

About this fact sheet

This fact sheet explains the process and requirements for eligible Targeted Early Intervention (TEI) service providers applying for the COVID-19 Emergency Action Payment

Support and assistance

If you have any questions or concerns, contact your DCJ contract manager (listed in the Partner Community portal) or send an e-mail to TEI@dcj.nsw.gov.au

COVID-19 Emergency Action Payment

The COVID-19 Emergency Action Payment has been introduced as a supplementary payment to support TEI service providers, delivering face-to-face services in the **Wellbeing and Safety stream**, to cover reasonable workforce costs associated with having to take emergency action in response to:

- an employee who has a [confirmed case](#) of COVID-19, or has been [exposed to COVID-19](#) and needs to self-isolate as per NSW Health guidance.
- COVID-19 related systemic staffing shortages due to unplanned leave of staff during this time, and
- COVID-19 workforce related discretionary extraordinary expenses incurred due to the purchase of unplanned additional workforce services.



Note: The COVID-19 Emergency Action Payment is only available for TEI providers in the Wellbeing and Safety stream that provide face-to-face support



The NSW Health guidance on confirmed cases of COVID-19 can be found at:
<https://www.health.nsw.gov.au/Infectious/factsheets/Pages/advice-for-confirmed.aspx>

Application process

You must complete the *COVID-19 Emergency Action – Payment Application Form* and send your application to TEI@dcj.nsw.gov.au.

Where your agency had already incurred extraordinary workforce costs in response to COVID-19 and these were outside of your business continuity plans, DCJ will consider retrospective applications for expenses incurred from 1 July 2021.

You will need to provide evidence of costs incurred when you submit your application form.

Approval of the COVID-19 Emergency Action Payment will consider if:

- emergency action taken is consistent with a shared understanding of your agency's overall business continuity planning measures
- the response is consistent with current NSW Health published advice and the Public Health Order
- your agency has already utilised some of your existing funding allocation in response to COVID-19 and where this

has occurred, if there is any further capacity to reasonably absorb these extraordinary costs whilst ensuring business continuity during the pandemic. This may include, but is not limited to:

- the redirection of resources from non-essential services resulting in savings that your agency could redirect to emergency measures.

Note that cleaning costs and the purchasing of materials such as Personal Protective Equipment (PPE) and Rapid Antigen Tests are not eligible for reimbursement.

- invoices
- receipts
- profit and loss statements indicating variations in salary expenses.

Your DCJ contract manager will review this evidence and determine whether the expenses incurred are accurate. During the course of reviewing DCJ may request further information and supporting documentation from you as evidence of these emergency costs.

Payment schedule

You will be notified once your payment has been scheduled.

The *COVID-19 Emergency Action Payment* is separate to the quarterly payments and your agency will be required to record this as a separate line item on the annual accountability profit and loss statement, as a supplementary payment.

Reporting

There are no extra reporting requirements as all evidence will need to be provided with the application form.



Information on the NSW Health advice can be found at:
<https://www.health.nsw.gov.au/Infectious/diseases/Pages/coronavirus.aspx>

You will receive a response in writing to advise you of the outcome of your COVID-19 Emergency Action Payment application.



Service Providers can submit multiple application forms if required.

Submitting the payment

Where a *COVID-19 Emergency Action Payment* application is approved, DCJ will pay a one-off payment, via COMS through your Funded Contract.

Timeframe

The COVID-19 Emergency Action Payment for eligible TEI Service Providers will be available until 30 June 2022.

Evidence of costs

The evidence you provide to DCJ must include your costs and outline the circumstances to support the emergency COVID-19 needs. This may include, but is not limited to:

- rosters to demonstrate usual shift costs and net additional cost