

CAMPS, SPORTS AND EXCURSIONS FUND (CSEF) - DROUGHT ASSISTANCE

<p>Program Background</p>	<p>As part of the Victorian Government’s drought response package the Camps, Sports and Excursions Fund (CSEF) is being extended to all primary and secondary students attending a Victorian government or non-government school or residing within two designated drought-affected Local Government Areas in East and Central Gippsland (see below). This includes parents and independent students that do not hold a means-tested concession card, but are experiencing financial hardship as a result of drought conditions.</p> <p>Families who receive the means tested CSEF payment are also eligible for this ‘one-off’ drought assistance payment.</p>		
<p>Which Local Government Areas are eligible for this assistance?</p>	<p>Schools located within the following Local Government Areas:</p> <table border="1" data-bbox="496 779 1506 824"> <tr> <td data-bbox="496 779 1002 824">Wellington</td> <td data-bbox="1002 779 1506 824">East Gippsland</td> </tr> </table>	Wellington	East Gippsland
Wellington	East Gippsland		
<p>Who is eligible?</p>	<p>Students attending a registered Victorian government and non-government school within these areas will be eligible for funding through the drought assistance package.</p> <p>The funding will be paid to the school at which the student is enrolled and attending on the first day of term one, 2019 (30 January, 2019).</p>		
<p>How much is the drought assistance payment?</p>	<p>A one-off amount of \$375 per student will be paid to schools within the affected areas.</p>		
<p>Do parent’s need to apply for this assistance?</p>	<p>Yes. Parents and independent secondary students will need to apply for this assistance via the Drought Assistance Application Form.</p>		
<p>What are schools required to do?</p>	<p>Government & Non-Government schools:</p> <ol style="list-style-type: none"> 1. Parents and independent students are required to complete a Drought Assistance application form and lodge the form at the school. Application forms are to be retained by the school. 2. The school then completes and emails the endorsed spreadsheet with details of students on applications received to csef@edumail.vic.gov.au. 3. Based on the spreadsheet details, DET will make a bulk payment into the school’s bank account. 4. The school will be required to allocate the funding directly to benefit the eligible student. The school should communicate with their school community about how the funding will be allocated. <p>The school will need to ensure that system records are maintained demonstrating how the funding has been allocated for each individual student.</p>		

How will schools be required to allocate the funding?

The Drought Assistance funding is paid to the school that the student attends to be used towards camps, sports, excursion and/or other education expenses for the benefit of the eligible student. Some examples of programs for which the funding may be used include:

- School camps/trips
- Swimming and other school-organised sporting programs
- Outdoor education programs
- Excursions/incursions
- If there are no camps, sports or excursion related expenses, the payment may be allocated towards other school-based education expenses incurred by the family*.

* These guidelines only apply to the Drought Assistance funding (not the CSEF payment which is paid separately and is subject to CSEF policy).

The Drought Assistance funding cannot be used towards voluntary school charges.

What records are schools required to keep?

Government schools – will need to allocate funding to eligible student’s charges in CASES21. For assistance with CASES21 receipting of the Drought Assistance funding, schools should contact the DET service desk on 1800 641 943.

Non-government schools – will need to maintain records indicating how the funding has been allocated for each eligible student.

For audit purposes, schools may be asked to provide DET with written confirmation of how the funding has been allocated. Schools need to retain the Drought Assistance application forms for 7 years.

When will schools receive the funding?

The one-off payment to schools will be made from February 2019 onwards. The program ceases on 28 June 2019 (end of term two).

Students changing schools

If the student transfers to another Victorian school, the default position is that the value of any unspent portion of the funding should follow to the student’s new school, so that the student has access to the full value of the payment.

Students leaving the Victorian school system

If the student leaves the Victorian school system, the value of any unspent portion of the funding will remain with the school and may be used towards expenses for other family siblings, or school-incurred costs associated with operating camps, sports or excursion activities for students.

**How do schools allocate the funding in CASES21?
(Government Schools)**

1. Schools will receive a bulk payment (of \$375 per student) in the High Yield Account
2. Schools will utilise their spreadsheet submitted to DET with the names of students receiving the drought-assistance funding
3. The funding will need to be receipted – DF31066 – Family Receipt by Student Key – recommend between 0 – 50 receipts in any one batch
4. Reconcile batches to funding amount
5. Schools need to ENSURE that in the receipt screen the bank is changed to 10001 – HIGH YIELD INVESTMENT ACCOUNT (HYIA) and not allocated across current charges – left unallocated against the student/family. Before updating the batch, check the audit trail report to confirm all receipts are unallocated and are coded to the HYIA.
6. Recommendation for reporting purposes:
 - a. Separate Allocations “Allocate Receipts and Credit Notes” for the Drought Relief Funding
 - b. Dedicate allocations purely to this funding type – recommend only 0 – 50 allocations in any one batch
 - c. Print off the allocations and save them as “Drought Relief Funds” – Audit Purpose
 - d. Reconcile allocation print reports to Funding