Easy to Read Guide to

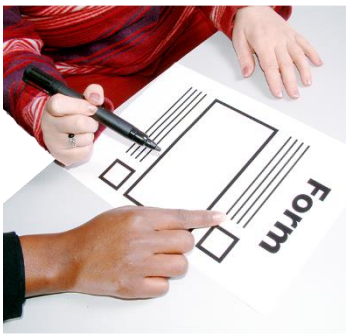
Filling in the Social Housing Support Application Form

April 2022

What is this guide about?

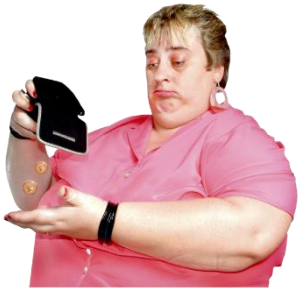
This guide will help you to fill out an application to your local authority for social housing support.

You might need somebody you trust to support you to fill out the application.



An application for social housing support includes a lot of information and documents.

You can get the social housing support application form from the local authority where you live.



Who can get Social Housing Support?

You can get social housing support if you do not have enough money to pay for your own place to live in.

Where can you get Social Housing Support?

You can get social housing support from the local authority (city or county council) or another agency called an Approved Housing Body.

An Approved Housing Body is an organisation that can offer housing to groups of people, for example, Clúid and The Simon Community.

The disability service that you are connected to might be an Approved Housing Body.

Types of Social Housing Support

Some of the types of support you can get from the local authority are below:

You can rent houses or apartments from the local authority or an Approved Housing Body.

You can rent a house or an apartment through schemes such as the Rental Accommodation Scheme (RAS) and Housing Assistance Payment Scheme (HAP)

Older people, homeless people, travellers, and disabled people can get support with housing.

Citizens Information

If you need help filling in the application form you can contact the Housing Section of your local authority or a Citizens Information Centre.

Someone that you trust can support you to fill out the form too.

Important information for when you are filling out the form.

Please write your answers clearly.

It is important that you answer all the questions on the application form.

Your application will not move forward unless all information we need is filled in.

You should write N/A if the questions do not apply to you.

Make sure to sign everywhere that you are asked to sign.

Your local authority will make sure to follow the rules of GDPR rights and your information.

If you have any questions about this, ask your local authority.

You need to send in other documents with the form. There is a checklist to help make sure you remember everything.

The application will not move forward unless everything is sent in.

The local authority may also ask you for more information at a later time.

If your details change (for example, if you get married or move to a new house), you must tell the local authority.

It is very important that you answer letters and emails from the local authority.

If you do not answer all letters and emails the local authority may take you off the waiting list. This means you will not get social housing support.

You can choose someone close to you to help you answer letters and emails from the local authority.

They are called a co-correspondent.

The local authority will tell your co-correspondent that they sent you a letter or email.

Please take a copy of everything before you send it into the local authority.

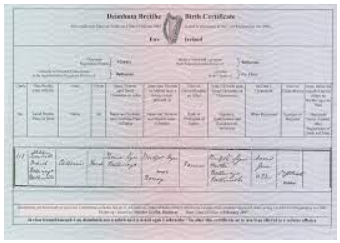
Checklist

The form has a checklist, and this includes all the extra information and documents that you must send with your application form.

You must remember to answer all the questions on the form, or your application will not move forward.

Try to hand in your form in person at the local authority office and they can make sure that you have answered all the questions you need to.

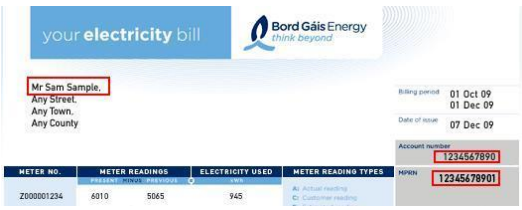
They can also help you make sure you have all the extra documents you need for your application.



We will go through and explain the extra information and documents you need below:

Personal Information

- Photographic ID (passport or driving licence).
- Birth certs (for you and for any person who is applying with you, like a partner).
- PPS numbers (for you and for any person who is applying with you).
- Proof of address (like an electricity bill).

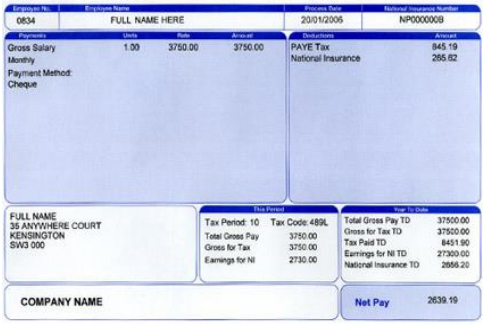


Income Information

We need information and proof of all the money the people applying get, like wages and income.

Employed

- If you (and any person who is applying with you) has had a job over the past 12 months, we will need the following:



Employee No.	Employee Name	Process Date	National Insurance Number
0834	FULL NAME HERE	20/01/2005	NP000000B

Pay Description	Units	Rate	Amount	Deduction	Amount
Gross Salary	1.00	3750.00	3750.00	PAYE Tax	845.19
Monthly				National Insurance	265.82
Payment Method:					
Cheque					

FULL NAME
35 ANYWHERE COURT
KENSINGTON
SW3 000

This Period		Year To Date	
Tax Period: 10	Tax Code: 489L	Total Gross Pay TD	37500.00
Total Gross Pay	3750.00	Gross for Tax TD	37500.00
Gross for Tax	3750.00	Tax Paid TD	8451.90
Earnings for NI	2730.00	Earnings for NI TD	27300.00
		National Insurance TD	2656.20

COMPANY NAME

Net Pay 2639.19

<u>From This Year</u>

- Your payslips for all jobs you have had since January of this year.

  <u>Or</u>

- Pay and Tax Summary (for this year)

  You can get this from Revenue's online service (myAccount). This will include all your jobs in this current year to date.

<u>From Last Year</u>

- Statement of Liability

  You can ask Revenue for this through their online service (myAccount) or your local tax office.

  The Statement of Liability is a final review of your tax liability for a tax year. It was previously known as the P21 - End of Year Statement.

  <u>And</u>

- Employment Detail Summary

  You can get this from Revenue's online service (myAccount).

Income Information (continued)

An Roinn Coimirce Sóisialaí
Department of Social Protection

Social Welfare Income

- If you (and any person who is applying with you) get social welfare payments, you will need to send information and proof of this. You can get a statement from the Department of Social Protection.

- This statement will show the money you got from them.

Self-employed

- If you are self-employed, you need at least 2 years accounts with an auditor's report and a notice of assessment and / or self-assessment acknowledgement letter (for the last 12 months).

Employee No.	Employee Name	Process Date	National Insurance Number
0834	FULL NAME HERE	20/01/2006	NP000000B

Payments	Units	Rate	Amount
Gross Salary	1.00	3750.00	3750.00
Monthly			
Payment Method:			
Cheque			

Deductions	Amount
PAYE Tax	845.19
National Insurance	265.62

FULL NAME
35 ANYWHERE COURT
KENSINGTON
SW3 000

This Period	
Tax Period: 10	Tax Code: 489L
Total Gross Pay	3750.00
Gross for Tax	3750.00
Earnings for NI	2730.00

Year To Date	
Total Gross Pay TD	37500.00
Gross for Tax TD	37500.00
Tax Paid TD	8451.90
Earnings for NI TD	27300.00
National Insurance TD	2656.20

COMPANY NAME

Net Pay 2639.19

Pensions

- If you are a member of a public service pension scheme, or have what is called an Additional Superannuation Contribution (ASC), then you will also need to provide
  - your final payslip from last year, and
  - your most recent payslip from this year

Extra information that might apply to you (if it does not apply to you, you can write N/A)

- Information and proof of citizenship or permission to stay in Ireland for you and any person who is applying with you.
  (like a letter from the Department of Justice).

- Marriage certificate.

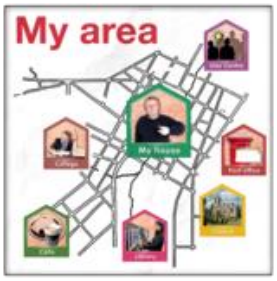
- Copy of a separation / divorce agreement.

- Information and proof of tenancy agreement and Residential Tenancy Board registration if you are renting now.

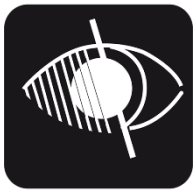
- Information about any property or land you (or any person who is applying with you) owns.
  This information should include the location, value, status of the property and any money you get from this.

- If you own a house and this mortgage is in trouble, you need a letter from the arrears support unit of your lender.

- A letter from a local authority or Approved Housing Body where you previously lived if you had social housing support before.



- Information and proof of a connection with the local area if you do not live there now, for example, this can be proof that you used to live there before.



- A completed Disability and/or Medical Information form.
  You can get this from your local authority. There is more information on this form on page 18.

- An Occupational Therapist (OT) report about what you would need in your house like equipment or changes to a house to make it more accessible for you.

This Form is in 12 Parts and This is a Guide to Those Parts

Part 1: About You (Personal Details)

- This part asks for things like your name, date of birth, current address etc.
- If there is somebody else applying for social housing with you (like a partner), then they will also need to fill out their personal details.

Part 2: Where You Are From (Nationality Details)

- This part asks where you were born, what language you speak, your citizenship status for example, if you are Irish.

Part 3: Where You Work (Employment Details)

- This part asks if you are working.
- It asks for your employers' details, like their company name and address.

Part 4: What Money You Get (Income Details)

- You need to show your weekly income or wages before you pay any taxes (gross pay). This can be the money you get from working, social welfare, or any other money you get.
- Then you need to list what is taken out of your money (deductions), this can be things like PAYE, PRSI.

Part 5: Other People Applying with you (Other Household Members)

- This part asks for information about the other people who will live in the same house as you. For example, your partner or any children you have.
- You need to give details like their names, date of birth, country of birth, citizenship status, gender, marital status.

Part 6: Where You Live Now (Current Accommodation)

- This part asks about where you currently live and details on this.
- It asks if you own or rent the house you live in and what kind of housing it is.

- If you are renting, you need to give information and proof of this.
- It asks for the reason you are looking for support (like disability reasons).
- You then need to explain what is in the house you live in now.

Part 7: Where You Have Lived Before (Accommodation History)

- This part asks you to give information about where you have lived over the last 5 years.

Part 8: What House Do You Need (Housing Requirements)

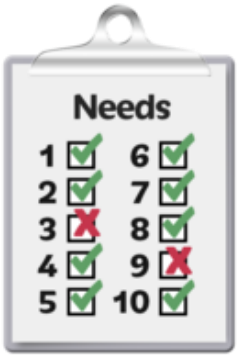
- This section asks if you identify as an Irish Traveller.

  This is to know if you are a Traveller and would like to be included in Traveller Accommodation Programmes.

  This gives local authorities information they need to improve their Traveller Accommodation Programmes.

  This information will not affect whether a person is eligible for social housing supports.

- This part also asks what housing support you need to make your home more accessible. For example, changing the bathroom, bedroom or putting in ramps.



- If you are applying on medical or disability grounds, you will be asked to give details about your needs.

- If you are applying on medical or disability grounds, you will also need to fill out another form, the Disability and/or Medical Information form.

  You can get this from your local authority. There is more information on this form on page 18.

Part 9: Basis for Application

- You can only apply to one local authority for housing support.

- The name of the local authority for where you would like to live will be on the front of the application form.

- This local authority must be in the area where you usually live.

- You will be asked to choose where you would like to live in this local authority.

- You should choose these areas carefully, think of things such as services, transport, links to family and friends, and type of housing in the areas you choose.

- You can apply to another area if someone living in the house has a local connection to that area.

- A local connection is when someone:
  - used to live in an area for 5 years,
  - works within 15km of the area,

  - goes to school or college there,
  - needs educational or health services in that area,

  - has a relative living in the area for more than 2 years. A relative includes a parent, adult child or sibling.
    It may also include another relative who has a close link with the household member.

Part 10: Other Houses You Own (Other Property Information)

- This part asks about any property or land you might own.

- It asks about any property or land someone who is applying with you might own.

- Put n/a in these boxes if these questions do not apply to you.

Part 11: Public Order Offences and Other Information

- This part asks if you have ever been in trouble with the Gardaí.

Part 12: Other Information

- Add in anything else that might be important or helpful to support your application.

Declaration

At the end of the application form there is a section for you to sign called a 'Declaration'.

Read the declaration carefully and sign it. If there is another person applying with you, they need to sign it too.

If you need help filling in this form you can contact the Housing Section of your local authority or a Citizens Information Centre and they will help you. Someone you trust can also help you.

Disability / Medical Information Form

What Is This Form About?

If you are applying for social housing support because you have a disability, you need to fill out another form.

The form is called HMD – Form 1. You can ask your local authority to give you this form.

Important Information

You may get priority status for housing support if you have a disability or medical condition.

This will depend on your housing situation.

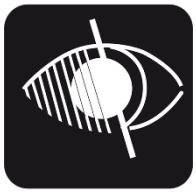
The form has four sections. You should fill out section 1 and section 2 yourself.

Two healthcare professionals should fill out section 3 and section 4 for you.

A Healthcare Professional includes the following professions: Consultant, General Practitioner (GP), Mental Health Nurse, Public Health Nurse, Occupational Therapist or Social Worker.

You may need an Occupational Therapy (OT) report depending on your housing needs, like if you need to change a house to make it more accessible for you.

The Form Is In 4 Sections and This Is A Guide to Those Sections



Section 1: Disability and / or Medical Information

- This section asks you to fill out information about your disability and / or medical condition.

Section 2: About You (Personal Details)

- This section asks you to fill out information about yourself for example: your name and date of birth.

Section 3A: Healthcare Professional Details

- The two healthcare professionals fill in their contact details in this section.

- They will fill out some of the parts of the form to support your application.

Section 3B: Current Accommodation Details

- This section asks the healthcare professionals about where you live now and if it is having a bad effect on you.

Section 3C: Accommodation Details

- This asks the healthcare professionals how a change in where you live will be a good thing for you.

Section 3D: Support Needs

- This asks the healthcare professionals about the supports you need to live independently.

Section 4: Healthcare Professional Declaration

- The two healthcare professionals sign and date the form.