



# RECONFIRMATION PROCESS FOR JOBSAVER & THE MICRO-BUSINESS GRANT

*If your business currently receives payments under the NSW JobSaver or Micro-business Grant schemes, you will now need to reconfirm your eligibility each fortnight to continue receiving payments.*

## WHAT NEEDS TO BE CONFIRMED?

Each fortnight, your business will need to reconfirm that it:

- Continues to experience a decline in turnover of 30% or more; and
- Has maintained employee headcount stated in the application. Note that if your headcount changes, you are obliged to notify ServiceNSW.

## MEASURING DECLINE IN TURNOVER

There are two main approaches to validate your decline in turnover depending on whether the business has traded during the relevant fortnight:

### **If your business was not trading during the relevant fortnight**

There is no requirement to perform a decline in turnover calculation. You can simply select 'yes' on the confirmation screen to indicate that your business has continued to experience a decline in turnover of at least 30%.

### **If your business was trading during the relevant fortnight**

You will need to determine if your business continues to meet the 30% or more decline in turnover eligibility criteria. There are three potential methods you can use but whichever method you use, you will need to use the same method for each subsequent fortnight.

## METHOD 1 – 2019 OR 2020

### COMPARISON PERIOD USING TESTING PERIOD FORTNIGHT

If your initial comparison period was in 2019 or 2020, then you can use the same year but adjust the comparison period to match the current fortnight being tested.

For example, if you initially compared the period of 26 July to 8 August 2021 to 26 July to 8 August 2019, and you are now reconfirming your eligibility for the period of 13 September to 26 September 2021, then your comparison period is 13 September to 26 September 2019.

	Test period	Comparison period
Application	26 July – 8 Aug 2021	26 July – 8 Aug 2019
Retesting	13 Sept – 26 Sept 2021	13 Sept – 26 Sept 2019

You cannot use 13 September to 26 September 2020 as your comparison period in this example.

## METHOD 2 – 2019 OR 2020

### COMPARISON PERIOD USING ORIGINAL TESTING PERIOD

If the initial comparison period was in 2019 or 2020, then you can use the same year and comparison period that you used in your original application.

For example, if you initially compared the period of 26 July to 8 August 2021 to 26 July to 8 August 2019, and you are now reconfirming your eligibility for the period of 13 September to 26 September 2021, then your comparison period remains 26 July to 8 August 2019. This comparison period will remain fixed for all future periods.

	Test period	Comparison period
Application	26 July – 8 Aug 2021	26 July – 8 Aug 2019
Retesting	13 Sept – 26 Sept 2021	26 July – 8 Aug 2019

## METHOD 3 - 12 JUNE TO 25 JUNE 2021 COMPARISON PERIOD

If 12 June to 25 June 2021 was used as your initial comparison period, then you must use the same period as your initial application when reconfirming eligibility.

For example, if you initially compared the period of 26 July to 8 August 2021 to 12 June to 25 June 2021, and you are now reconfirming your eligibility for the period of 13 September to 26 September 2021, then your comparison period remains 12 June to 25 June 2021. This comparison period will remain fixed for all future periods.

	Test period	Comparison period
Application	26 July – 8 Aug 2021	12 June – 25 June 2021
Retesting	13 Sept – 26 Sept 2021	12 June – 25 June 2021

## NO FURTHER DOCUMENTATION REQUIRED

ServiceNSW states that you will not need to provide any additional evidence or attach any documentation when reconfirming your eligibility. However, it is essential that you maintain adequate records to show evidence of your eligibility in the event of an audit.

## COMPARISON PERIOD FAQs

### *I had a three week comparison period. How do I do the comparison?*

If the comparison period used in your initial application was more than 2 weeks (for example, a 3 week period), the turnover amount for the comparison period must be converted to a fortnightly amount for comparison purposes to the current turnover by dividing by the number of days in the period and multiplying by 14.

### *What happens if the business is ineligible one fortnight but eligible the next?*

The reconfirmation only tests the relevant fortnight. Becoming ineligible for one fortnight does not disqualify your business from becoming eligible again in a future. Some businesses may be eligible one fortnight and not eligible the next if their decline in turnover decreases again.

### *Can I delay confirming eligibility?*

Yes, but your business will not receive payment until confirmation of eligibility has been received. Some businesses might prefer to wait until month-end accounting records are finalised to confirm eligibility. ServiceNSW states that payments will be made within 5 days of your business reconfirming its eligibility.

## RECONFIRMING HEADCOUNT

Your employee headcount was noted on your original application. This was the number of people you employed in NSW including full time, part time and long-term casuals that had been employed by the business for more than 12 months at the time of the application.

JobSaver requires your business to maintain this same headcount to qualify to receive payments unless the employee is no longer employed due to circumstances outside of your control, such as resignation, death or where you have fairly terminated the employee because of misconduct.

If your full time, part time or long-term casual employees, have been stood down, they are still included in the headcount. During a stand down the employment relationship remains (their role has not been terminated), the employee is not paid (unless they are taking paid leave), and they continue to accrue annual leave. See the [FairWork website](#) to clarify how and when an employer can stand down employees and the documentation requirements.

## PAYMENT AMOUNTS

### JobSaver

40% of the weekly payroll for work performed in NSW:

	Per week
Non-employing entity	\$1,000
Minimum	\$1,500
Maximum	\$100,00

For large tourism, hospitality and recreation businesses:

Aggregated annual turnover	Per week*
More than \$250m to \$500m	\$300k
More than \$500 to \$1bn	\$500k

\*maximum per week

### Micro-business Grant

Payments of \$1,500 per fortnight are made to those eligible for the Micro-business Grant.

## HOW TO RECONFIRM YOUR ELIGIBILITY

You can reconfirm the eligibility of your business for JobSaver or the Micro-business Grant by logging into your [ServiceNSW business profile](#).

You should also receive reminders from ServiceNSW to confirm the eligibility of your business. For security, it is best to go straight to your business profiles rather than clicking on any email links.

## WHAT DO I DO IF I NO LONGER NEED ASSISTANCE?

Log into your [ServiceNSW business profile](#) and request a withdrawal.

## HOW TO CONTACT US

We're available to assist you with the lockdown support for your business.

Some of the details for the grants are not yet available, however we will keep you up to date as the information filters out.

Here's how you can contact us:

02 4969 4699

[reception@garis.com.au](mailto:reception@garis.com.au)

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