



Australian Government



# Tracking your Individual Fund balance

When you start with Parent Pathways you are assigned \$1,250 (GST inclusive). You get this every 12 months you are active with the service. This is your Individual Fund. Funds that are not spent are not carried over to the next year. Your Individual Fund can be used to buy items and supports that help you achieve your goals. This includes education and training courses, transport, driver's licence costs, engagement support vouchers, non-vocational training and work-related training.

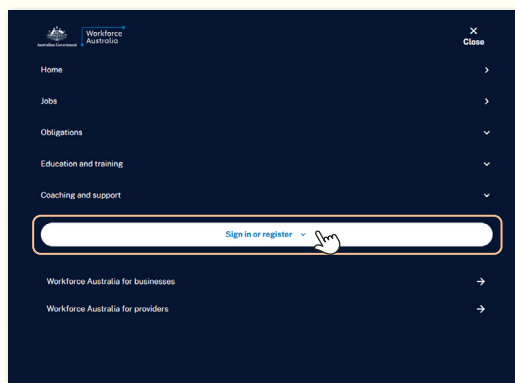
**Below shows how you can view and track your Individual Fund balance. Please contact your provider if you have any questions.**

## Step 1

Log into your [Workforce Australia Online for Individuals](#) account (or [Download the app](#)).

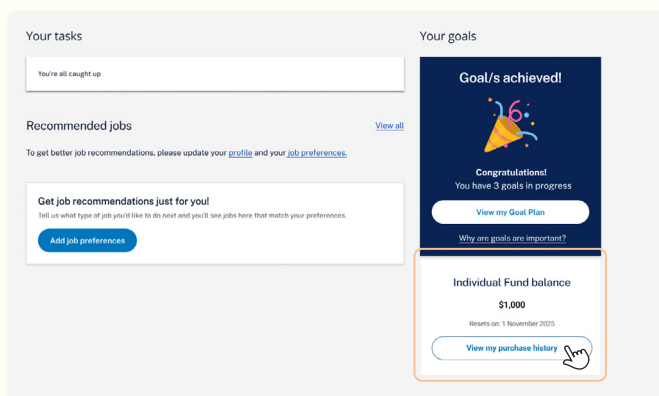
You can download the free app from your app store:

- [Apple App Store](#)
- [Google Play](#).

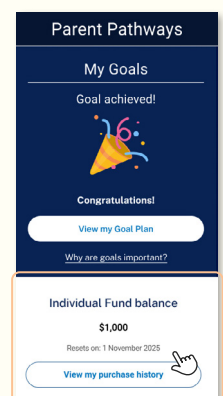


## Step 2

Once you've logged in, find the '**Individual Fund balance**' and select '**View my purchase history**'.



Website



App

← **My purchase history**

**i Your Individual Fund balance**

You have **\$1000** remaining in your Individual Fund balance.

**Date range**

31 Oct 2023 to 31 Oct 2024 ▼

Finalised

**Engagement support  
Education/Training voucher**

\$ \$200 of Individual Funds used  
Added on 8 February 2024  
Service Provider site: Provider 2

Finalised

Sort results

### Step 3

The Individual Fund '**My purchase history**' page will open. Here you can:

- View the balance of your Individual Fund
- Filter by date range
- See a record of what purchases have been made with your Individual Fund
- Sort by:
  - Added on date
  - Amount
  - Category
  - Service provider site.

In progress

**Accredited training**

\$ \$200 of Individual Funds used  
Added on 7 April 2025  
Service Provider site: Provider 2

Finalised

**Communication and  
Technology  
Hardware and software  
packages**

\$ \$50 of Individual Funds used  
Added on 21 January 2025  
Service Provider site: Provider 1

### Step 4

On the '**My purchase history**' page, you can view the details of each Individual Fund purchase.

- The status of the purchase:
  - **In progress:** This means your provider is waiting to be reimbursed for the purchase made using your Individual Fund. There is nothing you need to do
  - **Finalised:** This means your provider has been reimbursed for the purchase made using your Individual Fund.
- What was purchased.
- The details of the purchase, including:
  - how much of your Individual Fund was used (inclusive of GST, if applicable)
  - the date the purchase was added
  - your provider.