

HOW TO APPLY FOR HOUSING AND SUPPORT.

(SELECTION AND ALLOCATION POLICY)

At the Kingswood Young Homeless Project we provide supportive accommodation for young people aged between 16 and 25. The project operates an 8-bedroom hostel at 73 –75 High Street, Kingswood and manages 7 self-contained flats. All our accommodation is within the Kingswood area.

Referrals

Someone may be helping you to find housing. We will take referrals from Social Workers, Support Workers or any agency. If someone contacts the office on your behalf we will send them a referral form. The referral form helps us to understand what your support needs. We will read the referral form and if we think that you might be eligible then we would invite you to make an application.

Applications.

We can give you an application form to fill out or post one to you. However, usually we will invite you to come in and we will help you fill out the form. You are welcome to bring a friend, support worker or member of your family with you. The application form should include information about your support needs.

From the application and the information in the referral form we will assess whether you are eligible. If you are you will be invited to come and see the project before a final interview.

Eligibility for Housing

Our eligibility criteria for housing are that you are :

- homeless
- aged 16 to 25
- vulnerable
- from the Kingswood or surrounding area
- willing to agree to a support plan

You are not eligible if you

- have a conviction for arson
- if you have children
- have a history of serious offending
- are a couple
- female with a dependent male over a specific age
- if you have pets
- if you would not be able to pay the rent

Kingswood Young Homeless Project

71 High St, Kingswood, Bristol, BS15 4AD Tel: 0117 9352881 Fax: 0117 9077370
E-Mail: KYHP@aol.com www.kyhp.co.uk Charity No: 29877 Reg'd Co Number: 2060534

Final Interview

If you are still interested once you have made the application and seen the accommodation then you will be invited to attend a final interview. You can bring a friend or support worker if you like.

The panel will be made up of two workers from the project and a member of the Management Committee.

At the final interview you will be given the chance to explain your application and ask any questions you might have. After the interview we will make a decision based on:

- How much you are at risk
- Level of independence
- Level of vulnerability
- We will assess applications in light of the Equal Opportunities Policy
- KYHP will prioritise applications in light of how well our service matches your support needs.
- The urgency of your housing need
- Your ability to deal with your housing situation
- Ability to pay rent

At the interview we will explain our Equal Opportunities Policy, our Complaints Policy, our Harassment Policy and our policy on Protection from Abuse. We will also make sure that you understand how your tenancy works, this is particularly important because you will not be offered a Tenancy Agreement but a Licence Agreement. A decision will be given in writing with an explanation within 7 days.

Appeal

If you disagree with a decision made at any stage of the Application and Allocation Policy you can appeal. You must make the appeal, in writing, to the Chair of the Management Committee and send it to our normal office address marked for their attention. If you need help with your appeal you can ask any member of staff to help you. You should mark the envelope "Confidential".

You will be invited to a meeting to discuss your appeal within 7 working days and will be given a decision in writing within 7 days of the appeal meeting. At your meeting you will be asked to give your reasons for your appeal.

Waiting List

We keep a list of all applications held on file. When we have a vacancy we can contact everyone on our waiting list and invite all applicants to view the accommodation and check that each applicant is still interested in living with us. We can also provide short term support to people on our waiting list.

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Moving In

Once you have been accepted we will try to arrange for you to move in as soon as possible. You will be expected to sign a Licence Agreement and make arrangement to pay rent. We can provide help with benefits advice and forms.

Support Plan

Throughout the application process we will be looking at your needs and making an assessment of them. Once you have been accepted we will interview you and fill out Needs Assessment and Support Plan form. We will discuss any needs identified in the Referral or Application Forms and any other needs that you might have. We will also agree a Support Plan with you.

If you are unsuccessful

Unsuccessful applicants will be informed in writing and given reasons as to why they were unsuccessful. KYHP will also provide information about other housing options and support providers who may be able to help. A referral may be made to a more appropriate organisation.

Equal Opportunities

K.Y.H.P is an equal opportunities organisation and will not discriminate against, or work with anyone who discriminates against others on grounds of race, colour, nationality, gender, age, marital status, class or disability

Policy	SELECTION AND ALLOCATION POLICY
Policy Last Updated	22/3/07