**TEMPLATE**

**[Insert organisation letterhead]**

# Notice of treatment

***🖌Note\****

*This template provides an example of a Notice of Treatment to provide to Centrelink and/or employment services provider (jobactive provider) on behalf of clients accessing your service. A Notice of Treatment is provided to Centrelink and/or employment services provider upon commencement of treatment to satisfy your clients’ requirements to maintain their income support payment for the length of time at your service.*

*You may wish to provide a copy of your service brochure with the notice, however this is not a requirement.*

***In the event that a Notice of Treatment is not accepted by Centrelink and/or an employment services provider, please contact your alcohol and other drug peak body with details of the provider so that it can be escalated to the Department of Jobs and Small Business.***

*All material provided by the State and Territory Alcohol and Other Drug Peaks Network is for guidance purposes only. The information should be reviewed in relation to your organisation’s individual circumstances and policies.*

*\*Please delete this note*

**[Insert date]**

The **[insert organisation name]** is a **[insert short description of your organisation].**

This notice is to certify that **[insert client name]** will be undertaking alcohol and other drug treatment for **[insert estimated length of treatment program]**.

During this period **[insert client name]** will be unavailable tocomply with requests to seek employment or undertake job skills training **[review if your service also includes job skills or other related training opportunities]**.

Once treatment has been completed, **[insert organisation name]**, will notify your agency.

**For more information contact:**

[Insert Name]

[Insert role]

Phone: [insert number]

Email: [insert email]

Website: [insert website]