

REFERRAL TO OPEN HOUSING RESETTLEMENT CATEGORY

(Gold Band - Please refer to the Guidance Notes before completing this form)

RESETTLEMENT REFERRAL

- This is subject to registration on the Open Housing register.
- The resettlement referral will not be considered if there is no Open Housing application number.
- Once resettlement category is agreed, customers can bid for properties within the York area and are subject to criteria set out in York Common Allocation Policy.

MOVE ON FLAT

- This is not subject to registration on Open Housing but it would be advisable that applicant is / starts registration process to ensure move on in the future and address any outstanding barriers to being accommodated via Open Housing

DIRECT LETS

- All move-on flats are direct lets.
- The property is managed by Changing Lives and the customer is an Assured Short-hold Tenant of Changing Lives.
- Direct lets are made to customers if they have not been offered a property after a reasonable time period or due to having significant arrears to CYC. A direct let will be made in your local council area with limited choice. If you do not state preferred arrears of choice on this form CYC will presume you will accept a property anywhere in the city.
- If someone is currently in a move on flat then that can ask that this be their direct let.

RESETTLEMENT CATEGORY APPLICATION

- To be made when a customer is ready for independent living. It is expected that this will be after a 12 month period of supported housing with a minimum of 6 months.
- Please explain what work has been completed and what further work is required to meet resettlement category criteria. The information in this referral should fully reflect a person ability to manage independent living and as their lead support agency your verification and support of this.

SUPPORT

- All move on and resettlement applicants will need a support package and a SAP must be submitted.
- Young people age 16/17 will also need a trustee for a minimum 6 months/18th birthday whichever is longer.
- If a young person is a care leaver then this route should be used above resettlement.

Resettlement Category Referral updated April 2022

Application for Move on flat?	YES/NO	Application for Resettlement category?	YES/NO
Applicant's Name:		Open Housing Application No: <i>N.B this must be done before a referral is made</i>	
Current Address:		LA area (if not York)	
Date of Birth:		National Insurance No:	
Date of Referral:		Referral Agency:	
Contact name and telephone number of referrer:			
Previous resettlement agencies / support projects involvement with dates:			
Length of your project has been working with applicant (date moved in/engaged):		Date when the customer pro-actively engaged with resettlement for backdate <i>(not when they first moved into a resettlement project)</i> DD/MM/YY	
Additional information to support application <i>e.g. pregnant and needs to move out of supported housing</i>			
Has a Former Tenancy Arrears check been completed? <i>Please attach investigation form to referral</i>			
Name of post-move support worker and agency telephone number: (if different from referrer)			
Any other agencies providing support:			

Probation/Y.O.T/ISSP-Worker and telephone number:	
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Name and Address of Trustee (16 and 17 only):	
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Full Housing Options advice provided (date and agency)	
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Please indicate all the resettlement / support work done by the applicant using the following headings –

- This could be with various approved agencies recognised by NYHC.
- Under each heading **outline** the work completed and any ongoing support that will be provided in relation to this.
- N.B – Courses/Key work sessions undertaken and frequency and amount should be included under each heading.

(If using electronic form word boxes will expand)

	WORK COMPLETED	ONGOING SUPPORT (please provide an overview)
1.	<u>HEALTH AND RELATED ISSUES</u> (eg. GP, drug/alcohol use, mental health, include details of support, courses & key work sessions)	
	WORK COMPLETED	ONGOING SUPPORT (please provide an overview)
2.	<u>MONEY MANAGEMENT SKILLS</u> (eg. Weekly budgeting, benefits, bills. Does the person have arrears / recharges with any private landlords, housing associations, or local authority? (give full details) & how the applicant is addressing this; payment plans, incentives scheme. (Include details of courses and key work sessions))	
	WORK COMPLETED	ONGOING SUPPORT (please provide an overview)
3.	<u>SOCIAL NEEDS</u> (eg. occupation of time, employment & training, social inclusion (include details of courses and key work sessions))	
	WORK COMPLETED	ONGOING SUPPORT (please provide an overview)
4.	<u>PRACTICAL SKILLS</u> (eg. cooking, cleaning, hygiene & home management (include details of courses and key work sessions))	

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	WORK COMPLETED	ONGOING SUPPORT (please provide an overview)
5.	<u>PERSONAL SKILLS</u> (eg. Assertiveness/ communication/ self-esteem/ conflict resolution (include details of courses and key work sessions))	
	WORK COMPLETED	ONGOING SUPPORT (please provide an overview)
6.	<u>TENANCIES-</u> Work completed around obligations & responsibilities of both parties/ any Current or previous tenancy issues and how addressed/resolved by applicant (include details of courses and key work sessions))	
7.	Please state the support available to the applicant during and after the move. Indicate the frequency of visits & the period that this support will last. Also indicate any additional support that will be provided in addition to home visits.	
8.	Please state if the applicant has a history of violence/antisocial behaviour, or in any way may pose a threat to a lone worker / other risk information (advise if MAPPA case).	
9.	Has the local connection been verified? (Please give details, e.g. lived in York 3 out of 5 years, family here for more than 5 years)	
10	Full supported and general housing history (for the last 5 years) (verification and evidence of address history if necessary)	
	From	To Address
	Are there/have there been any anti-social behaviour issues?	
11.	Reasons for Customer or Support Workers request for immediate direct let if suitable:	

12	AREA CHOICE	
<input type="checkbox"/>	ALL	ALL OF CITY – Villages extra
<input type="checkbox"/>	ALL	ALL OF CITY – including villages

Choose MINIMUM of 2 out of 4 main areas		
<input type="checkbox"/>	1 WEST	Carr, Lindsey, Chapelfields, Cornlands and Lowfield, Foxwood, Dringhouses, Kingsway West
<input type="checkbox"/>	2 EAST	Tanghall, Garrow Hill, Hull Road, Bull Lane, Lawrence Street, Woolnough Avenue, Osbaldwick, Heworth (excluding Heslington)
<input type="checkbox"/>	3 NORTH	Dodsworth, Bell Farm, Clifton, Rawcliffe
<input type="checkbox"/>	4 CENTRAL	St Georges Place, Cambridge Street, Holgate, The Groves, Bootham Square, Queen Annes Road, Nunnery Lane, Clementhorpe, Cemetery Road, Fulford Cross, Alma Grove, Leeman Road, North Street, South Bank, Fulford
Plus any of the following areas		
<input type="checkbox"/>	NEW EARSWICK	
<input type="checkbox"/>	EAST VILLAGES	Huntington, Haxby, Wiggington, Strensall, Stockton On Forest, Dunnington, Murton, Heslington, Kexby, Elvington, Wheldrake, Deighton, Naburn
<input type="checkbox"/>	WEST VILLAGES	Skelton, Nether/Upper Poppleton, Rufforth, Hessay, Askham Bryan, Richard, Bishopthorpe, Acaster Malbis, Copmanthorpe
<input type="checkbox"/>	DERWENTHORPE	

For general applicants all property types will be offered.

Please give details why you need a specific type of property (eg medical reasons, own front door). Please give details why you need a specific area choice or why you cannot live in a certain area (with supporting evidence)

If relevant, please advise why this is an application for a **move on flat and not resettlement category**

**** PLEASE PROVIDE COMPLETED RISK 5, RISK 6, proof of ID, National Insurance and Proof of address FOR ALL APPLICANTS ****

Signed Applicant

Date.....

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Signed **Joint Applicant** **Date**.....

Signed **Referring worker**

Signed **Supervisor (if appropriate)**

Please return to lewis.rodgers@york.gov.uk