

Things to consider when applying for children's brokerage



- If you are only applying for part of the total payment consider the ability of the family to pay the outstanding amount. Children often lose out on items due to payments not being fulfilled. It is better from the outset to work out a good plan that will work, prior to applying for brokerage.
- We much prefer to make a direct bank payment to the institution we are paying. Please check with them and make sure you put direct bank details on the application for payment.
- Once a quote has been received it requires a timely response for payment to still be valid. Most quotes will only be for 30 or 60 days. After this date the items may either not be available at all or have changed in price so the quote is no longer valid. We need an application to come in quickly once you have the quote.
- Late booklists and school items are often no longer available from the store or school. When applying you will need to check with the booklist provider as to whether or not the process for payment and book collection has changed. For example: late booklists are often no longer delivered to schools for pick up and may incur a delivery charge fee to a home address. Schools are shut over holidays and orders may have to wait until late January/February and some items may not be available from the initial process etc etc .
- Every single question on the brokerage application must be filled out. When this doesn't occur I have to chase people for further information which can cause a lengthy delay. For example – *provide a summary of a case plan for the child* is often left blank. The point of the brokerage is that a child's needs are being considered and DHHS requires agencies that work with families to consider children in the case plan. Please take the time to methodically go through the applications and check everything is answered. When in doubt please check in and ask.
- Once an application has been approved. You will be sent an email advising you of this. It is up to you to then check with the institution receiving payment as to when the items are ready for collection.
- There is an expectation that other forms of funding will be attempted where possible before applying for brokerage. For example: State School Relief (uniforms at public schools); Traveller's Aid (travel); CEEP (funding for young people experiencing homelessness); Family Violence Flexible Support Packages (are able to be done individually to meet the needs of the child i.e educational); Camps, Sports, Excursion funds (camps and excursions). Please see the 'School Costs Add Up' brokerage poster or my previously sent financial information or our website for further funding details.
- Please make sure you are accessing brokerage by using a current brokerage application for from our website. Google Loddon Mallee Homelessness Network - Children's Program.