

About Disability Employment Services

Joining and Leaving

Easy English

This is the Easy English version.

This factsheet has some hard words. The first time we write a hard word we will write what the hard word means.

About this factsheet

This factsheet lets you know what happens when you Join or Leave **Disability Employment Services** or DES.

DES helps people with a disability get

- Work experience
- Paid Work

How to join DES

There are rules about who can be a DES **participant**.

Participants are people who get support from the DES program.

A participant must

- be an **Australian citizen**. This means you
 - were born in Australia OR
 - have a special piece of paper that says you can live in Australia.
- be under 65 years old
- have a **disability**, **Injury** or **condition**

Disability, Injury and condition means you have a disadvantage that may limit your movement, your senses or your ability to do activities

- need help to keep a job once you get one.
- not be working more than your **Employment Benchmark**

Your Jobs Capacity Assessor at Centrelink determines the number of hours you're able to work each week. This is called your Employment Benchmark.

- have an Employment Benchmark of 8hrs or above
- not be studying full time
- not be in secondary school and are looking for part time work

There may be other instances where you are unable to access DES. Your Consultant will let you know if this happens.

When can I start?

Each person is different and may have different start dates and you must have a current assessment to access DES.

The questions below is a basic guide on when you can start

Q1: Has a Jobs Capacity Assessor determined your eligibility for DES?

YES You can start straight away

NO You may need to have an assessment before you can start

Q2: Have you applied for Pension but haven't heard result yet?

YES We can tell Centrelink that we won't start until we know the result. This is called a deferred referral. When we learn the result, we will start.

NO Please answer the next question

Q3: Are you on Disability Support Pension and don't have to look for work?

YES You may need to have an assessment before you can start

NO Please answer the next question

Q4: Are you on Centrelink payments and must look for work?

YES – You can start straight away

Want to take a break from DES?

If you must look for work to receive your Centrelink payments you will need to give Centrelink a Medical Certificate and ask for a **suspension** from DES.

A suspension will pause your time in DES. You won't need to look for work for a period of time.

If you don't have to look for work but want to take a break you can:

- ask for a suspension for a short period of time OR
- choose to exit from DES and return later if you want to re-join.

Other reasons people may leave?

- Something may change in your life and DES may not be the best service for you. You may need to have another Job Capacity Assessment to help you decide which service you want.
- You may choose to stop getting Centrelink payments and choose to leave DES. If you are working we will keep helping you for your first 6 months in work.
- You may choose to transfer to another DES provider
- The Department of Social Services may tell us to close your file and ask that we let you know.

Questions or Concerns?

- If you have questions, concerns or aren't sure about some things please discuss it with us.