




## ELIGIBILITY AND ALLOCATION POLICY

DOCUMENT DETAILS	
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APPROVAL – BOARD OF MANAGEMENT	
CHAIR	
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### 1. RATIONALE

The purpose of this policy is to outline IDAA's approach to determining eligibility and in allocating its housing. The policy aims to ensure that IDAA's eligibility criteria are clearly defined and that the process for allocating houses is transparent, fair and equitable.

### 2. LEGISLATION AND OTHER POLICIES

IDAA will comply with the Residential Tenancies Act 1995.

IDAA will comply with the following Core Operating Policies, as required under the *Master Community Housing Agreement between the South Australian Housing Trust and the Intellectual Disability Accommodation Association Incorporated*.

- Eligibility (Version 1.1)
- Tenant Allocations and Tenure (Version 1.0)
- Registering Community Housing Customers and Managing Vacancies (Version 1.0)
- Disability Access and Inclusion (Version 1.0)

### 3. POLICY STATEMENT

IDAA will have documented, equitable, and consistent ways of registering and managing applications for housing.

IDAA will adhere to the principles and procedures outlined in the Core Operating Policies, as required under the Master Agreement.

IDAA will ensure that decision making is transparent and non-discriminatory. IDAA will have documented eligibility criteria, which will be made available to tenants and stakeholders.

In recognition that the IDAA tenant population have a disability, IDAA will actively support equality of access by:

- Not assuming literacy
- Facilitating access to appropriate support and advocacy
- Aiming for successful tenancies with a range of tenancy management strategies

IDAA will meet identified housing needs and tailor the tenancy management service in accordance with tenant needs.

IDAA will uphold the privacy of all applicants whether successful or not. Information will only be passed on for the purpose of Community Housing Customer Register management, with the consent of the applicant (or legal guardian) or if there are legislative/duty of care issues that require disclosure.

All decisions in relation to eligibility assessment, determination of category of need and allocation will be clearly documented.

Generally applicants will be 18 years and over, however, discretionary eligibility can be permitted for applicants less than 18 years, if these applicants can demonstrate adequate living skills or have access to appropriate disability support services and receive an income. If the applicant is under 18 years of age the applicant must have their legal guardian sign all legal documentation.

#### **4. ELIGIBILITY FOR COMMUNITY HOUSING**

All new tenant allocations will meet the eligibility criteria as defined in the Community Housing Core Operating Policy - Eligibility.

##### **4.1 Base Eligibility Criteria**

A registration of interest for community housing may be lodged by an individual irrespective of race or ethnic origin, disability, marital status, religious or political opinion, pregnancy, sex or sexuality, provided that:

- The registrant is a current resident of South Australia
- The registrant is in receipt of independent income
- The registrant and any member of their household named in the registration do not hold ownership in residential property.

All registrants must satisfy the base eligibility criteria in order to lodge a registration of interest for community housing. There may be extenuating circumstances which allow exceptions to the base eligibility criteria. These are outlined in the Community Housing Core Operating Policy – Eligibility.

##### **4.2 Eligibility Tests**

In addition to meeting the base eligibility criteria, all registrants will be subject to further eligibility tests comprised of:

- Income Test: The registrant must not have an income which is above the income limits as defined in the Core Operating Policy – Eligibility.
- Assets Test: the registrant must not have assets which are valued above the asset limit as defined in the Core Operating Policy – Eligibility.
- Housing Needs Assessment: A registrant may be subjected to a Housing Needs Assessment if they have been assessed as:
  - Ineligible against the base eligibility criteria, income or assets test, OR
  - Eligible against the above tests, but have a higher level of risk and vulnerability and need to be housed before other registrants.

There may be extenuating circumstances which allow exceptions to the eligibility tests, these are outlined in the Core Operating Policy – Eligibility.

## **5. ELIGIBILITY FOR IDAA HOUSING**

People applying for IDAA housing are required to meet the eligibility criteria for community housing as well as the eligibility criteria for IDAA Housing.

IDAA is a specialist disability community housing provider and provides accommodation to:

- Adults with intellectual disability, this includes those with borderline intellectual disability
- Families where a member of the household has an intellectual disability or developmental delay (children)
- Adults with intellectual disability who may also have other disabilities – physical disability, mental health, acquired brain injury, sensory issues.
- Adults with Asperger Syndrome

As part of the assessment process, applicants will be asked to provide evidence of their disability from an appropriately qualified health professional (Doctor, psychologist, social worker, occupational therapist, case manager).

## **6. APPLICATION PROCESS**

Upon request, IDAA will provide the following documents:

- Registration of Interest Form as prescribed by Renewal SA
- Housing Needs Assessment Form as prescribed by Renewal SA
- Housing SA Accommodation Metropolitan Areas Maps

If a Disability Support Provider is involved, IDAA will request that the Housing Needs Assessment is completed by the Disability Support Provider. If the applicant is unable to complete the required documentation, and there is no one in their support network who can assist, IDAA will assist the applicant to complete the necessary documentation.

## **7. ALLOCATION**

IDAA will adhere to the Renewal SA Community Housing Customer Registration and Vacancy Management Policy and Procedures, in that IDAA will use the Community Housing Customer Register to create a suitable shortlist for tenant selection.

IDAA will reassess the applicants' eligibility at the point of housing offer.

The selection of tenants for a vacant property is the responsibility of the Manager Tenant and Housing Services.

The Manager Tenant and Housing Services will provide the CEO with a recommendation in relation to vacancy management. The CEO is responsible for making a decision in relation to the recommendation.

IDAA will ensure that no less than 85% of Community Housing allocations are identified as Category 1 as per the Master Agreement.

In exceptional circumstances, IDAA reserves the right to allocate a property to a person who meets the eligibility criteria for community housing, but does not meet the eligibility for IDAA. This decision will be made only if it is in the financial interests of the organisation and is Board approved.

#### **8. ELIGIBILITY OF PREVIOUS TENANTS**

Where a tenant has left the premises with an unsatisfactory tenancy history due to rent arrears, property damage or bad debts, these issues must be resolved and all outstanding monies are to be paid to IDAA before the tenant can become eligible for further housing from IDAA.

#### **9. REQUESTS TO TRANSFER**

IDAA tenants can request to transfer to another IDAA property. The tenant will be required to complete the Request for Transfer Form. The Request for Transfer Form requires the tenant to provide the reasons for requesting a transfer and a description of the type of accommodation requested.

The Manager Tenant and Housing Services is responsible for keeping records in relation to transfer requests. Requests to transfer will be assessed when there is a vacancy, prior to new applications.

#### **10. REVIEW OF ELIGIBILITY**

A review of eligibility will occur prior to the time the tenant's fixed term lease expires and is to be renewed.

IDAA reserves the right to 'grandparent' an existing tenant if they fail to meet the eligibility criteria. The assessment will document the reasons for the decision, this information will be provided to the tenant, their family and relevant stakeholders.

Where the assessment suggests that the preferred option is to offer the tenant a short term fixed term lease, the tenant will be encouraged and supported to find other suitable housing options. This information will be documented and provided to the tenant, their family and relevant stakeholders.