



SPECIAL NEEDS POLICY INFORMATION (September 2018)

Below is the information and links to the Defence Policy in PACMAN (Pay and Conditions Manual) relation to Special Needs. The Defence Community Organisation (DCO) administer the policy and for more information contact the Defence Family Helpline on 1800 624 608

8.3 Dependants with special needs

Some Defence families have a dependant with special needs. A person with special needs might have a physical, intellectual or sensory disability. They might have a learning or behavioural disability. It can also include being gifted or talented.

If you have a dependant with special needs you might qualify for extra services and assistance. These could include therapy assistance, a pre-posting visit to arrange services, or to have your special housing needs considered.

How do I apply?

In order to receive any of the assistance and support services available, you will firstly need to have your dependant with special needs formally recognized by Defence.

To have your dependant recognised you will need to complete Form AC 832. You can phone the Defence Family Helpline for assistance or contact your nearest Defence Community Organisation Office and ask to speak to a social worker. They will give you information and support to begin the recognition process.

Application to Reservists: No, except for Reservists on continuous full-time service.

Reference:

ADF Pay and Conditions Manual, Chapter 1 Part 3 Division 2

ADF Pay and Conditions Manual, Chapter 8 Part 6

Form: <u>AC832</u>	-	Application for recognition of member with Dependant with special needs
<u>AC834</u>	-	Special Needs Pre-Posting Visit
<u>AC835</u>	-	Application for Assistance for Respite, Personal Care, Therapy Services or Equipment Hire
<u>AD355</u>	-	Assessment of Assistance on Posting
<u>AE297</u>	-	Application for a Valet Unpack

Other forms of Assistance for Special Needs Families include:

<u>AD301</u>	-	Application for Tutoring Assistance
<u>AD301- 1</u>		Additional Tutoring Assistance for Special Needs Students