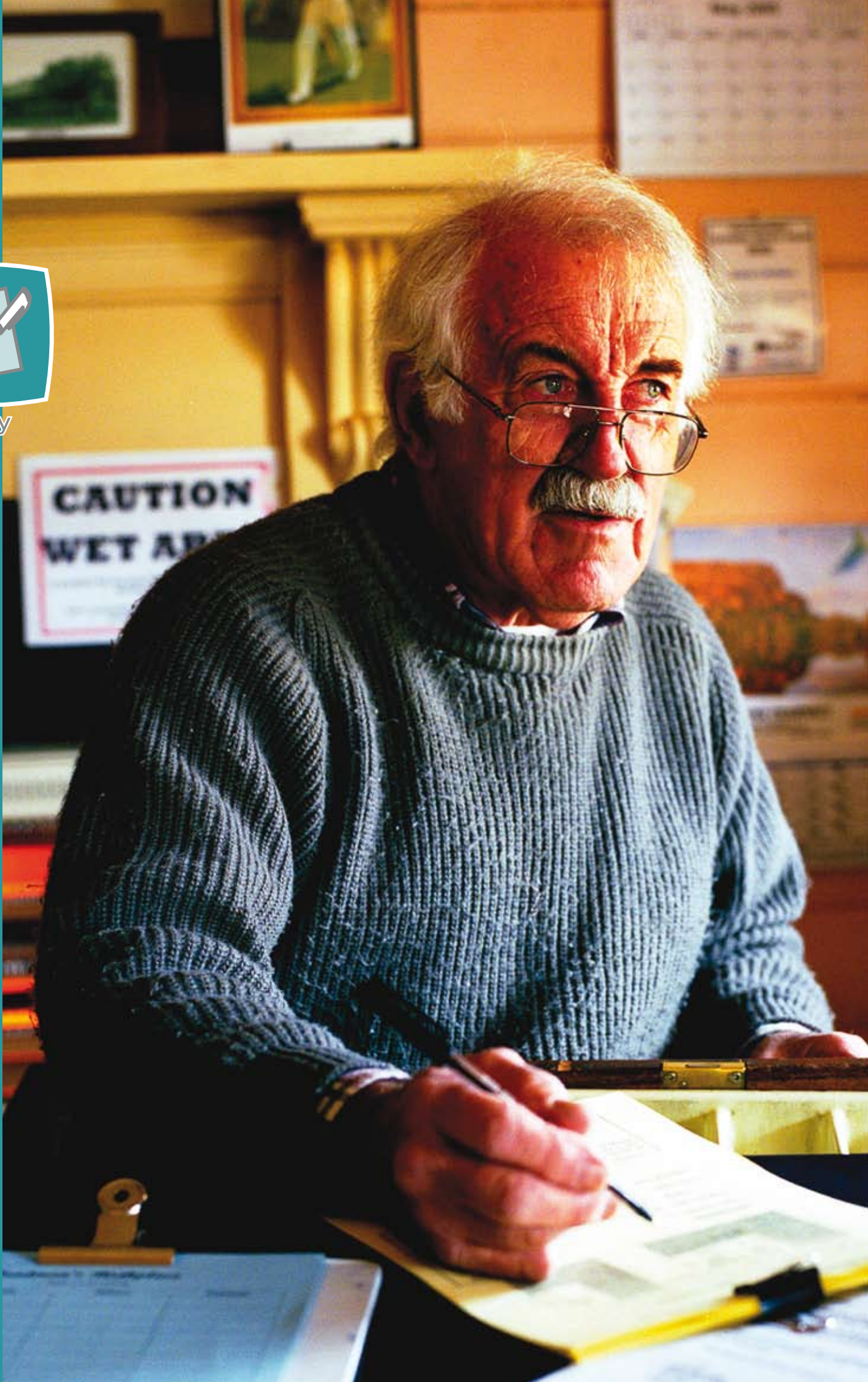


Step  
**4**



apply



# Applying

This section provides information to help you apply to enter an aged care home.

Accompanying this booklet is a form called: *Application for Respite Care or Permanent Entry to an Aged Care Home*.

The form only needs to be completed once, preferably using black pen.

The completed form, whether you are applying for a permanent or respite place, should then be photo-copied, signed and sent to each aged care home to which you wish to apply.

If you are unable to sign the application, and an authorised representative signs on your behalf, please attach a copy of the documentation authorising your representative to act on your behalf, such as a *Power of Attorney*.

Your carer, family member or friend may complete the form for you if you wish. The Aged Care Information Line can assist with any queries you may have.



apply



apply

Before you can apply for a place, either permanent or respite, in a residential aged care home, you must have a current assessment from your local *Aged Care Assessment Team* that says you are eligible to receive residential care.

For information about how you can arrange an assessment, see *Step 1: Assessing your Eligibility*, in this booklet.

The application form is also available from a number of locations including:

- your local *Aged Care Assessment Team*;
- the *Aged and Community Care Information Line*;
- *Commonwealth Carelink Centres*;
- the Department of Health and Ageing website at <[www.health.gov.au/acc](http://www.health.gov.au/acc)>; or
- residential aged care homes.

The application form asks you to provide information about your personal circumstances and preferences.

## Why do I need to provide personal information?

Everyone has different care needs. The information that the application forms ask for is used to help your prospective aged care home understand your particular care needs.

As a place becomes available, the aged care home will assess whether the available place is appropriate for you, and one that will help you to receive the level of care that you require.

## Will my information be kept private?

Protecting your personal information is important. There are severe penalties, including imprisonment, for people who misuse personal information.

The information you provide in the forms will be treated sensitively by the aged care home. Australia's privacy laws require residential aged care homes to meet certain standards in managing the information you supply.

At the time that the residential aged care home receives your application form, they will give you a copy of their privacy statement. If you do not receive this copy, you should ask for one before you lodge your application.

Under both the *Aged Care Act 1997* and the *Privacy Act 1988*, you are entitled to access the information that the aged care home

collects from you. Please contact your residential aged care home if you wish to access your personal information.

You may also wish to obtain further information about the protection of personal information by contacting the **Office of the Federal Privacy Commissioner** by telephoning on free call number **1300 363 992** or accessing their website at <[www.privacy.gov.au](http://www.privacy.gov.au)>.

## Do I need to provide financial information?

The form does not require you to provide any financial information.

However, if you are applying for a *permanent* place and want to see if you can be asked to pay an accommodation bond or charge, or to see if you are eligible for an Australian Government subsidy, you will need to complete the separate “Request for an Assets Assessment” form and submit it to Centrelink or Veterans’ Affairs. A copy of the form and explanatory booklet is included with this pack.

## How do I apply for a Residential Aged Care place?

The application has two parts, Part A and Part B.

**Part A** represents the initial application form. It needs to be completed only once, and then photocopied as many times as is needed. Each copy should then be signed and a copy provided to each aged care home to which you wish to apply.

**Part B** needs to be completed and provided to the aged care home, either with Part A or when you have been offered and accepted a place. Part B asks for information such as details of your health insurance cover, your GP and any other health professionals that the aged care home may need to speak with once you move into the home.

When you are completing Part A and Part B of the application form, you should only complete those questions relevant to you.

## Completing Part A

### Question 1

This requires you to provide details about yourself, including your name, marital status and address. If you have a Centrelink or *Department of Veterans’ Affairs Pensioner Concession Card*, you should write your name exactly as it is shown on the card, and also provide the card number.



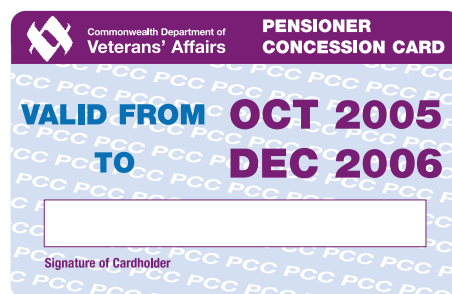
apply

# Step 4



apply

Below are examples of both Centrelink and Department of Veterans' Affairs Pensioner Concession Cards:



Please note that a Department of Veterans' Affairs Gold Card is not a pensioner concession card.

## Question 2

This question asks the type and rate of pension (or other income support payment) you receive. If you receive an overseas pension combined with an Australian part-pension, please state the paying country as well as the type of Australian pension you receive.

## Question 3

This question relates to whether you wish the aged care home to contact someone else on your behalf, such as a friend or family member, about your application and about your subsequent care in the home. Because of the need to protect your privacy, under both the *Aged Care Act 1997* and the *Privacy Act 1988*, your prospective aged care home can only contact your nominated representative if you provide the appropriate authority.

By providing details about your chosen representative in this application, you are authorising your prospective aged care home to contact that person should they require clarification of information or to advise when a place becomes available. You are also authorising the aged care home to contact your chosen representative about matters affecting you and your care after you move into the home.

If you want to change your chosen representative, you should advise the home.

These questions also ask whether your nominated representative has the legal authority to make decisions for you and, if so, asks the type of authority they have. Many people who move into aged care homes choose to nominate someone else to make decisions on their behalf. This is primarily done when the resident feels they can no longer make appropriate decisions for themselves due to a physical or mental impairment.

It is important that your prospective aged care home is made aware of these types of arrangements when you apply.

**Please note:** If you want another person to receive and provide information on your behalf to Centrelink, the Department of Veterans' Affairs, the Department of Health and Ageing, or any other organisation, you will need to contact each organisation and fill in the appropriate form that will enable your representative to receive and provide information on your behalf.

## What is a power of attorney?

A **power of attorney** is a legal document that appoints someone else (the attorney) to act on your behalf in matters of money and property. For example, the attorney can manage all your financial affairs, including payment of your care fees from your bank account to selling your property or assets for you if you wish.

You can place limitations on the power of attorney to specify exactly what you would like your representative to do on your behalf. Most people want their power of attorney to continue in effect even, or especially, if they become incapable of understanding. It is easy to do this.

You can make what is called an enduring power of attorney by stating in it that you intend it to continue to be in effect even if you become 'of unsound mind'. An **enduring power of attorney** allows your attorney to look after your interests on your behalf, if you are not able to for any reason. This may be useful if you are having trouble remembering things or if you are going into hospital for a long period.

You can get advice about preparing a power of attorney from a solicitor, a community legal centre, a State or Territory trustee company or your local Magistrate's Court.

## What is guardianship?

In the event that you are unable to make decisions about your personal affairs, a **guardian** may be appointed by a State or Territory Government to act on your behalf.

A guardian is generally appointed when, after your health professional and/or friends or family present evidence before a board or tribunal, it is found that without an appointed guardian to manage your personal affairs, you pose a significant personal risk to yourself.

Each State and Territory government has a board or tribunal that appoints guardians for people who can't manage their own personal affairs. The laws are slightly different in each State and Territory.



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For example, in some States and Territories other formal arrangements are available, including *Medical Guardianship* and *Enduring Power of Medical Guardianship*.

## Who are administrators, financial managers and estate managers?



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Alternatively, if you are not able to manage your financial affairs, and you have not appointed an enduring power of attorney, and:

- real estate must be sold or leased;
- the bank will not allow anyone else to operate your account;
- you are being financially exploited;
- you are suffering because of mismanagement of your funds;
- other legal documents need signing; or
- you have a large amount of money or other investments to look after;

you may need an **administrator, financial manager** or **estate manager**. Each State or Territory Government has a board or tribunal that will decide whether or not you are capable of handling your own financial affairs, and whether you need an administrator, or a financial or estate manager. The board or tribunal will consider your best interests when deciding whom to appoint as your administrator or manager.

Other things that will be taken into account include your wishes, the size and complexity of your estate, and the qualities and capabilities of your carer or any family members or friends who are willing to take on the role. The board or tribunal may appoint a private manager to manage your affairs, or it may appoint a public official, such as those from the Office of the Protective Commissioner in New South Wales or the State Trustee in Victoria.

If a public official is appointed, she or he will charge you or your estate a fee for administering your affairs. If a private person is appointed, he or she will be supervised by the public official, who will charge you or your estate a fee for this supervision.

For information about how to contact some of the organisations mentioned above, or more detailed information on what is available in your own State or Territory, see the information sheets contained within this pack.

### Question 4

When you move into your residential aged care home, you may want someone else to receive correspondence and accounts from the aged care home on your behalf. This may be the same person as you nominated in Question 3, or it may be your legal or financial manager.

If applicable, please provide evidence of the appropriate authority, such as Power of Attorney, to your prospective aged care home.

### Question 5

To help your prospective residential aged care home communicate with you in a way that you are most comfortable with, particularly if you speak little or no English, you should advise your aged care home of the language you prefer to speak on a daily basis.

If you need further help, you or your carer can call the Aged Care Information Line on 1800 500 853, and ask the operator to connect you to the **Translating and Interpreting Service**.

### Question 6

When you move in to a residential aged care home, you may wish to remain in contact with community organisations that are a part of your daily life. These organisations may include your local Church group or a multi-cultural organisation. It is important that you are assisted in being able to maintain these contacts when you move.

### Question 7

To help you maintain the traditions and customs that are important to you, it is important that your prospective residential aged care home is made aware of any particular religious or cultural requirements you observe.



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STOP!

If you are applying for a *respite* place, you have just completed Part A of your application form. You can now photocopy your completed form as many times as you require. The photocopies should then be signed and one copy provided to each residential aged care home to which you wish to apply.

Don't forget to attach a copy of your aged care assessment, as well as any legal authority that your representative (if you have nominated one) may have.

You may wish to complete Part B and provide this to your prospective aged care homes with Part A. For help on completing Part B, please turn to **page 38** of this booklet.

If you are applying for a *permanent* place, you will be required to complete the remaining questions in Part A.

The remainder of Part A, for *permanent applicants only*, asks questions that will help your prospective aged care home to be aware of the legislative provisions that may apply to your individual circumstances.

It is helpful for your prospective aged care home to know this type of information in advance so that when you do accept a place in a residential aged care home, the staff will have all the information they need and can focus on helping you settle into your new environment.

### Question 8

Residents whose personal income is derived from a compensation payment, or payments, are subject to paying different fees to pensioners and self-funded retirees. Please refer to **page 21** of this booklet for more information about how your fees may be assessed if you are receiving a compensation payment.

### Question 9

As discussed on **page 4** of this booklet, some residential aged care homes can offer a higher range of accommodation and hotel type services for an extra charge. Not all residential aged care homes offer this, however, so you may wish to ask your prospective aged care home whether this is an option for you before you apply.

If you are interested in receiving these types of services, and you have confirmed that your prospective aged care home can offer these to you, please indicate at this question that you would like to receive information about extra services.

### Question 10

This question seeks to establish whether you have received, or are currently receiving, residential aged care. It is important for your prospective residential aged care home to be aware of this, in order for them to understand which rules apply to your particular circumstances.

For example, if you are currently living in another aged care home and have paid an accommodation bond to the home, your prospective home will need to talk with your current home about arrangements for transferring your bond in accordance with provisions of the Aged Care Act.

### Question 11

This question requests information about your spouse/partner, so that the aged care home can try to meet the needs of both of you, if at all possible.



You have just completed Part A of your application form.

Before you sign the form, please photocopy your completed form as many times as you wish. Each copy can then be signed where indicated. A signed photocopy can then be provided to each residential aged care home to which you wish to apply.

Don't forget to attach a copy of your aged care assessment, as well as any legal authority that your representative (if you have nominated one) may have.

You may wish to complete Part B and provide this to your prospective aged care homes with Part A. The next section can help you to complete Part B.



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## Completing Part B

Part B asks you to provide further personal information that is required by the residential aged care home when you accept a place.

You must complete Part B whether you are applying for a *respite* or *permanent* place.

If a question does not apply to you, please leave it blank.

### Question 1

This question asks you to provide details of any health funds you may belong to, and your Medicare and Department of Veterans' Affairs Gold Repatriation Health Care Card. Your aged care home will need these details in the event of an emergency.

### Question 2

It is important that, when you move into your aged care home, you continue to see the medical and health professionals who may have been treating you for some time. The information you provide at this question gives your aged care home contact details of your family doctor, and any specialists or health professionals you may be consulting for your health needs.

A health professional may include anyone who treats you for a specific condition such as an audiologist or heart specialist. You may be seeing more than one health professional, particularly if you have multiple health concerns. If this is the case, please provide your aged care home with a complete contact list of each health professional who treats you.

### Question 3

Equally important to your well being when you move in to your aged care home, is that you are able to keep in contact with any religious, spiritual and/or cultural support people. By providing your aged care home with these details, the care staff will be able to contact your support person/s when you need them.

**You have now completed Part B of your application form. Please ensure all the details you have provided are correct before you give a copy of Part B to your prospective aged care home.**

The next section will discuss some of the things that you and your carer/s should be aware of when you move into an aged care home, as well as answering some of the more common questions asked by people who are thinking of applying for a place in a residential aged care home.



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