

# Eligibility Policy

## 1. PURPOSE and SCOPE

- 1.1. This policy is to provide guidelines for staff of Accessible Housing Association Inc. (AHA) in assessing Applicants for housing.
- 1.2. The policy is designed to give a consistent eligibility process for stakeholders.
- 1.3. The policy makes a distinction between Applicants for housing under the Funding Agreement with the SAHT and Applicants under the Affordable Housing Innovations Program.

## 2. DEFINITIONS

- 2.1. South Australian Housing Trust (SAHT) – a body corporate whose functions are defined in the South Australian Housing Trust Act 1995 with whom AHA has a Funding Agreement.
  - 2.1.1. AHA operates under the policies and procedures of SAHT in relation to properties supplied to AHA under the Master Community Housing Agreement.
- 2.2. Affordable Housing Innovations Fund (AHIF) - a fund established by the State Government of South Australia to support partnerships with recognised Preferred Housing Providers seeking funding through the National Rental Affordability Scheme (NRAS) for projects that:
  - provide affordable rental housing for low to moderate income applicants as defined by FAHCSIA and
  - are cost effective and financially sustainable over the long term; and
  - maximise affordable housing outcomes.
- 2.3. Affordable Housing - housing that costs a proportion of household income that leaves enough money for basic costs such as food, clothing, healthcare and education.

## 3. BACKGROUND

- 3.1. AHA has been providing housing to Applicants with specific needs under a Funding Agreement with SA Government, but is growing and expanding to include Applicants who qualify for housing on low to moderate incomes as defined by the Department of Families and Communities of South Australia.

## 4. POLICY

- 4.1. Applicants under SAHT guidelines:
  - 4.1.1. AHA will assess applicants for housing using the eligibility criteria in the SAHT Community Housing Operating Policy - "Eligibility" Policy.
  - 4.1.2. If Applicants meet the SAHT eligibility criteria, AHA will then apply the Association's eligibility criteria as determined by the Board of AHA at the time of application.
- 4.2. Applicants under Affordable Housing Innovations Fund (AHIF) guidelines: (NRAS)
  - 4.2.1. AHA will use the Affordability Indicators as nominated by the Department of Families and Communities of South Australia in their "What is affordable housing?" fact sheet when assessing Applicants for housing on low or moderate incomes.

4.2.2. If Applicants meet the Affordability Indicators eligibility criteria, AHA will then apply the Association's eligibility criteria as determined by the Board of AHA at the time of application.

4.3. The Association will provide housing but is not able nor accepts any responsibility to offer or provide care or support services. The provision and maintenance of any necessary care or support is the responsibility of the Applicant/Tenant.

4.3.1. An Applicant for tenancy must have any care or support services required in place before AHA will offer tenancy.

## 5. PROCEDURES

5.1. Applicants under SAHT guidelines:

5.1.1. Applicants will first be sent a Registration of Interest (R.O.I.) and Housing Needs Report form for completion and asked to return it to AHA.

5.1.2. Upon return, the R.O.I. and Housing Needs Report form will be checked to make sure all relevant information is filled out and that they meet the eligibility criteria of SAHT.

5.1.2.1. The Applicant is asked to enclose the following documents along with the R.O.I.:

- Proof of identification
- Statement of income
- Housing needs form
- Current lease agreement or rent receipts
- Letter of support from a medical professional or a support worker

5.1.3. If the applicant meets the initial eligibility criteria, the Applicant will be applied to the Community Housing Customer Register and a letter sent within 7 days advising of this and their eligibility/ineligibility, reference number & category (if eligible).

5.2. Applicants under Affordable Housing Innovations Fund (AHIF) guidelines: (NRAS)

5.2.1. Applicants will first be sent an Expression of Interest (R.O.I.) for completion and asked to return it to AHA.

5.2.2. Upon return of the R.O.I. an appointment will be made with the Applicant for an assessment against the eligibility criteria of the NRAS Tenant Consent form.

5.2.2.1. The Applicant will be asked to bring to the interview:

- proof of identification
- statement of income
- current lease agreement or rent receipts
- letter of support from a medical professional or a support worker

5.2.3. If the applicant meets the initial eligibility criteria, the Applicant will be applied to the Community Housing Customer Register and a letter sent within 7 days advising of this and their eligibility/ineligibility, reference number & category (if eligible).

## 6. DOCUMENTATION

- 6.1. AHA – SAHT Funding Agreement
- 6.2. AHA By-Law 3 Tenant Selection and Criteria
- 6.3. Appendix 6.5.3. – Housing Needs Report Form
- 6.4. Appendix 6.5.2. - Application Form
- 6.5. Appendix 6.5.4. - Application Interview Checklist
- 6.6. Appendix 6.5.5. - CHCR Confirmation Letter
- 6.7. NRAS Tenant Consent Form

## 7. REFERENCES

- 7.1. National Housing Providers (National Law) South Australia) Act 2013
- 7.2. SAHT Community Housing Operating Policy – “Eligibility”
- 7.3. South Australian Department of Families and Communities Affordable Housing Innovations Program
- 7.4. South Australian Housing Trust Act 1995