

Supported Accommodation Eligibility Criteria



Application/ Referral process

1. All referrals / applications will only be accepted upon receipt of a completed referral form
2. Accommodation Concern will consider the referral and invite the person in for a face to face assessment, where the scheme and the licence terms will be discussed.
3. Suitable applicants will then be added to the waiting list in order of receipt date.
4. When a vacancy becomes available all current applications will be reviewed by 'the panel' who will agree who is most appropriate to offer the place to. The panel will consist of (a minimum of) Accommodation Concern Manager, Accommodation Concern Tenancy Support worker, KBC Tenancy Services Manager (or a nominated representative) and a [Housing Options Manager \(or an allocated representative\)](#). The panel may 'meet' virtually should the need arise.
Considerations will include:
 - [Current description and level of housing need](#)
 - [Waiting time](#)
 - [Other residents currently occupying the accommodation](#)
5. All applicants must agree to data sharing protocols in place between Accommodation Concern and Kettering Borough Council. All data will be kept in accordance with GDPR.

Schemes currently available

Ash Grove, Desborough - a 3 bed - property consisting of shared kitchen/, lounge/diner, bathroom and large garden. Aimed at young people (under 25) requiring intensive support with a first tenancy or who have had a failed first tenancy

Dalkeith Close, Kettering – a 7 bed HMO consisting of shared kitchens and bathrooms in the centre of town.

Sackville Street, Kettering – a 3 bed property consisting of shared kitchen/diner and bathroom.

Eligibility

- [All schemes are for single adults that would benefit from a period in supported housing to build the skills necessary to successfully maintain an independent](#)
- A preference will be given to applicants who have a local connection to Kettering Borough and a level of housing need. This means that applicants

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with a local connection to Kettering Borough in Bands A-D will be considered over and above applicants in Bands A-D with no local connection to Kettering.

- No pets are allowed at any of our schemes.
- All our schemes are provided with 'move on' in mind so applicants need to have capacity to maintain their own tenancy after the intensive support finishes.
- We anticipate applicants will be with us for a period of between 6 and 12 months.
- All applicants must engage with the support/training element of the scheme.
- Applicants with outstanding housing related debt will be supported to establish and maintain a repayment plan to ensure they are able to 'move on'. If this is not adhered to the licence will be revoked

Note that the following applicants will not be considered for an allocation under this Policy:

- Applicants who have unspent convictions relating to crimes against persons or property, or a history of serious anti-social behaviour
- Applicants with a history of Arson
- Applicants with a history of substance or alcohol misuse who cannot demonstrate that they are actively engaging with a support agency and/or making progress to resolve their substance misuse.

We reserve the right to allocate/move people between accommodation as needs /mix of resident's change

Please note that Accommodation Concern may not be able to progress with this application unless all information has been completed. In sending in this form by email, the referring agent also confirms that they will hold the applicants written agreement (above) on file.

Jo Moore, Charity Manager,
Accommodation Concern
1 Meadow Road, Kettering NN16 8TL
Email: manager@a-c.org.uk
Phone: 01536 416560

Supported Accommodation Referral/Nomination Form



Applicants Name: _____

Permission to share information and make enquiries:

So that we are able to consider your application, we need to ensure that as much information as possible can be shared between agencies about your needs. All information shared will be treated as confidential and shared only with those who need it. *Data Protection Statement below.

Statement of Agreement:

I understand and agree that in order for my application to be considered, it will be necessary for Accommodation Concern to have access to the information contained within this form.

I also accept and agree that it may be necessary for Accommodation Concern to contact other agencies who work with me so they can get a better understanding of my individual needs.

I confirm that the information on this form is correct and I understand that providing false information may lead to my application being declined or an offer of accommodation being withdrawn.

I understand what service can be provided by Accommodation Concern, why I have been referred and give my consent to a referral being made.

Signed (Applicant):	
Print Name:	
Date:	

Please note that if the statement of agreement is not signed by the applicant, Accommodation Concern may not accept the referral. If someone is unable to sign for any reason, the referrer must discuss this with Accommodation Concern directly.

Accommodation Concern will process your data (i.e. collect, store and use) according to the requirements of the GDPR at all times and shall endeavour to keep your personal data up-to-date, ensuring its accuracy and will not keep it for longer than it is required. In some situations, there are set legal requirements for the length of time that Accommodation Concern will retain your personal data but usually Accommodation Concern will use its discretion, ensuring that personal data is not kept outside of our usual business requirements.

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We deal with personal and sensitive information in line with the GDPR. Personal and sensitive information is what you have told us about yourself, or what other organisations have told us about you, or may tell us in the future.

We will always hold and use information in accordance with the law. This may include using it for statistical or research purposes, and to update our records. We may need to share some details about you with other organisations that have the right to see them, such as the police or social services. We will never give details to companies outside the Accommodation Concern unless you give permission.

Customers have the right to see any personal information held about them and to correct any that is wrong. However, you will not be able to see information that others have given us in confidence. We may make a small charge for finding and copying the information.

Note for referring agents:

Please note that Accommodation Concern may not be able to progress with this application unless all information has been completed. In sending in this form by email, the referring agent also confirms that they will hold the applicants written agreement (above) on file.

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Applicants Name: _____

Details of person making the referral:

Name	
Position	
Organisation	
Email	
Phone Number	
Why are you making this referral?	
Which scheme are you applying for? (Sackville, Ash, Dalkeith)	
Why do you think the above scheme will be suitable?	
Have you filled out this form on behalf on the applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, I confirm that I have explained to the applicant what support the service can provide and why they have been referred.	

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Referral Criteria

We do require you to be able to answer yes to Q1 & Q2 to meet our letting policy.

1) Local Connection:

Does the applicant have a local connection to Corby? (i.e. Residency, employment or family association):

2) Is the Applicant single and Homeless, threatened with homelessness or another evidenced housing need?

Current Housing status:

Current Address:

Date of birth: Age years

Telephone/Contact details:

Email:

Housing History over last 5 years (addresses and tenure type e.g. private landlord).

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Individual Requirements

Does the applicant have any specific individual requirements that we need to be aware of?

Communication/language barriers Yes No

Sensory Impairment Yes No

Reading or writing Yes No

Preference for male / female workers Yes No

Does the applicant consider themselves to have a disability?

Yes No If Yes, please give details

Would the applicant like another person present during the assessment?

Yes No If yes, please include their name and contact details

Does the applicant has difficulties with attention or memory span ?

Yes No

Does the applicant have any cultural, religious or gender specific requirements?

Yes No If yes, please give details

Has the applicant been accepted as requiring services under the following statutory frameworks?

Care Programme Approach Yes No Don't know

Probation Service Yes No Don't know

Community Treatment Order Yes No Don't know

Is the applicant an asylum seeker? Yes No

Do they have exceptional or indefinite leave to remain? Yes No

If yes, please provide the date the leave expires _____ Don't know

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Support Needs

Please can you let us know what areas of support you feel this person may require support with if they were offered this supported accommodation

	Please give as much detail as possible
Difficulties understanding and / or making decisions relating to a tenancy	
First tenancy / unsettled housing history	
Neighbour disputes / ASB/Harassment	
Maintaining property / household health and safety	
Rent arrears/debt/budgeting	
Benefits/HB/Completing Forms	
Physical health issues or brain injury/issues accessing relevant healthcare services	
Mental health issues / issues accessing relevant healthcare services	
Learning disability/issues accessing relevant healthcare services	
Awareness of risk and / or risk taking behaviour	
Misuse of drugs and / or alcohol	
Limited or no support / social networks	
Accessing employment, education or training opportunities	
Other (please specify)	

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Support Network Members

Please give as many as applicable so we can make an informed decision about the suitability of this person for our supported accommodation scheme

Support Network Members	Name	Contact Details
Friends/Family		
GP		
Probation Worker		
Mental Health Worker		
Social worker		
Support worker(s)		
Advocate		
Other (<i>please specify</i>)		

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Risk Indicators

This information is required to allow us to prepare fully. Please give as much detail as you are aware of especially where there may be concerns for lone working.

Is there any history or evidence of the following?

	Yes	No	Don't Know
Violence or Aggression			
<i>Please give details of any incidents of violence or aggression, expressing intent to harm others, signs of anger and frustration, any known triggers etc.</i>			
Arson			
Sex Offences			
Criminal Offences (other)			
Substance / Alcohol use			
<i>Please give details of any history of sexually inappropriate behaviour and/or sexual offences, safeguarding issues (including children), mental health needs leading to risky or inappropriate behaviour, criminal record for theft or violent / aggressive incident(s), destruction of property, history of alcohol or substance misuse, history of arson.</i>			
Domestic Abuse			
Statutory Orders			
Mental Health			
Hazards from Others (friend/family/visitors)			
<i>Please give details of any concerns regarding friends or visitors of the applicant, previous disputes with neighbours. Do any other hazards that have been identified for the applicant apply to other friends/visitors?</i>			
Any Pets Owned?			
Other (please specify			

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Please give details of full conviction history – Any convictions that we are not informed of that later come to light will terminate any offer of accommodation

Monitoring our Services

We are committed to providing a service, which is fair and available to everyone. To help us monitor this, please answer the following questions. Your response will be kept confidential, however from time to time we will contact a sample of responses who have not taken up for the service to ensure that there is fair access to the service.

Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Do you consider yourself to have a disability?	Yes	No
Ethnic origin of applicant:		
Asian or Asian British		
<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other
Black or Black British		
<input type="checkbox"/> Caribbean	<input type="checkbox"/> African	<input type="checkbox"/> Other
Chinese		
<input type="checkbox"/> Chinese	<input type="checkbox"/> Other	
Gypsy / Romany / Irish Traveller <input type="checkbox"/>		
Mixed		
White and Black Caribbean	White and Black African	
White and Asian	Other	
White		
<input type="checkbox"/> British	<input type="checkbox"/> Irish	Other
Other Ethnic group <input type="checkbox"/> (please state) _____		
Refused <input type="checkbox"/>		
Unknown <input type="checkbox"/>		

**Thank you for taking the time to complete this form.
Please return the form to:**

Jo Moore, Charity Manager,
Accommodation Concern
1 Meadow Road, Kettering NN16 8TL

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