



Housing SA, Community Partnerships and Growth

Fact Sheet: Housing Needs Assessments – Documentation Required by Registrant

June 2010

Purpose

To provide a checklist for Community Housing Organisations undertaking Housing Needs Assessments for Community Housing Registrants.

The checklist on page 2 is designed to be used during a Housing Needs Assessment, to record verification documents to be provided by the Registrant. It is a summary only and should be used in conjunction with the latest version of the *Community Housing Eligibility Policy and Procedures (Incorporating Housing Needs Assessments)*, available at www.communityhousing.sa.gov.au

Housing Needs Assessments

Community Housing Registrants undergoing Housing Needs Assessments must be able to provide supporting documentation which verifies their circumstances.

The checklist refers to those Needs Assessment Eligibility Criteria which require written verification i.e. Homeless/At Risk criteria, Barriers to Housing Access, and Category 2 automatic entry criteria. (Note: It does not refer to the Registrant's accommodation history, which is also a consideration in assigning a Need Category.)

Verification of a Registrant's Circumstances Checklist

The checklist is a guide only i.e. it is not exhaustive. Please contact Community Partnerships if further clarification is required.

Note – for further information call Housing SA, Community Partnerships and Growth on 1300 700 561 or 1800 686 366 (country callers) or see www.communityhousing.sa.gov.au



Need Criteria		Example Sources of Verification	Provided/Comments
Homeless/At Risk	Homeless/Inadequately Housed	Notice to Quit	
		RTT Termination Order	
		HIA Order	
		Shelter/Support Agency	
	Victim of Natural Disaster	Landlord's letter	
		Insurance Office	
		SA Police	
	Living in transitional/crisis housing	Housing Provider	
		Shelter/Support Agency	
	Life threatening situation at home	SA Police	
		Other agency	
	Persistent harassment	SA Police	
Other agency e.g. mediation service			
Domestic/Family Violence	Any reputable 3 rd party e.g. health/legal worker, SA Police, friend, relative, neighbour, clergy, other person		
Victim of Major Crime	State/Federal Police		
	Victim Support Service		
	Trauma Counselling Service		
Sector Initiated Transfer	Relevant sector approval e.g. CPG or CHO		
Barriers to Housing Access	Long Term Health Issues	Medical/Health Practitioner	
	Long Term Disability Issues	Medical/Health Practitioner	
		Trauma Counselling Service	
		Domiciliary Care	
		Disability Support Service	
	Discrimination in Private Rental	Housing SA Support Agency	
	Exiting Institutional Care	Correctional Services	
		Rehabilitation Service	
		Strathmont Centre	
		Glenside Hospital	
		Julia Farr Centre	
		Families SA	
Community based organisation e.g. Minda			
Lack of financial skills/resources	Financial Counsellor		
	Housing SA		
	Community Agency		
	SAAP agency		
Lack of social skills/resources	Support agency		
Automatic Category 2 Entry Criteria	DSP recipient	Centrelink proof of income	
	TPI recipient	DVA proof of income	
	Refugee status	Dept Immigration documentation	
		Visa	
		Australian Refugee Association or other Refugee Support agency	