay towards the modification directly to the **Accessable** approved Building Contractor, Supplier or Consultant.
- ➡ This is offered in a Part Payment Agreement. The Part Payment Agreement offer is valid for one year from date of approval only unless written agreement to extend this timeframe is agreed with **Accessable**.

## What is included in a Part Payment Agreement?

- ➡ A number of factors or conditions are included, and these may vary depending on the individual circumstances, however the main elements are:
  - The amount of money that each party must pay directly to the **Accessable** approved Building Contractor, Supplier or Consultant
  - Sign off from the person and the EMS Assessor on the completion of the works to confirm that the approved modifications meet the assessed disability related needs.
  - The person pays the agreed part payment amount directly to the **Accessable** approved Building Contractor, Supplier or Consultant.
  - **Accessable** pays the agreed amount directly to the **Accessable** approved Building Contractor, Supplier or Consultant.

## When can the modification start?

- ➡ On receipt of the signed Part Payment Agreement **Accessable** will provide written approval to the person and EMS Assessor.
- ➡ **Accessable** engages the **Accessable** approved Building Contractor, Supplier or Consultant to carry out the modification. The Contractor will make contact with the person to arrange a suitable time to complete the modification.
- ➡ Payment of the agreed Ministry of Health funding amount will be paid by **Accessable** to the **Accessable** approved Building Contractor, Supplier or Consultant after the building works are completed successfully, and sign off by the EMS Assessor and person is received, plus any territorial authority requirements are met related to a building consent.
- ➡ The person pays the **Accessable** approved Building Contractor, Supplier or Consultant after the building works are completed successfully and signed off by the EMS Assessor and person or as per the payment terms agreed.