



START WORK BONUS

SOUTHERN CROSS HOUSING FACT SHEET

WHAT IS THE START WORK BONUS?

We know that starting work can sometimes mean that you need to spend money on new clothes and travel costs. The Southern Cross Housing **Start Work Bonus** assists tenants that are starting work for the first time since becoming a tenant with Southern Cross Housing by keeping rent payments the same as they were before you started work for a period of 26 weeks.

ELIGIBILITY

To be eligible you must:

- Be over 18 years of age
- Commenced employment on a casual, part-time, full-time, seasonal or self-employed basis.
- Be living in a Social Housing property that is owned or managed by Southern Cross Housing
- Have received a Government pension, benefits or allowance as the primary source of your income in the 12 months prior to starting work
- Be starting work for the first time since starting a tenancy with Southern Cross Housing
- Submit an application for the Start Work Bonus within **28 days** of starting work and provide proof of your income for the past year.

INELIGIBILITY

You are not eligible to receive the Start Work Bonus if you are:

- A tenant that lives in a property under Southern Cross Housings Affordable Housing Program
- A tenant that lives in a property that is owned by BlueCHP (please check with Southern Cross Housing if you are unsure)
- Your tenancy is in rental arrears at the time that your application is submitted
- If you have received the start work bonus previously

If you are unsure if you are eligible to receive the Start Work Bonus please contact your Housing Officer at Southern Cross Housing on 1300 757 885.

WHAT EVIDENCE WILL I NEED TO PROVIDE?

In addition to a completed application form you will need the following:

- An Income History Statement from Centrelink showing ALL payments that you have received for the last 12 months
- All payslips that you have received since starting your new job
- All payslips from Centrelink showing your new pension amount if you are still receiving Centrelink benefits

WHAT MUST BE ON MY NEW PAYSリップ?

- Employer's and employee's name
- Employer's Australian Business Number
- Pay period
- Date of payment
- Gross and net pay
- The ordinary hourly rate
- The number of hours worked at that rate

HOW DO I FIND MY 12 MONTH INCOME HISTORY STATEMENT FROM CENTRELINK?

You can find your 12 month income History Statement online by accessing your MyGov account.

Once you have access to your Centrelink account through MyGov, you:

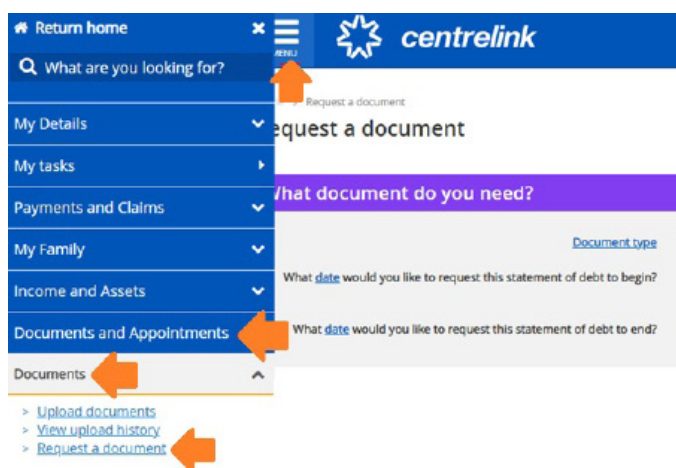
- Go to the Menu Tab located on the top left hand corner of the screen
- Select "Documents and Appointments"
- Select Documents
- Request a Document.

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From here you will be able to select Income Statement and set the dates you require.

If you cannot access this document, please call or visit your nearest Centrelink Office.



WHAT EVIDENCE WILL I HAVE TO PROVIDE IF I AM SELF EMPLOYED?

If you have just recently started your own business, there are some further documents you will need to provide:

- Income History Statement from the last 12 months
- Profit and Loss statement that is required from Centrelink in the first 3 months
- Invoices that were generated from yourself for payment of services
- Bank statements from money transferred into your account through invoices

HOW LONG DOES IT TAKE TO ASSESS MY APPLICATION?

Once we receive all documents and evidence your application you will be advised of the outcome of your application within 14 days.

HOW DO I APPLY FOR THE START WORK BONUS?

Please complete the application form which is available from www.sch.org.au or by phoning Southern Cross Housing on 1300 757 885.

I'VE BEEN APPROVED, WHAT NOW?

Your application will be assessed and if you are deemed eligible you will be sent an agreement. You will need to sign this agreement to ensure that you understand that:

- Any additional income that is received by you for a period of 26 weeks will not be included in the household calculation of rent that is payable.
- After 26 weeks your rental subsidy will cease, and a new rental amount will be set that is based on your new income level.
- If you stop work during the 26-week period, you will notify Southern Cross Housing.
- You agree to complete a short Feedback Form to evaluate how the subsidy has helped to make your transition to work easier.

Applications should be marked Start Work Bonus and may be posted to Southern Cross Housing, P.O Box 3421, Bomaderry, NSW 2541 or emailed to info@scch.org.au

MORE INFORMATION

For more information, please contact the Southern Cross Housing on 1300 757 885 and ask to speak to your Housing Officer or email info@scch.org.au.

RELATED DOCUMENTS

Southern Cross Housing Start Work Bonus Policy T30. Available from www.scch.org.au.