**BACKGROUND INFORMATION**

To be eligible for the Not-for-Profit Community Justice Program as either a WDP (VIC) or WDO (NSW) service, we require you to provide some sensitive and factual information around your personal circumstances, please note that all information we hold on your record remains confidential to DCSS Australia only, unless you give written consent to us to share the information with an external organisation (which the Executive Director will need to give final approval before release of information); or one of the following situations present:

**Subpoena:**

* A subpoena (sometimes called a summons) is an order of the court that requires the subpoenaed party to attend the Court to either produce documents, give evidence or both.

**Minors and mentally incompetent adult clients:**

* If the client is a minor (a person under the age of 18) or a mentally incompetent adult, consent is required from either the client’s parent, legal practitioner, medical practitioner or legal guardian is necessary before information pertaining the client can be released to third parties.

**Disclosure by operation of the law:**

* Disclosure of confidential information may be permitted or required by operation of the law. For example:
* Statutory provisions that require or permit disclosure.
* A summons or subpoena which requires the production of information

**PROGRAM ELIGIBILITY AND CIRCUMSTANCES**

To be eligible for Not-for-Profit Community Justice Program, the participant must be able to provide sufficient evidence that they fall under the following categories of eligibility:

* have a mental or intellectual disability, disorder or illness;
* have an addiction to drugs, alcohol; or a volatile substance;
* be experiencing homelessness;
* be experiencing acute financial hardship, or;
* be the victim of family or domestic violence.

The assessing officer at the time will notify you of what evidence and documentation we may require, to be able to support you with the program, if you are unable to fulfil the request, there may be significant delays and potentially be in-eligible for the program.

The participant must also advise us of any significant changes and or circumstances – therefore a Statement of Circumstance will be required.

**Some examples of personal circumstances we need to know are the following but not limited to:**

* **Client’s employment situation has changed or is about to change**, for example:- retirement, retrenchment, resignation, moving from full time to part-time or vice-versa, etc.;
* **Marital/family situation has changed or is about to change**, for example:- separation or divorce, death or disability of the client or a family member or planning for a new child, etc.;
* **Client’s income changes; new fines and infringements; expenses have changed**, for example:- a child becoming independent or children moving to a private school or university, etc.;
* **Client’s medical conditions have changed**, for example:- adjustments in treatment plans, significant changes in medications, surgical procedures, etc.;
* **Client personal information**, for example: - name changes, change of address, change of phone number, change of email address, change emergence contact, change of doctor and treatment professionals, change in work, change in payments and income, changes in medical conditions, etc.

**CLIENT DETAILS**

**Date:** Click or tap here to enter text.

**Full Legal Name:** Click or tap here to enter text.

**Full Residential Address:** Click or tap here to enter text.

**Contact Phone Number:** Click or tap here to enter text. | **Email Address:** Click or tap here to enter text.

**Date of Birth (D.O.B.):** Click or tap here to enter text. | **Marital Status:** Click or tap here to enter text.

**Background:** Aboriginal [ ]  | Torres Strait Islander [ ]  | Other [ ]  Please Specify: Click or tap here to enter text.

**What eligibility circumstances are you applying to undertake the Not-for-Profit Community Justice Program?**

[ ]  Mental or intellectual disability, disorder or illness | [ ]  Addiction to drugs, alcohol; or a volatile substance | [ ]  Experiencing homelessness | [ ]  Experiencing acute financial hardship | [ ]  victim of family or domestic violence | [ ]  Other, please specify: Click or tap here to enter text. |

**Please advise information about your eligibility and personal circumstance so we can assess your application against the criteria which is set by the relevant Government Departments guidelines, procedures, and acts of parliament.** please note you must provide this information truthfully with integrity and transparency to the best of your ability, so we can also provide the best support we can for you throughout this process within the Community Justice Program:

Click or tap here to enter text.

**Additional Information/Comments** (Optional): Click or tap here to enter text.