



St Vincent de Paul Society
CANBERRA/GOULBURN
good works

CARE FINANCIAL COUNSELLING SERVICE

ST VINCENT DE PAUL CANBERRA/GOULBURN REFERRAL FORM

To be referred to a Financial Counsellor, please complete this form and email to: conferences@vinnies-cg.org.au

CONSENT TO COLLECT INFORMATION									
See privacy policy at: https://www.vinnies.org.au/page/Privacy/ and www.carefcs.org/privacy-policy.html .									
All information on this form will be treated in accordance with the St Vincent de Paul Society Canberra/Goulburn and Care Inc's Privacy Policies.									
The St Vincent de Paul Society Canberra/Goulburn and Care Inc. collects your personal information when you contact us in order to provide you with financial counselling and legal services. We may also use the personal information you provide to respond to your enquiries and to provide statistical reports.									
We are committed to protecting your personal information. This information is stored on a secure database. Your name, contact details and other personal data will never be shared with anyone outside Care Inc and the St Vincent de Paul Society Canberra Goulburn (Excluding contracted third parties who provide the Society with professional or technological services), unless there is a serious threat to life, health or safety to any person or is required by law, for example, by order of a court or tribunal. If you do not provide this information requested on this form, we may not be able to assist you.									
Should you require any further information relating to the privacy of your information, please refer to the Privacy Policies detailed above.									
Client to complete:									
<input type="checkbox"/> I understand how my personal information will be collected, and the purposes for which my information may be used or disclosed. I understand that if my information is to be used for any purpose other than set out above, my further consent will be obtained.									
<input type="checkbox"/> I agree to Care inc. and the St Vincent de Paul Society Canberra/Goulburn exchanging and storing information for the purpose of this referral.									
This consent, once signed, remains valid while I am receiving services/support from the Society, or Care Inc, unless I withdraw consent by contacting the Society or Care Inc.									
Signed:				Date:					
Personal details (please print):									
Full Name:			DOB:		Gender:				
Mobile:		Home Phone:		Email:					
Address:									
Preferred Contact Method: (Please circle) <i>*If we are unable to contact you via your preferred method, we will attempt other methods as provided above</i>			Phone	Text	Email	Is it ok to leave a message? (Please circle)	Yes	No	
<input type="checkbox"/> Interpreter required		<input type="checkbox"/> Vision assistance required			<input type="checkbox"/> Hearing assistance required				
Have you or anyone in your family, ever had an issue with gambling? (Please circle)						Yes	No		
Have you been affected by family violence? (Please circle)						Yes	No		

Is there any other person involved in your financial matters that you have a dispute or joint debts with? (Please circle)		Yes	No
Briefly outline the issues and needs:			
Referral details [Conference Member / Staff Member to complete, please print]			
Conference/Special Works:		Contact Person:	
Phone:		Email:	
<input type="checkbox"/> I agree to Care inc. and St Vincent de Paul Society Canberra/Goulburn exchanging my personal information provided above for the purpose of processing this referral. I understand and consent that Care Inc and the St Vincent de Paul Society Canberra/Goulburn may utilise this information to contact me in relation to this referral.			
Signed: Date:			
St Vincent de Paul Society Canberra/Goulburn client referral details [Staff to complete]:			
Country of birth:	Language spoken at home:	Aboriginal / Torres Strait Islander? <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both <input type="checkbox"/> Neither <input type="checkbox"/> Not stated/Inadequately described	
Housing Tenure: <input type="checkbox"/> Public housing <input type="checkbox"/> Private rental <input type="checkbox"/> Buying /own home <input type="checkbox"/> Homeless/No Household	Household Composition: <input type="checkbox"/> Single <input type="checkbox"/> Sole Parent with Dependents <input type="checkbox"/> Couple <input type="checkbox"/> Couple with Dependents <input type="checkbox"/> Group Related Adults <input type="checkbox"/> Group Unrelated Adults <input type="checkbox"/> Not stated/Inadequately described	Main source of income: <input type="checkbox"/> Nil Income <input type="checkbox"/> Employee Salary/Wage <input type="checkbox"/> Self Employed <input type="checkbox"/> Government payments <input type="checkbox"/> Other Income <input type="checkbox"/> Not stated/Inadequately described	
St Vincent de Paul Canberra/Goulburn office use only			
Processing Date:	Date emailed to admin@carefcs.org :	Processed by:	
Care Inc office use only. Appointment Details			
Date and time:..... Location: Worker			
<input type="checkbox"/> Did not Attend <input type="checkbox"/> Attended <input type="checkbox"/> Rescheduled to			
Date Referral form returned to St Vincent de Paul Canberra/Goulburn:			



St Vincent de Paul Society
CANBERRA/GOULBURN
good works

CARE FINANCIAL COUNSELLING SERVICE

ST VINCENT DE PAUL SOCIETY CANBERRA/GOULBURN

REFERRAL INFORMATION

Please use the attached referral sheet and email it to conferences@vinnies-cg.org.au

With the support of the Conference Members clients are asked to complete the attached referral form. Key demographic information can and will be completed by the Conference Support Team before forwarding the referral to Care Financial Services.

It is important that the client signs the form.

Upon receipt of the referral form Care Inc. will make direct contact with the client to offer support in any one or more of the following key areas:

Financial counselling services: For people in debt and who are not sure what to do, want to look over their budget or need information about financial matters

Educational Resources: These resources provide low to moderate income earners with information, awareness and practical tools on a wide range of money management topics such as budgeting, managing credit, dealing with debt and understanding consumer rights and responsibilities.

Note on conflicts

Sometimes Care Financial services may not be able to provide advice to your client, if for example they are in dispute with someone who Care Inc have already assisted. This creates a conflict of interest. Even when this happens Care inc. will attempt to offer a referral to another financial counselling service. If Care Inc. is unable to refer a client to another financial service, the St Vincent de Paul Society will be informed.