

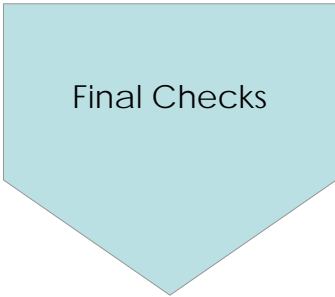
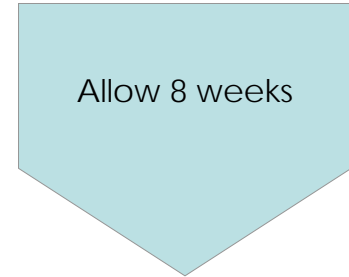



# PLANNING TIMELINES FOR OSCAR APPROVAL AND OSCAR FUNDING

These timelines are designed to help those who are new to the OSCAR approval and funding processes. If you have already participated in the processes and are familiar with the requirements you are likely to complete the processes in a shorter timeframe.

OSCAR Approval		OSCAR Funding
<ul style="list-style-type: none"><li>▶ Download the <i>OSCAR Standards for Approval</i> <a href="http://www.cyf.govt.nz/documents/oscar(2).pdf">www.cyf.govt.nz/documents/oscar(2).pdf</a> and <i>Provider Guide</i> <a href="http://www.cyf.govt.nz/documents/Provider_guide_to_oscar_standards.pdf">www.cyf.govt.nz/documents/Provider_guide_to_oscar_standards.pdf</a>.</li><li>▶ Familiarise yourself with the application process and documentation requirements</li><li>▶ Begin developing policies and procedures. Free assistance to develop your policies and procedures is available through the OSCAR Foundation [insert link <a href="http://www.oscar.org.nz">www.oscar.org.nz</a>]. Contact the OSCAR Foundation to locate the nearest OSCAR Advisor or call 0800 466 7227.</li><li>▶ <i>Good preparation ensures a smoother process.</i></li></ul>	 <p>Getting Ready</p>	<ul style="list-style-type: none"><li>▶ <b>Development Funding.</b> You can apply for a one-off OSCAR Development Grant of up to \$3,000 at any time. Download and complete the application form available at <a href="http://www.oscar.org.nz/myfiles/developmentapplicationform.pdf">www.oscar.org.nz/myfiles/developmentapplicationform.pdf</a> and send it along with supporting documentation to the address on the form. A form can also be sent to you by calling the OSCAR Foundation on 0800 466 7227.</li><li>▶ Allow eight weeks (two months) from the time your Development Grant application is received by Work and Income to when you will be notified of the outcome. If your application is approved you will need to sign an agreement with Work and Income.</li><li>▶ The funding will be released upon signing of the agreement and any other conditions set.</li><li>▶ If you want to apply for an Assistance Grant as well as a Development Grant you need to submit your Development Grant application at least one month prior to the closing date for Assistance Funding.</li><li>▶ For more information: <a href="http://www.oscar.org.nz/programmes/funding.asp">www.oscar.org.nz/programmes/funding.asp</a></li></ul>
<ul style="list-style-type: none"><li>▶ <b>Applying for CYF OSCAR Approval.</b> It is estimated it will take you approximately 60 hours to develop your policies and procedures. You might set aside a few hours each week and spread the work over several months or you might work intensively for a very short period, such as a couple of weeks.</li><li>▶ Are your policies and procedures sufficiently developed? If no, talk to the OSCAR Foundation Advisers. Remember the assistance is free and they are there to help you.</li></ul>	 <p>Developing policies and procedures (allow 60 hours for this)</p>	

# TIMEFRAMES

OSCAR Approval		OSCAR Funding
<ul style="list-style-type: none"> <li>▶ Once you have worked through the OSCAR Standards you can apply to CYF for assessment against the standards. Complete an application for CYF assessment. <a href="#">[insert downloadable document – assessment application form and document checklist]</a></li> <li>▶ Send your application to your local regional CYF approval team – addresses are listed with the application form.</li> <li>▶ Consider recruiting staff for your programme.</li> <li>▶ Submit criminal convictions check forms to the police for any staff who will be working on your OSCAR programme once it begins*.</li> </ul>	 <p>Final Checks</p>	<ul style="list-style-type: none"> <li>▶ <b>Applying for Assistance Grant Funding.</b> Once you have submitted your application for OSCAR Standards Approval to CYF, you are now eligible to apply to Work and Income for OSCAR Assistance Funding. There are two rounds held each year. Check the OSCAR Foundation website for the closing dates.</li> </ul> <p><a href="http://www.oscar.org.nz/programme/funding.asp">www.oscar.org.nz/programme/funding.asp</a></p>
<ul style="list-style-type: none"> <li>▶ CYF will assess your application and then arrange a site visit as part of the OSCAR Standards approval process.</li> </ul>	 <p>Allow 8 weeks</p>	<ul style="list-style-type: none"> <li>▶ OSCAR Assistance Funding applications are processed over a two month period.</li> <li>▶ All providers who submit an application for OSCAR Assistance Funding will be notified in writing as follows: <ul style="list-style-type: none"> <li><b>April Round: June</b></li> <li><b>October Round: December</b></li> </ul> </li> <li>▶ If your application is successful the funding will be released upon signing of the agreement and any other conditions set.</li> <li>▶ Work and Income will not release any part of the OSCAR Assistance Funding until you have provided proof that your programme has met the OSCAR Standards Approval.</li> </ul>
<ul style="list-style-type: none"> <li>▶ Follow-up administration and notification from CYF that your programme has been approved/not approved for OSCAR Standards Approval</li> </ul>	 <p>Approximately 2 - 4 weeks</p>	

\* *Timeframe for police checks.* The OSCAR standard requires criminal conviction checks on all staff prior to their appointment as employees in OSCAR programmes. This requirement also extends to volunteers. The vetting procedure is carried out nationally by the Police on behalf of a wide range of organisations that provide services for vulnerable clients, such as care of the elderly and people with disabilities, and care of children. Consequently the demand for this vetting procedure is high and the rate of processing will depend on police workloads.