

REFERRAL TO NYHC RESETTLEMENT CATEGORY

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

RESETTLEMENT REFERRAL

- This is subject to registration on North Yorkshire Home Choice (NYHC) register
- The resettlement referral will not be considered if there is no NYHC application number
- Once resettlement category is agreed, customers can bid for properties across the North Yorkshire area and are subject to criteria set out in NYHC Common Allocation Policy

MOVE ON FLAT

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

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 City York Council (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

- Refer 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 should be submitted
- Young people aged 16/17 will also need a trustee for a minimum 6 months or 18th birthday whichever is longer
- If a young person is a care leaver then this route should be used above resettlement

CBL resettlement category April 2013, updated 2018

Application for Move on flat	YES/NO	Application for Resettlement category	YES/NO
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Applicant's Name:		NYHC Application No:	
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Current Address:		LA area	
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Date of Birth:		National Insurance No:	
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Date of Referral:		Referral Agency:	
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Contact name of referrer and telephone number :	
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Previous resettlement agencies/support projects involvement with dates:	
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Length of your project has been working with applicant:		Date when the customer pro-actively engaged with resettlement <i>(not when they first moved into a resettlement project)</i>	
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Additional information to support application – such as <i>pregnant and needs to move out of supported housing</i>	
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Name of post-move support worker and agency telephone number: <i>(if different from referrer)</i>	
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Any other agencies providing support:	
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Probation/YOT/ISSP-Worker and telephone number:	
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Name and Address of Trustee <i>(for ages 16/17 only):</i>	
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Full Housing Options advice provided <i>(date and agency)</i>	
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Please indicate all the resettlement/support work done with the applicant

- 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
- Courses/Key work sessions undertaken and frequency and amount should be included under each heading

(If using electronic form word boxes will expand)

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

	WORK COMPLETED	ONGOING SUPPORT
1.	<u>HEALTH AND RELATED ISSUES</u> <i>(such as GP, drug/alcohol use, mental health, include details of support, courses & key work sessions)</i>	
	WORK COMPLETED	ONGOING SUPPORT
2.	<u>MONEY MANAGEMENT SKILLS</u> <i>(such as weekly budgeting, benefits, bills. Does the person have arrears or 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))</i>	
	WORK COMPLETED	ONGOING SUPPORT
3.	<u>SOCIAL NEEDS</u> <i>(such as occupation of time, employment & training, social inclusion (include details of courses and key work sessions))</i>	
	WORK COMPLETED	ONGOING SUPPORT
4.	<u>PRACTICAL SKILLS</u> <i>such as cooking, cleaning, hygiene & home management (include details of courses and key work sessions))</i>	
	WORK COMPLETED	ONGOING SUPPORT
5.	<u>PERSONAL SKILLS</u> <i>(such as Assertiveness/ communication/self-esteem/conflict resolution (include details of courses and key work sessions))</i>	
	WORK COMPLETED	ONGOING SUPPORT
6.	<u>TENANCIES-</u> <i>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))</i>	
	WORK COMPLETED	ONGOING SUPPORT
7.	Please state the support available to the applicant during and after the move. <i>(Indicate the frequency of visits and the period that this support will last. Also indicate any additional support that will be provided in addition to home visits)</i>	

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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? <i>(Please give details of how this has been verified)</i>
10	Full supported and general housing history (for the last 5 years) <i>(verification and evidence of address history if necessary)</i>
	Are there any anti-social behaviour issues?

11	Reasons for Customer or Support Workers request for immediate direct let:	
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12	AREA CHOICE <i>(please tick minimum of 3)</i>	
<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	

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Please give details why you need a specific type of property (such as medical reasons).
Please give details why you need a specific area choice or why you cannot live in a certain area (with supporting evidence)

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For general applicants all property types will be offered.

If you need a specific property type please circle all you will consider						
Property size	0	1	2	3	4	5
Property type	Bed sit	Bungalow	Flat	Maisonette	House	
Floor level	Ground floor	1 st floor	2 nd floor	3 rd floor +		

PLEASE PROVIDE COMPLETED RISK 5 AND RISK 6 FOR ALL APPLICANTS

(contact SAP officer for these forms on email below)

Signed Applicant Date.....

Signed Joint Applicant Date.....

Signed Referring worker

Signed Supervisor (if appropriate)

Official use only

Date received	Decision date	Decision	Nominated Officer (print name)

Please return to sap@york.gov.uk