

We start with you



Starting and finishing in Disability Employment Services



Easy Read

Easy English

This information is written in an easy to read way.

We use pictures to explain some ideas.

Some words are written in **bold**. We explain what these words mean.

You can ask for help to read this document.

A friend, family member or support person may be able to help you.

You may not want to read this whole document at once.

There are 6 main sections.

You may like to read these 1 at a time.

About this guide

This guide lets you know what happens when you join or leave

Disability Employment Services.

Disability Employment Services (DES) is a program funded by the Australian Government. It helps people with a disability, mental health or illness to get a job and be supported during their work.

Am I allowed to start DES?

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

Participants are people who get support from DES.



You must have a **disability, injury** or **condition**

Disability, injury and condition means you have a disadvantage that may limit your movement, senses or your ability to do activities. It includes mental health

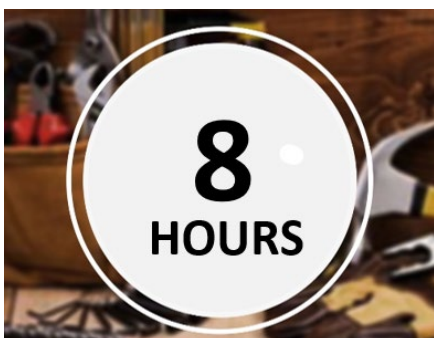


You must need help to keep a job once you get one.



You must get **Centrelink Income Support Payments**

Centrelink Income Support Payments means you receive money from the Government on an, regular basis.



You must be able to work 8 hours a week

If you don't get Centrelink income Support Payments, you may be able to join DES if:



You are finishing high school and are looking for a job.



You already have a job but have trouble working because of your disability, injury or condition.



You are an NDIS participant.

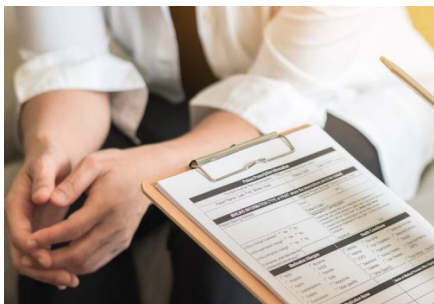


Your Job Capacity Assessor has found that you may be unable to work 8 hours per week in the future.

When can I start?



Each person is different and may have different start dates.



You must also have a current assessment to start DES.

The questions below are a basic guide on when you can start DES:

<p>Q1: Has a Jobs Capacity Assessor determined your eligibility for DES?</p>	<p>YES - You can start straight away.</p> <p>NO - You may need to have an assessment before you can start.</p>
<p>Q2: Have you applied for Disability Support Pension but haven't heard result yet?</p>	<p>YES - You can start straight away. We will wait for your results to confirm you're eligible.</p> <p>NO - Please answer the next question.</p>
<p>Q3: Are you on the Disability Support Pension and don't have to look for work?</p>	<p>YES - You may need to have an assessment before you can start.</p> <p>NO - Please answer the next question.</p>
<p>Q4: Are you on Centrelink payments and must look for work?</p>	<p>YES - You can start straight away.</p>

When can I not I start DES?

There can be times when you are not able to start in DES. These could be:



If your Job Capacity Assessor has found that you are unable to work 8 hours per week.



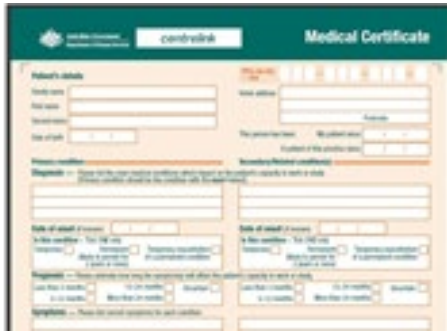
If your Jobs Capacity Assessor has found that you can work 30 hours or more each week.



If Centrelink grants you an exemption, such as you are studying.

Can I take a break from DES?

If you are in DES, you must look for work to receive your Centrelink payments.

A screenshot of a Centrelink Medical Certificate form. The form is titled "Medical Certificate" and has a "centrelink" logo at the top. It contains various fields for patient details, medical history, and a section for "Reason for certificate" with checkboxes for different conditions.

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 a job during your suspension period.

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.



Ask to finish DES and return later if you want to re-start.

When do I leave DES?

You leave DES when you don't need our help anymore. Here are some examples:



You have been working for 52 weeks and don't need help from us anymore.



You stop getting Centrelink payments and choose to leave DES.



You have been in DES for 18 months and haven't got a job or aren't about to start a job



Something changes in your life and DES is not the best service for you.



You choose to transfer to another DES service.

The Department of Social Services may tell us to close your file. We will let you know if this happens.

I still have questions?



We are here to help.

If you have any questions, concerns or aren't sure about some things please let us know.