

Out of Home Care (OOHC) Change Funding process

METHOD 1: EXTERNALLY TRIGGERED FUNDING

OOHC Change Funding is triggered directly by the department's Child Protection Services (CPS) team receiving a Notice to School or a Change of Circumstance advice from NSW Family and Community Services (FACS) or its funded OOHC service providers.

FACS or its funded OOHC service provider email CPS a Notice to School (indicating a student's entry into statutory OOHC) or a Change of Circumstance advice.

CPS process the Notice to School or Change of Circumstance advice using the [OOHC Change Funding matrix](#).
The likely impact of entry into OOHC and/or the notified change of circumstance is matched to a related matrix funding tier 1-3.

CPS email the Notice to School or Change of Circumstance advice and the funding notification to the school principal.
The OOHC teacher, Learning and Wellbeing Coordinator and Networked Specialist Facilitator are copied into the email.

The **nominated school staff member** updates the student's OOHC details in ERN and confidentially stores the Notice to School or Change of Circumstance advice.
Schools may immediately begin providing additional support (OOHC Change Funding is available for staffing expenses only).

METHOD 2: SCHOOL TRIGGERED FUNDING

Funding is available to support schools when students in statutory OOHC experience life changes (NOT already captured through a Notice to School or Change of Circumstance advice) that adversely impact on their learning, wellbeing or access to the curriculum.

School staff identify a change in a student's life (NOT already captured through a Notice to School or Change of Circumstance advice) that is impacting on their learning, wellbeing or access to the curriculum.

Using the [OOHC Change Funding matrix](#), the **principal or delegate** match the level of adjustment required for the student with a related funding tier. Support on the appropriate level of adjustment can be found in the [OOHC Change Funding framework](#).

Schools complete an online [OOHC Learning Impact Form \(OLIF\)](#).
The OOHC teacher, Learning and Wellbeing Coordinator and Networked Specialist Facilitator are copied into the email that is generated through the application process.

Child Protection Services (CPS) process the OOHC Learning Impact Form (OLIF).

CPS email the funding notification to the school principal.
The OOHC teacher, Learning and Wellbeing Coordinator and Networked Specialist Facilitator are copied into the funding notification email.

Schools may immediately begin providing additional support (OOHC Change Funding is available for staffing expenses only).