

# Carer / guardian Application form – Teenage Education Payment

You may be eligible to receive up to $12,000 for education related assistance through the Teenage Education Payment

The Teenage Education Payment (TEP) supports carers and guardians of young children aged 16-18 years in out-of-home care to remain engaged in education, by providing eligible carers and guardians up to $12,000 to be spent on education related assistance. Payments are made in instalments of $1,500 at the beginning of each term.

**How to apply for the Teenage Education Payment?**

**Step 1:** Determine if you are eligible, using the criteria below.

**Step 2:** If eligible, fill in the application form below, with required evidence, and return to your caseworker.

If you are a carer (statutory or supported) or guardian, you may be eligible if:

* You care for a young person aged 16 to 18 years who is in full time or part-time (subject to approval) education and/or training.
* The placement is more than 3 months in duration.
* Authorised NSW carer who is caring for a young person aged 16 to 18 years with a **current** NSW Care Order (Statutory or Supported) but reside interstate.
* Authorised NSW guardian where DCJ placed the child or young person with a guardian who resides outside NSW, or has supported an authorised carer to move with the child interstate prior to seeking a guardianship order.

Authorised NSW carer who is caring for a young person aged 16 to 18 years who resides in NSW but the young person must attend education or training outside NSW.

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| To be eligible for the payment, you need to show evidence including:* The young person’s attendance at school or education/training (including apprenticeships).[[1]](#footnote-1) The easiest way is to get a letter or email from the school or educational institution confirming attendance; and

If you have been caring for the young person since they were 15 years old, you must show you are receiving the Family Tax Benefit Part A, or equivalent income (income test requirement is $54,677 or less). A pension card can be provided if there is no Family Tax Benefit A documentation available. If the young person came into your care when they were 16 years or older you do not need to provide this evidence. |

For more information on the Teenage Education Payment, go to the [Guidelines](https://www.dcj.nsw.gov.au/content/dam/dcj/dcj-website/documents/service-providers/out-of-home-care-and-permanency-support-program/health-and-education-pathways/Teenage-Education-Payment-Guidelines.pdf), including Appendix 1 for an overview of the different kinds of evidence you can provide.

**Carer Application form – Teenage Education Payment**

# Carer or guardian’s details

|  |  |
| --- | --- |
| First name |       |
| Last name |       |
| Residential address |       |
| Phone |       |
| Email |       |

## **Young person’s details**

|  |  |
| --- | --- |
| First name |       |
| Last name |       |
| Date of birth |       |
| Caseworker name |       |
| Service Provider  |       *Leave blank if you receive case management services from the Department of Communities and Justice (DCJ)* |
| Community Services Centre (CSC) |       *Leave blank if you receive case management services from a non-government Service Provider* |
| Mobile phone |       |
| Aboriginal or Torres Strait Islander | [ ]  Yes [ ]  No |

## **Young person’s education/training enrolment details**

|  |  |
| --- | --- |
| Name of school / TAFE / alternative education provider |       |
| Phone |       |
| Address |       |
| Student registration number (If at a Government school, shown on the report card) |       |
| Course title (e.g. HSC, Cert IV) |       |
| Year/course stage (e.g. Year 10, first year) |       |

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| --- |
| [ ]  The young person in my care is having difficulty attending education or training.Ticking this box will let us know that assistance may be required – it does not exclude you from TEP. |

[ ]  I have attached evidence of Family Tax Benefit A for this young person when they were 15 years of age, or a copy of my pension card

[ ]  I have attached evidence of school attendance for the young person in my care.

|  |  |
| --- | --- |
| Applicant signature |  |
| Applicant name  |       |
| Date |       |

**Please return the completed form to your caseworker.**

1. [↑](#footnote-ref-1)