

ADHC advises on process to lodge Supported Living Fund EOI Form

Ageing, Disability & Home Care (ADHC) advises that further to the information provided on the Supported Living Fund and the Expression of Interest, ADHC would like to highlight the correct process for lodging your EOI Form with ADHC.

ADHC understands that some people have had difficulty lodging their forms, and want to ensure that all EOI forms are received.

Instructions to Complete

1. You should be connected to the internet while you are completing the form
2. Complete the EOI Form **fully** (this is to ensure that ADHC receives your information correctly)
3. Click on the SUBMIT (Green) button at the end of the form
4. This will generate an email with a PDF copy of your completed form
5. The correct email address will be generated automatically. You should also see the Postcode, Suburb and Name of Applicant in the Subject Heading. **If you do not see this, the form has not been successfully completed (see below).**
6. Click SEND

If an email fails to generate (steps 4 to 6 above) you should save the completed form to your local drive and then manually send to the email address: slfregistrations@facsnsw.gov.au . This will arrive as a completed form.

PLEASE NOTE that gmail, yahoo and other web based mail will not automatically generate an email. Mac users should ensure the form opens in Adobe rather than the Mac Viewer, as the Viewer will also fail to generate an email.

Once sent, you should also have a copy of your email with the completed form attached in the Sent folder of your emails.

If you have any problems following these instructions, or you have any questions regarding the lodgement process, please contact the regional officer listed on the form, or call the Supported Living Fund team on **(02) 9277 5633**.

For more information, visit the Supported Living Fund website:

http://www.adhc.nsw.gov.au/individuals/support/somewhere_to_live/slfregistrations

Please note that Expressions of Interest for this intake round will close on Friday 27 January, 2012. There will be further rounds later in 2012, and also in 2013.