



# CLAIMING FURTHER PAYMENTS FOR BACK TO WORK REGIONAL

## Ready to claim your second or final payment for Back to Work Regional?

### How do you make a claim?

You can check the date and details of your claims by:

1. Logging into QGrants (<https://qgrants.osr.qld.gov.au/portal/>)
2. Selecting the Claims and Reports tab to view upcoming claim details
3. Selecting the claim for the application number quoted above
4. Completing the questionnaire to confirm the claim details and reaffirm that your claim continues to meet the program eligibility criteria available in the program guidelines here: <https://backtowork.initiatives.qld.gov.au/for-employers/>.

### What evidence is required?

If you applied for an <u>initial</u> Employer Support Payment <u>prior</u> to 11 November 2016	If you applied for an <u>initial</u> Employer Support, Youth Boost or Mature Aged Workers Boost Payment on or <u>after</u> 11 November 2016
<ul style="list-style-type: none"> <li>• <b>The employer’s ABN Certificate</b> All registered businesses should have received an ABN Certificate in letter form from the Australian Business Register (see evidence requirements on page 3).</li> <li>• <b>Proof of the jobseeker’s identity, being one of:</b> <ul style="list-style-type: none"> <li>– Australian driver licence</li> <li>– Adult proof of age card (e.g. 18+ Card)</li> <li>– Birth certificate</li> <li>– Citizenship certificate or</li> <li>– Passport.</li> </ul> </li> <li>• <b>Evidence to prove that the employee has completed 52 weeks of continuous employment.</b> This must include:           <ul style="list-style-type: none"> <li>– If the period of employment crosses a financial year, a copy of the PAYG payment summary covering the period of commencement to 30 June of that financial year in addition to payslips for each month post 30 June that year or</li> <li>– If the period of employment does not cross a financial year, a payslip for each month since commencement including one covering the 52 week point.</li> </ul> </li> </ul>	<p><b>Second Youth Boost or Mature Aged Workers Boost Payments</b></p> <ul style="list-style-type: none"> <li>• Evidence to prove that the employee has completed 26 weeks of continuous employment. This must include:           <ul style="list-style-type: none"> <li>– If the period of employment crosses a financial year, a copy of the PAYG payment summary covering the period of commencement to 30 June of that financial year in addition to payslips for each month post 30 June that year or</li> <li>– If the period of employment does not cross a financial year, a payslip for each month since commencement including one covering the 26 week point.</li> </ul> </li> </ul> <p><b>Final Employer Support, Youth Boost or Mature Aged Workers Boost Payments</b></p> <ul style="list-style-type: none"> <li>• Evidence to prove that the employee has completed 52 weeks of continuous employment. This must include:           <ul style="list-style-type: none"> <li>– If the period of employment crosses a financial year, a copy of the PAYG payment summary covering the period of commencement to 30 June of that financial year in addition to payslips for each month post 30 June that year or</li> <li>– If the period of employment does not cross a financial year, a payslip for each month since commencement including one covering the 52 week point.</li> </ul> </li> </ul>



## What if my employee no longer works for me?

If your employee has stopped working with you or their employment conditions have significantly changed you should proceed with the claim and complete the section that includes notification of their departure date and reason.

## How long will the claim take to process?

Once a claim is successfully submitted through QGrants and it has passed the system requirements, the claim status will be **In Process**. This means that your claim has been successfully submitted to the Back to Work Team for processing.

All claims are reviewed to ensure that both the eligibility criteria have been met and correct supporting documentation has been provided. All approvals are dependent on the Back to Work team's review to ensure all eligibility criteria and evidence supplied meets the program guidelines.

## Further information

If you still have questions you can:

- Read the Back to Work Regional Guidelines for Funding
- Contact your local Back to Work Team
- Call 13 QGOV (13 74 69) or
- Email [backtowork@treasury.qld.gov.au](mailto:backtowork@treasury.qld.gov.au)

Have your Back to Work application or claim number handy as it will assist us in helping you with your enquiry.