



**SACOSS' Submission to the
Department for Human Services on the Review of the
Emergency Electricity Payment Scheme**

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Introduction

The South Australian Council of Social Service is the peak non-government representative body for health and community services in South Australia, and has a vision of *Justice, Opportunity and Shared Wealth for all South Australians*. SACOSS does not accept poverty, inequity or injustice. Our mission is to be a powerful and representative voice that leads and supports our community to take actions that achieve our vision, and to hold to account governments, business, and communities for actions that disadvantage vulnerable South Australians.

SACOSS' purpose is to influence public policy in a way that promotes fair and just access to the goods and services required to live a decent life. We undertake policy and advocacy work in areas that specifically affect disadvantaged and low income consumers in South Australia. With a strong history of community advocacy, SACOSS and its members aim to improve the quality of life for people disadvantaged by the inequalities of our society.

SACOSS has a long-standing interest in the delivery of essential services. Our research shows that the cost of basic necessities like water and electricity impacts greatly and disproportionately on vulnerable and disadvantaged people.

SACOSS would like to thank the Department for Human Services (DHS) for the opportunity to comment on the Review of the Emergency Electricity Payment Scheme (EEPS).

Based on our research and feedback received from financial counsellors at Uniting Communities, it is clear EEPS is not achieving its purpose of providing meaningful assistance to households in a financial crisis who are unable to pay their electricity debt.

SACOSS considers the following elements of the Scheme are operating to reduce its effectiveness:

- the eligibility requirement that the customer's debt not exceed \$2000
- the eligibility requirement that the customer be disconnected or at risk of disconnection
- the eligibility requirement that the customer be the account holder (thereby excluding embedded network customers from accessing EEPS, as they are not billed directly by a retailer)
- the requirement that the customer only be permitted to access EEPS every three years (this time frame should be reduced)
- the \$400 payment amount
- onerous paperwork burden for applicants.

The eligibility criteria exclude customers of embedded networks (e.g. in residential parks and apartment blocks), most customers with long-term energy debt (around 70 per cent of customers in debt for more than 24 months have debt over \$2500), and customers on

payment plans or hardship programs (who are not, in theory, ‘at risk of disconnection’). Feedback from financial counsellors also points to the \$400 as being insufficient to make a real impact on customers with large energy debts, and the three-year time-frame results in customers being unable to meaningfully break the debt cycle and avoid disconnection.

Many South Australians are struggling to pay their energy bills

South Australian households are increasingly struggling to pay their electricity bills, as evidenced by the rising numbers of customers in debt, rising levels of debt and increasing rates of disconnection.

In the 2019-20 financial year, South Australia had the highest disconnection rate of all the jurisdictions reporting to the Australian Energy Regulator (AER)¹ (.9% down from 1.3% in 2018-19)². South Australia also had the highest average debt for non-hardship customers of \$1,131 (over \$200 higher than NSW), and the highest average amount of hardship debt on entry into hardship programs of \$1,884 – up \$800 since 2015-16.³ The average debt of hardship customers in 2019-20 was \$1,970 - also the highest - up from \$1,863 at the same time last year.⁴

The AER’s most recent performance data from Quarter 2, 2020-21⁵ (October – December 2020), shows:

- The number of non-hardship customers repaying energy debt⁶ in SA has increased from 21,996 in Q2 2019-20 to 27,737 in Q2 2020-21 (an increase of 26% in one year).
- The average amount of energy debt for residential customers in SA (who are not part of a hardship program) has increased from \$991 in December 2019 to \$1,266 in December 2020. This is an **increase in average debt** of \$275 or **27% in 12 months**.⁷
- The average energy debt for hardship customers in SA has increased from \$1784 in December 2019, to \$2,249 in December 2020. This is an increase in average debt levels of \$465 or 26% in 12 months. This is by far and away the highest average debt

¹ Energy Retailers in New South Wales, Queensland, South Australia, Tasmania and the ACT all report to the Australian Energy Regulator on indicators contained in the [AER, \(Retail Law\) Performance Reporting Procedures and Guidelines](#), April 2019

² Australian Energy Regulator, [Annual Retail Markets Report 2019-20](#), November 2020, p. 91

³ Australian Energy Regulator, [Annual Retail Markets Report 2019-20](#), November 2020, p. 83 (see also AER [Annual Retail Markets Report 2019-20 – Charts and Tables](#))

⁴ Australian Energy Regulator, [Annual Retail Markets Report 2019-20](#), November 2020, p. 83 (see also AER [Annual Retail Markets Report 2019-20 – Charts and Tables](#))

⁵ AER, [Retail Energy market performance update for Quarter 2, 2020-21](#), Schedule 3, 6 April 2021

⁶ Noting that energy arrears are only classified as debt after 90 days, see: [AER, \(Retail Law\) Performance Reporting Procedures and Guidelines](#), April 2019, p. 18

⁷ This is the highest average amount of energy debt in jurisdictions reporting to the AER (NSW, ACT, Tas, QLD, SA), with average national debt at \$1,008. NSW has the next highest with the average residential energy debt being \$1,017 as at December 2020.

for hardship customers nationally, with the next closest being ACT reporting average hardship customer debt of \$1,694.

- Despite hardship customer numbers decreasing in the last 12 months in SA, we still had the highest number of hardship customers in mainland Australia in Oct-Dec 2020: **14,253 or 1.8% of customers** –Tasmania has 2.32% of customers on hardship programs, and the National average is 1.04%.
- SA had the highest percentage of residential customers disconnected in NECF jurisdictions (ACT, NSW, QLD, Tas, SA) between October and December 2020. **Nearly three times more customers were disconnected between October and December in 2020, than were disconnected in July to September last year.** 841 (.11%) South Australian residential customers were disconnected in Q2 2020-21, up from 292 (0.04%) in Q1 2020-21. This is despite the ongoing protections against disconnection contained in the AER's [Statement of Expectations](#). NSW was next highest with a percentage of 0.07% of residential customers disconnected (or 2153 customers).
- 59% of residential customers disconnected in SA between October and December 2020 had an energy debt **under** \$1500. The average annual electricity bill in South Australia is about \$1,444⁸, so most customers are being disconnected for being unable to pay one average annual energy bill.

Broadly speaking, SACOSS is firmly of the view that the best way for households to avoid energy debt accumulation and disconnection is through retailers' proactive, early identification of customers with payment difficulties, and consequent offers of supports - including appropriate payment plans, ensuring the customer is on the best deal, referring and linking customers to government concessions, providing energy efficiency advice and access to the retailer's hardship program. Offering and implementing these measures early in the debt cycle will support customers struggling to pay their energy bills, and ensure those customers are protected from the invidious impacts of disconnection.

Unfortunately, despite the increase of 27% in average debt for South Australian customers not on hardship programs in the last 12 months – there has been **no** increase in formal hardship supports offered to customers. Concerningly, In SA there has actually been a **decrease** in hardship customer numbers from the same time last year (down from 17,222 customers (2.2%) in December 2019 to 14,253 (1.8%) in December 2020. There has also been a **decrease** in the number of customers on payment plans in SA during the last year, down from 13,220 to 13,055. This is hard to understand given the impacts of COVID, increasing debt levels and clear burgeoning numbers of customers struggling to pay their bills.

The purpose of EEPS

The purpose of EEPS is to 'provide assistance to households in a financial crisis who are unable to pay their electricity debt'. The assistance currently comprises a \$400 payment

⁸ <https://www.canstarblue.com.au/electricity/average-electricity-bills/>

made directly to the customer's energy retailer, once every three years, on application from a financial counsellor. To be eligible, customers must be the energy account holder, must not have an energy debt greater than \$2,000, and must be disconnected or at risk of disconnection.

SACOSS understands that EEPS was created in 1988, and was last reviewed in 2013 (noting the *National Energy Customer Framework*⁹ was introduced in 2013 in South Australia), when the \$2000 debt limit was added.

Only 817 customers accessed EEPS in 2019/20,¹⁰ in circumstances where SA has around 41,990 customers in debt or receiving hardship support from their retailer:¹¹

- 27,737 non-hardship customers in debt (with the average debt being \$1,266)
- 14,253 hardship customers (with average debt of \$2,249 and average debt on entry being \$1,909)
- 13,055 payment plan customers

The 817 customers assisted to maintain their connection to an energy supply, represents a fraction of the South Australian customers experiencing difficulty in paying their energy bills.

Abolish the eligibility requirement that the customer's debt not exceed \$2000

SACOSS understands the \$2000 debt limit was calculated on the basis of the average annual bill in 2013, and it was intended to support customers early in the debt cycle. As outlined above, the AER reports around 70 per cent of customers in debt for more than 24 months have debt over \$2500.¹² Given the current Scheme only provides a payment once every three years, it is likely that many customers with older debt accumulated over three years would be ineligible for EEPS on the basis that their debt exceeds \$2,000. In addition, as referred to above, the average debt for hardship customers in South Australia exceeds \$2,000 (it was \$2,249 as at December 2020). On this basis, hardship customers with average or above average debt levels, as well as 70% of customers with debt older than 24 months, would currently be excluded from accessing the Scheme. This raises real concerns about

⁹ The National Energy Customer Framework (NECF) is a suite of legal instruments that regulate the sale and supply of electricity and gas to retail customers. The main NECF documents are the:

- the [National Energy Retail Law \(Retail Law\)](#)
- the [National Energy Retail Rules \(Retail Rules\)](#) and
- the [National Energy Retail Regulations](#) (Regulations)

¹⁰ Government of South Australia, Department of Human Services, [Annual Report 2019-20](#), Administered Financial Statements, Emergency Electricity Payments, p.13

¹¹ See Schedule 3 and Schedule 4 of the AER's [Retail energy market performance update for Quarter 2, 2020-21](#)

¹² AER, [Annual Retail Markets Performance Report 2019-20](#), Nov 2020, p.71

whether EEPS, in its current form, can achieve its purpose of helping households in a financial crisis.

Clearly, the \$2,000 debt limit is out of date and is operating to exclude those in need of emergency assistance from receiving the payment. The question of whether there should still be an upper debt limit was raised by financial counsellors. Some supported a debt limit of some description, as it was argued a \$400 payment would make no difference to a \$5,000 debt. Also, financial counsellors pointed to the practice of some retailers to reduce a customer's debt (say from \$2,300 to \$1,950), so the customer would be eligible for the \$400 EEPS payment.

SACOSS acknowledges these views, but still considers an upper debt limit works to arbitrarily exclude households from receiving the emergency payment, without considering the circumstances of that household. SACOSS supports financial counsellors retaining the responsibility for making the EEPS application, and is hopeful this will result in the customer being offered all the supports they are entitled to receive from the retailer, as well as appropriate concessions from government, determined on a case by case basis. SACOSS is also seeking an increase in the payment amount to make the impact of EEPS more meaningful for customers with larger debts; supporting low income households to reduce their debts and avoid disconnection.

In this context, SACOSS is seeking the debt limit be abolished and the eligibility for the emergency payment be considered on a case-by-case basis.

Review the eligibility requirement that the customer be disconnected or at risk of disconnection

There was strong feedback from financial counsellors that this eligibility requirement be removed from the Scheme. Under the NECF, retailers are prohibited from disconnecting customers who are on a payment plan, receiving hardship supports or who have applied for a concession.¹³ Therefore, if a customer is on a payment plan, receiving hardship supports or have applied to DHS for a concession, they are not (theoretically) 'at risk of disconnection', and would be ineligible for the EEPS payment.

SACOSS considers the eligibility requirement that the customer be disconnected or at risk of disconnection should be removed. Financial counsellors will be working to ensure the customer retains their energy connection and has access to supports, so the practical application of this eligibility requirement creates some confusion, and operates to exclude households that may otherwise be eligible.

It is worth noting that 6,988 residential customers were disconnected for non-payment in SA in 2019-20 (down from 10,317 residential customers disconnected in SA in 2018-19, due

¹³ See [National Energy Retail Rules](#) 116(1)(d) and 116(1)(e)

to COVID moratorium on disconnections),¹⁴ and only 817 customers accessed EEPS. The Australian Energy Regulators' fourth (and likely final) Statement of Expectations of energy businesses updated in April this year,¹⁵ prohibits retailers from disconnecting residential customers who are in contact with their retailer. Given the ever-increasing levels of energy debt and rising numbers of disconnections, SACOSS is expecting that debt collection activity and disconnections will both rapidly increase once the AER's Statement of Expectations no longer applies to retailers at the end of June 2021.

Review the eligibility requirement that the customer be the account holder

Embedded network customers (residents of apartments, residential parks and retirement villages) are excluded from accessing EEPS because they are not billed directly – as they are not the account holder. For residents of caravan parks, the energy bill goes to the caravan park owner, who often bundles all charges (rent, energy, water, sewerage) and then bills the customers. This then excludes a very vulnerable cohort of customers from emergency payment support.

SACOSS is seeking eligibility for EEPS be broadened to include customers of embedded networks. The [Victorian Utility Relief Grants Scheme \(non mains\)](#) (URGS) extends the URGS payment to customers with a non-mains energy or water bill. The grant provides help to pay a non-mains energy or water bill that is overdue due to a temporary financial crisis.

This can include bills for:

- liquefied petroleum gas (LPG)
- diesel and petrol (for a generator)
- heating oil
- firewood
- **metered electricity from an embedded network**
- carted water
- cleaning of septic tank (for homeowners).

Applicants must hold an eligible concessions card and meet one of the following criteria:

- experienced family violence
- a recent decrease in income, for example, lost your job.
- high unexpected costs for essential items.
- cost of shelter is more than 30% of the household income.

SACOSS supports DHS looking to the URGS in its review of EEPS. We are also seeking the Residential Parks Concession Scheme explicitly provide for residential parks customers to be

¹⁴ Australian Energy Regulator, [Annual Retail Markets Report 2019-20](#), November 2020, p. 91 and [Schedule 3, Q4 2019-20 Retail Performance Data](#)

¹⁵ AER, [Statement of Expectations of Energy Businesses](#), April 2021

eligible to apply for EEPS (as it currently does for the Cost of Living Concession and Medical Heating and Cooling Concession).

Change the requirement that the customer only be permitted to access EEPS every three years and the \$400 payment amount

As noted earlier in this submission, some financial counsellors have expressed concern that the \$400 payment for many customers with very large debts will not make a meaningful difference to the long-term debt position of that customer. Along with the abolition of the debt cap, SACOSS is seeking the \$400 payment be increased and also be available more frequently than every three years. SACOSS is urging DHS to look to Victoria's Utility Relief Grant Scheme (URGS).¹⁶ URGS has much broader eligibility requirements and allows for up to \$650 for each utility (water, electricity, gas) every two years, or \$1300 if customer only has one form of energy (e.g. electricity) every two years. The amount of the grant is based on the amount the customer owes at the time of application, and the reasons the customer has given when applying for the grant. This provides for a more appropriate payment reflecting the debt amount. We are hopeful DHS will look to this Scheme in its review of EEPS.

Consider the onerous application process for customers.

An applicant for EEPS must complete an application form with details of their income and living arrangements and provide this to a financial counsellor.

Financial counsellors have advised SACOSS that the paperwork required to be completed by the customer is often a barrier to accessing the payment. Customers find the level of information and documentation they need to provide in support of the application to be too onerous, and Financial Counsellors find it challenging to obtain the required paperwork from their clients.

SACOSS is seeking DHS consider making the application process more streamlined, to reduce barriers to access.

Simplifying concessions in SA

There was also feedback from financial counsellors that some would prefer to abolish EEPS and instead have one concession to apply to energy bills, with the budget allocated to EEPS included in that concession. SACOSS considers EEPS has the potential to be an important emergency support, and also has value in connecting customers with financial counsellors and other broader supports. If appropriate amendments are made to EEPS, then it may operate to more effectively assist low-income customers to pay their debt and better manage their ongoing energy costs.

¹⁶ Victoria State Government, Department of Health and Human Services website, Concessions and benefits, [Utility Relief Grant Scheme](#) and [Utility Relief Grant Scheme \(non mains\)](#)

Conclusion

In summary, SACOSS is seeking the EEPS eligibility criteria be changed to remove barriers to access, and that EEPS payment amounts and frequency be increased. Specifically, SACOSS is seeking that:

- the \$2000 debt limit is removed
- the requirement that the customer be disconnected or at risk of disconnection is removed
- the payment is increased from \$400
- the payment is made more frequently than once every three years
- customers of embedded networks are included in the Scheme.

Thank you for considering our submission, please do not hesitate to contact Georgina Morris at georgina@sacoss.org.au or on 8305 4214, if you require any further information.



Government
of South Australia
Department of Human Services

Emergency Electricity Payment Scheme

Purpose

The purpose of the Emergency Electricity Payment Scheme (EEPS) is to provide assistance to households in a financial crisis who are unable to pay their electricity debt.

Overview

A payment, of up to \$400, is provided to low-income households suffering a financial crisis who are unable to pay for an electricity account, and who have been disconnected or are at risk of disconnection.

Applicants are entitled to apply for an emergency electricity payment once every three years after the date of their last EEPS payment.

Assistance of an emergency electricity payment is given on the basis of a recommendation by a financial counsellor. The Department of Human Services (DHS), Concessions and Support Services administers EEPS and allocates the payment.

Applications for an emergency electricity payment are initiated by either the customer or a financial counsellor who is assisting a customer in difficulty. Electricity retailers suspend action on the collection of accounts while an EEPS application is being processed.

The applicant completes the application form with details of their income and living arrangements and provides this to a financial counsellor.

The financial counsellor completes an assessment form, and submits both forms to DHS.

The assessment of the application is carried out by DHS and is based on the information provided by the applicant and financial counsellor.

If the information provided in the application is insufficient for an adequate assessment of the situation, contact is made with the financial counsellor for clarification of the circumstances. If the application is successful, a payment of up to \$400 will be given to cover part or all of the electricity debt.

Eligibility criteria and general provisions

Applicants must be:

- Residing at their principal place of residence.
- Financially responsible for the payment of the electricity bill. (Applicant must be the account holder.)
- Unable to pay their electricity debt (which should be no greater than \$2,000) with their current electricity retailer.
- Disconnected from their current electricity retailer or at risk of disconnection from their electricity supply.

In addition, applicants must be:

- Experiencing significant financial difficulty in paying their electricity account as a result of one of the following criteria:
 - A significant increase in the use of electricity. For example, this may be due to a faulty household appliance, or an illness that requires extra heating or cooling in the home.
 - A recent decrease in income. This may be caused, for example, by separation, illness or unemployment.
 - A large or unexpected increase in expenses on essential items. For example, medical expenses, funeral costs, or repair/replacement costs for essential household items.

Or

- Experiencing a critical time in their life-cycle, or a high risk life event, which is causing general financial stress. These can include:
 - familial breakdown
 - the birth of a child/children
 - medical conditions (suffer from or caring for)
 - contractual and/or seasonal employment
 - sudden unemployment
 - increased housing stress, including default on mortgage or rent.

Or

- Experiencing acute, general, financial stress and have no other means of paying their electricity debt.

These circumstances may have arisen anytime within the previous 12 months, not just within the current electricity billing cycle.

Other provisions and requirements

An emergency electricity payment is available to pay for a debt (including for a final bill) incurred by the applicant at their previous address, as long as the applicant has remained with the same electricity retailer when they moved to their current address.

An EEPS payment is available to cover the cost of re-connection with the applicant's current electricity retailer (for those customers who have had their electricity supply disconnected).

EEPS is not available for the payment of security deposits.

The applicant's electricity debt should be no greater than \$2,000.

The reason for the application must arise because of some pressing or unforeseen circumstance or financial stress, whether short-term or long-term.

Applicants must demonstrate the emergency nature of their situation and produce evidence in support of their application.

Applicants can make a successful application for an emergency electricity payment once every three years after the date of their last EEPS payment.

Important considerations in determining eligibility

Before being considered for an emergency electricity payment, where appropriate, financial counsellors should explore whether the financial hardship needs of the customer are able to be reasonably met by alternative means. These can include:

- instalment arrangements, including Centrepay
- an extension of time to pay
- entering the electricity retailer's hardship program
- financial or other assistance provided by welfare agencies, non-government organisations and government, or a combination of the above measures.

Recognised financial counsellors

To be qualified to submit an application for an emergency electricity payment, a financial counsellor must be eligible to become a full member of The South Australian Financial Counsellors Association (SAFCA).

This requires that financial counsellors have completed the Diploma in Community Services (Financial Counselling), as well as a 12 month program of work experience, under the supervision of a SAFCA recognised supervisor.

Role of financial counsellors

Financial counsellors:

- are the primary contact for customers
- respond to customer enquiries about EEPS
- assess applicants' eligibility for an emergency electricity payment as part of a financial counselling session
- inform customers of alternative payment options e.g. energy retailer hardship programs, instalment arrangements etc
- investigate applicants' EEPS history (through DHS)
- assist applicants to complete an application for an emergency electricity payment
- verify information provided by applicants in applying for an emergency electricity payment
- liaise with electricity retailers to confirm total amount owed by applicants
- liaise with electricity retailers about pending EEPS payments, particularly in circumstances where disconnection or other action is likely
- submit applications for EEPS payments to DHS (for approval and payment).

Role of the Department of Human Services

The Department of Human Services:

- responds to enquiries from financial counsellors (within three business days)
- provides financial counsellors with information about applicants' EEPS history
- receives applications for EEPS payments from financial counsellors
- liaises with financial counsellors about pending EEPS applications
- assesses and approves EEPS applications
- processes EEPS payments to electricity retailers
- advises financial counsellors of the outcome of EEPS applications
- maintains records on all EEPS applications and payments
- reports on EEPS, as required.

Role of electricity retailers

Electricity retailers:

- provide information to customers who are having difficulty in paying their electricity account about access to government, community and financial counselling services and assistance, including EEPS
- assist customers to access alternative payment arrangements, including hardship programs
- work with customers and financial counsellors to arrange suitable payment arrangements for customers experiencing financial hardship and crisis
- ensure action on the collection of accounts is suspended while an EEPS application is being processed

EEPS Application and Payment Process

Assessment of Eligibility and Application

1. Customer seeks financial assistance from financial counsellor.
2. Financial counsellor discusses options with customer, including their eligibility for all South Australian Government concessions.
3. Financial counsellor assesses the applicant's eligibility and checks with DHS whether the applicant has received an emergency electricity payment in the last three years.
4. DHS advises financial counsellor if applicant has previously received a payment.
5. Where the applicant is eligible for an emergency electricity payment, the financial counsellor will assist the applicant to complete an **Application for Emergency Electricity Payment** form.
6. Financial counsellor completes a **Financial Counsellor Use Only** form, which includes the following checklist:
 - applicant's eligibility for an EEPS payment
 - confirmation from DHS that applicant has not received an EEPS payment in at least three years
 - attach confirmation in writing from the electricity retailer with details of the following:
 - the applicant is a current customer of the electricity retailer
 - the current amount owing on the electricity account
 - any payment arrangements with the electricity retailer to consolidate the remaining debt (if applicable)
 - copy of applicant's income and expenditure details are attached to the application
 - financial counsellor has provided sufficient comment in support of the application.
7. Financial counsellor contacts the electricity retailer to advise it about the pending EEPS payment.
 - Electricity retailer to be advised to allow 20 working days for the application to be processed and payment to be made to the retailer. (If this time frame is not appropriate for the client's needs, the financial counsellor should negotiate with the electricity retailer.)
8. Financial counsellor submits the **Application for Emergency Electricity Payment** and **Financial Counsellor Use Only** forms to DHS.
 - The completed forms can be faxed, posted or scanned and sent by e-mail.

Assessment of Application

9. DHS assesses the EEPS forms and checks them for completeness and accuracy, including:
 - checklist and recommendation are complete
 - customer signature
 - documentation attached, including latest electricity account.
10. DHS follows up with the financial counsellor on incomplete EEPS forms.
11. DHS determines whether the application is approved and completes the **Financial Counsellor Use Only** form (DHS - Use Only section).

12. DHS updates the EEPS records.
13. DHS e-mails the financial counsellor to advise them of the outcome of its assessment of the customer's EEPS application and, if the application is approved, the expected date of payment to the retailer.

Where an application has not been approved, the e-mail will advise the financial counsellor of the reasons for the refusal.
14. Financial counsellor advises the customer of the outcome of their EEPS application and updates the electricity retailer of the status of the application.

Approval and Payment

15. For approved applications, DHS processes the EEPS payment.
 - The EEPS payment will be processed directly to the electricity retailer (through Shared Services SA).
 - The EEPS payments will take up to a maximum of 20 working days from the date the completed application is received by DHS until the payment is issued to the electricity retailer.

Review of Decisions

Should an applicant or financial counsellor be dissatisfied with the decision made, the financial counsellor is able to contact DHS (by telephone or e-mail) to have the decision reviewed. The period in which a request for review may be lodged is limited to four weeks from the date of notification of that decision.

The financial counsellor should provide any additional information which supports their case to have the decision reviewed.

If not satisfied with the outcome of the review, the financial counsellor will be advised to present in writing (including by e-mail) any additional information which supports their case for a further review to the Manager, Concessions and Support Services.