

# How can we help you?



## About Us:

We are Northland's largest Home Support Service Provider and have been operating since 1994.

We are an approved provider of home support services and are funded by the MoH Disability Support Services, Northland District Health Board and ACC.

We are a non-profit, community-based service.

We are certified to the Home and Community Support Sector Standards.

Individualised funding is specifically designed to allow someone with an assessed need greater choice on how services can be delivered, with personal choice about who comes into their home and what their employee does.

Depending on assessed needs, there may also be a 'Respite' or 'Carer Support' allocation that would allow daily (or half daily) fixed payments to chosen individuals who assist with support or payment to formal respite facilities.

## So how can Home Support North assist you?

### Option One: Self Managed System

Client/Agent/Support Person will receive information and coaching on setting up and managing Individualised Funding requirements:-

- Employing Staff/Recruitment
- Individual Employment Agreements (IEA)
- Employment Relations/Obligations
- PAYE & tax requirements (via myIR)
- Support Plans
- Health & Safety
- Managing IF funding budget

Home Support North will invoice the Ministry of Health on your behalf and make payment to you for wages or services utilised.

In order to be eligible for option one you need to have access to email, internet, electronic banking and an adequate payroll system.

### Option Two: Payroll Support System

In addition to option one, we would run a payroll for you. You need to complete a IR597 giving us authorisation to access online PAYE filing. Our fee for this is a 3% charge on the total payroll fortnightly cost.

### Third Party payments

Any approved payments that you want us to make directly to a third party will incur a transaction fee of \$15 for each payment.

## Additional Services:

Home Support North can offer the following additional services, support or advice which may incur an additional cost:-

- Relief Employee
- Employee training
- Performance Reviews
- Employee Induction
- Paperwork & form samples





We have Offices in Kerikeri and Whangarei covering the whole of Northland

## Contact Details:

For further assistance please contact Marie, Natasha or Leanne at our Whangarei Office:

09 430 2090 | 0800 832 383  
or email  
hsnaccounts@homesupport.co.nz

[www.homesupport.co.nz](http://www.homesupport.co.nz)



Member of the New Zealand Home and Community Health Association: "Our vision is for New Zealanders to have access to safe, compassionate, quality home and community health services".

# INDIVIDUALISED FUNDING



## Home Support North

**Charitable Trust**  
a non-profit community organisation

Personal Care  
Household Management  
Respite