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Education Support Funding Program
Students in out-of-home care

QCEC guidelines for contingency funding

Introduction

The Queensland State government provides funding to support students who live in out-of-home care to reach their academic, social and emotional potential. The *Education Support Funding Program* (ESFP) has two categories of funding:

- Department of Communities, Child Safety and Disability Services (DCCSDS) Child Related Costs: Education Support – this funding can only be accessed by Child Safety Officers;
- School-Based Support Services and Programs Funding – this funding is allocated twice a year to Catholic School Authorities based on data collected in February and August. QCEC reserves a portion of this funding for contingency funding.

The purpose of these guidelines is to provide Catholic school authorities with information about applying for contingency funding. Please note that within **one month** of enrolment, an eligible student living in out-of-home care (OOHC) must have an Education Support Plan (ESP) completed.

Contingency funding

The Service Agreement between the Department of Education and Training (DET) and Queensland Catholic Education Commission (2017) states:

"QCEC reserves a portion of the School-Based Support Services and Programs funding to use for emergent and /or unanticipated needs for short-term support.

Examples of what qualifies as an 'unanticipated need' include:

- assisting a student to transition to a new school
- graduated entry back into a Catholic school following a crisis and/or placement breakdown
- recurrent disciplinary absences
- chronic and/or acute mental health needs;
- flexible learning arrangements
- if a student is assessed by the principal as posing a risk to the safety of other students and/or staff."

Principals make application for contingency funding directly to QCEC. Each application is assessed on how it meets the criteria listed above. Approved payment will be made to the relevant Catholic school authority for distribution to the school, i.e. payment is made to a diocesan Catholic education office not the school.

Student eligibility

Students subject to child protection orders that grant guardianship or custody to the Chief Executive Officer of the Department of Communities, Child Safety and Disability Services (DCCSDS) are eligible for assistance under terms and conditions of the ESFP. The QCEC Implementation Guidelines for supporting students living in out-of-home care identifies the eligibility criteria for students to receive ESFP funding, including interstate students.

QCEC guidelines for contingency funding and the contingency funding application form are available on the QCEC website.

Applications for contingency funding must:

- be submitted on the QCEC contingency funding application form with all sections completed and supporting documentation attached
- not exceed one school term
- be made for *unanticipated* needs - i.e. unexpected enrolment or the needs of the student were not previously known to the school and were not part of the education support planning process.

Applications for contingency funding can be made if a student living in out-of-home care with an ESP has recently enrolled in a school and did not attract ESFP funding in the previous funding period.

QCEC application review process

The Director Education and a nominated Executive Officer Education reviews each application against the above guidelines. Principals may be contacted by QCEC for clarification about requests for funding.

QCEC reports contingency funding payments annually to DET as part of the ESFP funding agreement. To fulfil reporting requirements QCEC is accountable for the expenditure of contingency funds by 30 June each year.

Annual review

QCEC annually reviews:

- the amount of funding reserved by QCEC for contingency funding
- the guidelines for contingency funding applications.

QCEC Contacts

For further information regarding the *Education Support Funding Program* contact:

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