

## Who is eligible to make a claim?

Businesses that employ a member of the Reserves can either apply for ESPS as an employer applicant or as a member applicant:

- An *employer applicant* is a business who employs a member of the Reserves as an employee
- A *member applicant* is a business who employs a member of the Reserves that is related to the business. You can find more information about what it means to be related to a business at our website.

To be eligible for an ESPS support payment, the member must generally complete defence service for a period of at least five consecutive days.

### For employer applicants:

To be eligible for the Scheme, employer applicants must have employed a member for at least three months.

### For member applicants:

To be eligible for the Scheme, member applicants must have been operating a business that provided the member's principal source of income (PSI) or principal source of employment (PSE) for at least 12 months.

You can find more information about establishing a principal source of income or employment on our website [www.reserveemployersupport.gov.au](http://www.reserveemployersupport.gov.au)



### More information:

 1800 DEFENCE (1800 333 362)

 [YourCustomer.Service@defence.gov.au](mailto:YourCustomer.Service@defence.gov.au)

 [www.reserveemployersupport.gov.au](http://www.reserveemployersupport.gov.au)



AUSTRALIAN  
DEFENCE FORCE



AUSTRALIAN DEFENCE FORCE  
RESERVES AND EMPLOYER SUPPORT

## THE EMPLOYER SUPPORT PAYMENT SCHEME



1800 DEFENCE

[www.reserveemployersupport.gov.au](http://www.reserveemployersupport.gov.au)

## What is the Employer Support Payment Scheme?

The Employer Support Payment Scheme (ESPS) provides financial assistance to employers of Reserve members and self-employed Reserve members, when a member is away from their civilian workplace on eligible periods of continuous defence service.

The Scheme is managed by Australian Defence Force Reserves and Employer Support (ADFRES), and administered by the Service a member belongs to.

For applicants that employ members in full-time work (38+ hours/week), the ESPS support payment is equivalent to the *average weekly wage*.

- A pro-rata support payment amount may be paid for members in part-time work, or for members employed as a regular casual employee.

Applicants that employ a medical, dental, nursing or allied health officer may be entitled to a higher level of ESPS support payment.

ESPS support payments are made to an applicant, for the benefit of the applicant's business. There is no restriction on how the payment is used.



## How do I make an application?

All applications must be made within 12 months of the first day of defence service being claimed.

ESPS applications must be made via the Online Claim System, which is accessible through the ADFRES website.

In order to make an application, you will need to use your Digital Identity and Relationship Authorisation Manager tool.

## Need more support?

Visit our website for more information:

[www.reserveemployersupport.gov.au](http://www.reserveemployersupport.gov.au)



## What evidence is required?

### For employer applicants:

To establish eligibility, employer applicants must complete an application via the ESPS Online Claim System, and provide:

- evidence of the member's employment
- evidence of the member's actual weekly hours of work (three months),
- evidence of the member's salary, and
- any additional information if requested

Once established, an applicant will normally only need to provide evidence of the member's actual weekly hours of work (three months) with the first claim of a new financial year

### For member applicants:

To establish eligibility, member applicants must complete an application via the ESPS Online Claim System, and provide:

- evidence that the applicant's business is registered, and trading or operating
- evidence that the business provided the members principal source of income or principal source of employment during a nominated 12 month assessment period
- evidence of the member's actual weekly hours of work (three months), and
- any additional information if requested

Once established, an applicant can generally rely on their business evidence for two years however, evidence of actual weekly hours of work is always required with the first claim of a new financial year.