

Date: May 2019

Housing Options and Young Persons Advisors Move On Arrangements.

Procedure: Care Leavers Move On

Procedure aims:

The policy aims are to ensure:


- That priority for re-housing is given to those Care Leavers ready to move on to alternative accommodation
- To ensure that appropriate advice is given to those leaving Care to secure suitable move on accommodation.
- That a suitable move on process operates in order to ensure that people who no longer need support, or need a reduced level of support to maintain independent living, are able to be re-housed appropriately
- That Housing Options and Young Person Advisors work efficiently together in pursuit of these shared aims.

This procedure is for planned moves. If a service user needs to be re-housed as an emergency e.g. as a result of threats, assaults, abuse please contact the Homelessness Prevention & Response Team (Via Dudley Council Plus) for advice on 0300 555 2345. Please note this service operates on a 9am-5pm basis and offers an out of office hours service for emergencies only.

Procedure:

	PROCEDURE	RECORD or DOCUMENT	OFFICER RESPONSIBLE
1	APPLICATION		
1.1	<p>The Young Person Advisor (YPA) will work with the service users as part of their Pathways Plan. On-going support will identify at what stage people are likely to become ready to move on, planning for post 18 should commence from the ages of 15/16.</p> <p>The diagram attached to this document (Appendix 1) advises YPA's of the options that are available to them</p> <p>The YPA will contact the Housing Options Team to request a Housing Options interview which will take place at a pre-arranged time and date at the Switch Hub or other suitable location.</p> <p>Initial information to be discussed, agreed and recorded includes:</p> <ul style="list-style-type: none"> • Type of accommodation required including consideration of Staying Put, Supported Lodgings, Supported Housing, or independent living • Tenure type - private rented, housing association and local authority • Geographic area preferred • Identify if there will be a need for on-going support • Identify any barriers to be overcome in relation to re-housing e.g. anti-social behaviour or certain criminal convictions 	<p>Support Plan</p> <p>Appendix 1</p>	Young Person/YPA/HO using Options
1.2	<p>If the Young Person has indicated that he/she is interested in applying for council or housing association accommodation then the Housing Options Advisor (HOA) should go through the leaflet 'Applying for a council property – is this service for me' with the service user and then book them on the earliest available pre-tenancy workshop.</p>	<p>Leaflet 'Applying for a council property – is this service for me?'</p> <p>Pre-Tenancy Workshop</p>	Young Person/HOA/YPA

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	<p>If after reading the leaflet and attending the workshop they still wish to proceed the YPA can support the Young Person with completing an on line application form and medical form if necessary (https://www.dudley.gov.uk/residents/using/finding-a-home-and-housing-options/council-homes/applying-for-a-council-home/). Please note there is an area on the Housing Application form to put details of professionals supporting the young person, the YPAs details must be input in here</p> <p>This should happen within four weeks of attendance at the workshop</p>	On-line Housing Application form DMBC	
1.3	<p>The YPA should assist the Young Person to obtain relevant documentation to support the application a list of documentation required is included in Appendix 2' and a 'Leaving Care Move On' referral form.</p> <p>An e-mail from the YPA to ApplicationTeam_DACHS@dudley.gov.uk confirming an application being submitted for a Service user would assist the Housing Options team in identifying the application and allocating it timely and appropriately.</p>	<p>Appendix 2</p> <p>Leaving Care Move On' referral form</p>	Young Person/YPA
	APPLICATIONS MADE TO DUDLEY MBC:		
1.5	<p>On receipt of the application form at DMBC it will be assigned to a named Housing Options Advisor. The HOA or a colleague will have already seen the Young Person at the Housing Options Interview but may need to discuss some of the information on the form with them.</p>	On line application form	HOA

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2.	IDENTIFYING and SECURING ONGOING SUPPORT.		
2.1	<p>If, through the Pathways Plan review process, it is identified that the service user requires further support, then the YPA needs to assess level of support required in relation to hours and areas to aid the transition. The Gateway should be completed as soon as possible to ensure that a provider is identified within a timely manner.</p> <p>Once a provider is identified, the YPA, Young Person and Provider should meet to identify delivery and arrange for regular reviews.</p>	<p>Gateway form</p>  <p>Gateway Form - v3.0r.pdf</p>	YPA
3.0	BANDING the APPLICATION		
3.1	<p>Once all requested information has been received then the application will be made live to bid.</p> <p>The Young Person will be placed in Band 1 – for move on from Foster Care, Supported Accommodation Or Band 2 if the Young Person has been living back with parents or a family member and cannot remain there</p> <p>If a young person is applying with a partner the Band assessed is based on the current circumstance.</p> <p>The Northgate application will be marked as follows 'Care Leaver, contact both young person and YPA – *name* to confirm circumstances before progressing offers'</p> <p>Young persons accepted as leaving care from Dudley will be accepted as in In Borough applicants even if previous placements have been out of borough.</p> <p>Where a young care leaver from another borough has been residing in Dudley and meets the residence qualification, where possible the HOA</p>	<p>Northgate/Banding letter</p> <p>Move on letter</p> <p>Northgate application Note Pad.</p>	HOA/YPA

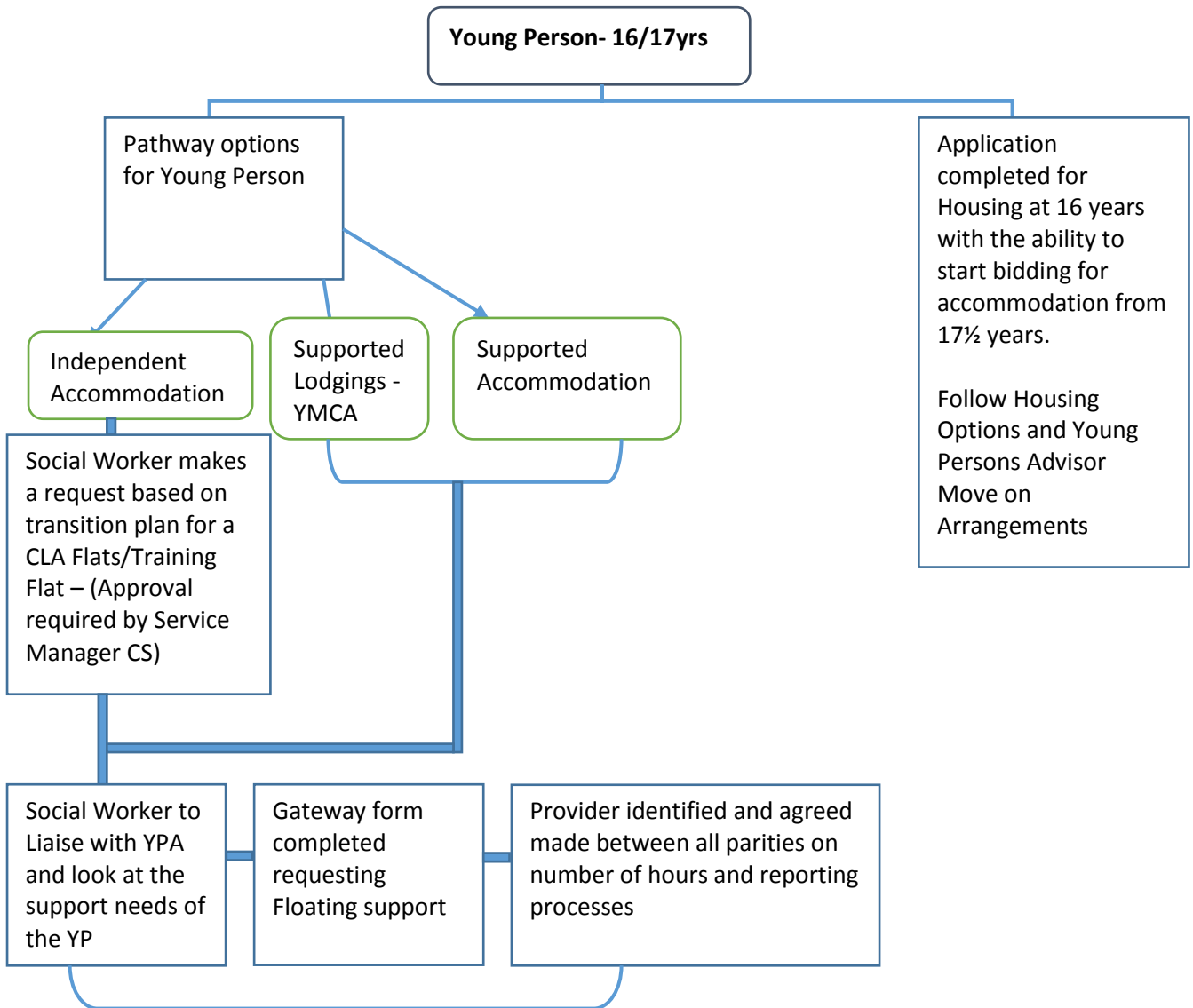
	PROCEDURE	RECORD or DOCUMENT	OFFICER RESPONSIBLE
	will discuss the case with the YPA from the originating borough to ensure appropriate support will be in place.		
4.	BIDDING FOR AND ACCEPTING A PROPERTY		
4.1	The Bidding Cycle is available to view from Thursday through to Monday each week. Where possible the Young Person should be encouraged to bid independently or with the support of the YPA.	Dudley at Home	Young Person/YPA
4.2	If necessary a Case Manager may be identified within the Housing Options Team to place bids for the Young Person.	Dudley at Home	HOA
4.3	Should the Young Person be successful in bidding for a property then the Allocations and Lettings Team will contact the Young Person and the YPA (by email) to ensure that there has been no change in circumstances.	Dudley at Home	PLO/YPA
4.4	If all is okay to proceed then the Young Person will be invited to a viewing of the property, the YPA should also attend this viewing for support and to consider its suitability. It may be necessary for the PLO to discuss the offer with the incoming Housing Manager (HM) as part of a final risk assessment before a firm offer is made.		PLO/YPA/HM
4.5	If the property is considered to be suitable then a sign up will be arranged with the appropriate Housing Manager. Again the YPA's attendance at the sign up is required especially where there is a need for ongoing support. At this stage should there be any transition of support the YPA should ensure that the necessary referrals are in place. Where floating support is being requested the YPA should be specifying the number of Support Hours required for that young person	Sign Up Checklist	HM/PLO

	PROCEDURE	RECORD or DOCUMENT	OFFICER RESPONSIBLE
	<p>The YPA would also assist the service user with completing the appropriate benefit claim forms or if under 18, will arrange for payments to be made for the rent on the accommodation via a leaving care maintenance allowance until such time as the Young Person is able to access benefits.</p> <p>The young person will be required to pay 2 weeks rent in advance at sign up, it will also be necessary to know what the young persons income will be, and their pay dates if they are on Universal Credit.</p>		
4.6	<p>The new tenancy will be an Introductory Tenancy or an under 18's licence agreement. It is important that the new tenant understands that the tenancy is something to be valued and the importance of regular contact with their Housing Manager to ensure that after 12 months it can be transferred to a Secure Tenancy.</p> <p>At the sign up meeting a firm appointment should be made with the young person and YPA to allow access to be arranged within the first 6 weeks for the New Tenant visit at the property.</p> <p>It is important that all parties are present for this appointment to ensure that the tenancy is progressing well and to discuss further action/more intensive support if it is not.</p> <p>After the initial meeting it may be necessary to facilitate more regular homechecks with the young person/YPA and HM. If the tenancy appears to be failing it may be necessary for the YPA to look at alternative more supported accommodation rather than continuing with the general needs tenancy. It is important to get things right so as not to</p>	Introductory Tenancy visit checklist	HM/YPA

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	jeopardise future access to housing.		
	INFORMATION SHARING		
5.1	Should further information be required from the support provider in order for an offer of housing to be made DMBC will secure the consent of the applicant to share and obtain information prior to any information requests/information exchange taking place.	Written consent from applicant/Terms and Conditions	Allocations and Lettings Team
5.2	Having made the referral to Dudley MBC the applicant is required to inform Dudley MBC of any changes in circumstances that may affect their housing application. The YPA should also advise of any serious changes of behaviour or suitability for move on or if they move out of their current accommodation by any other means.		Young Person YPA
5.3	Dudley MBC will at all times comply with relevant data protection legislation.		All
6.	APPEALS		
6.1	Dudley MBC Lettings Policy includes a review process for adverse decisions	Lettings Policy	Team Manager/Assistant Team Managers Housing Options

Appendix 1

Quick Reference Guide – Accommodation Options



Application completed for Housing at 16 years with the ability to start bidding for accommodation from 17½ years.

Follow Housing Options and Young Persons Advisor Move on Arrangements

Floating Support Providers: Fry Accord Association
 Stonewater Association
 Just Straight Talk
 Top Church Training

Support available: Group activities, benefits support, education and employment support, health & wellbeing support – support delivered according to need

General Information: YP have the option to take on the full tenancy if they, which on CLA flat occupied.

Floating Support to be revisited at 3, 6, 9 and 12 months to check progression.

All young people to have a Housing Options meeting as part of the transition arrangements/move on process – Housing Application completed on line or in exceptional circumstances, a hard copy of the application can be given to this cohort of young people.

Appendix 2

Basic Evidence required	Evidence Accepted
Proof of ID	Birth cert / passport / driving licence
Proof of residence	Any official letter dated within the last 3 months or most recent bank statement
Supporting Letter from YPA	
Proof of income	Employment or Benefit
Conduct Reference	Completion of form provided
Financial	Last 3 consecutive bank statements – if they do not have bank account will need to provide the income / expenditure form provided
DMBC Terms & Conditions, Police declaration, Changes to Housing Benefit,	App to sign all forms provided
Move on reference (if living in supported accommodation) This incorporates tenancy reference and proof of clear rent account	Completion by staff at supported accommodation - form provided