

**Kathleen and Michael Connolly Foundation**

**Housing Selection Scheme**

**And**

**Application Procedure**

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**As at: Sept 2010**

**1.0 - Introduction**

The Selection scheme outlined here applies to the accommodation owned and managed by the Kathleen and Michael Connolly Foundation (Ireland) in Malin Co Donegal {Foundation}.

This booklet summarises the rules used to assess the housing needs of applicants and to allocate such accommodation. A copy of the rules are available on request to anybody seeking to make an application.

**2.0 - Aims of the Scheme**

The scheme has been devised to be fair and open and to give applicants freedom of choice.

Anyone applying under this scheme will be:-

* Visited and assessed
* Registered on the waiting list
* Allocated accommodation in accordance with the rules

**3.0 - Applying for Accommodation**

If you are currently living within a 50 mile radius of Malin please phone (074) 93 70948. Your basic details will be recorded and a suitable appointment will be arranged for a representative to call with you to carry out a housing needs assessment.

If you are applying from outside of this area or from outside of the Republic of Ireland then your needs will be assessed in the same way as any other applicant under the rules of the scheme. However as we will be unable to carry out a visit you will be asked to complete a combined application and self assessment form.

**4.0 - How the Scheme Works**

**Eligibility**

To be eligible to apply you must:-

* Comply with the Application Requirements

and

* Be in housing need

and

* Meet the age and connection with the Island of Ireland requirements (see below)

1 Generally you must have attained the age of 60 years of age at the date of application. In specific circumstances you may be eligible below this age.

2 You must also have a substantial connection with the Island of Ireland.

If you are in any doubt about your eligibility on these two points to be considered for housing please contact us for further guidance.

The Foundation will then investigate your eligibility for housing assistance. This will involve determining if :-

1. You are deemed to be ineligible for housing assistance

: or

1. You are a person from abroad who is not entitled to housing assistance

:or

1. You or a member of your household has been guilty of unacceptable behaviour.

A visit is the preferred method to assess housing need.

Providing you are deemed eligible for housing assistance, you will be allocated housing or placed on the waiting list as quickly as possible.

**NB The Foundation will continue to review the eligibility criteria and rules on a regular basis, and review your place on the list in light of any changes made.**

**5.0 - Assessment**

When you apply you will be assessed and awarded points according to your housing need. The level of points awarded will determine your position on the waiting list. You may qualify for the award of points under three categories – these are:-

1. **Insecurity of Tenure**This refers to situations where applicants are homeless or threatened with homelessness.
2. **Housing Condition**Points awarded under this category reflect adverse housing circumstance both in terms of physical condition and sharing/overcrowding being experienced.
3. **Health/Social Well Being Assessment**A comprehensive range of health and social well-being circumstances are acknowledged under this category.  
   These include an applicant’s ability to function within their existing home as well as any social, support and care needs they may have.

Points awarded under any of these categories will be added together to determine your total points level and your subsequent position on the waiting list.

You will be informed of your points total in writing. The Points schedule may be found in Appendix 1.

You are responsible for the accuracy of all information given on your application form and in the course of any assessment visit. You must inform us of every change of circumstance which may affect your application or place on the waiting list.

Where accommodation has been allocated on the basis of false or incorrect information your tenancy may be terminated.

You will be asked in writing periodically whether you still need accommodation. Failure to reply may result in your removal from the waiting list.

**6.0 - Advice and Information**

If you wish to seek advice on, or assistance with the completion of your application form, or if you need any information on the type of accommodation available you may contact us using any of the following methods

Telephone/Fax: (074) 93 70948

(00 353) 074 93 70948 {International dialling}

E-Mail: [efarren67@hotmail.com](mailto:efarren67@hotmail.com)

Post: Kathleen and Michael Connolly Foundation

Malin Day Care Centre

Malin

Co. Donegal

Ireland

**Appendix 1 - Points Schedule**

|  |  |  |
| --- | --- | --- |
|  |  | **Points** |
| **Section 1** | **Insecurity of Tenure** |  |
| Homeless / Threatened with Homelessness | 70 |
|  | Other Homeless | 50 |
|  | Interim Accommodation | 20 |
| **Section 2** | **Housing Conditions** |  |
| **Sharing**  An Applicant residing with people other than spouse  Sharing Kitchen  Sharing Living room  Sharing Toilet  Sharing Bath/Shower | 10  10  10  10  10 |
|  | **Overcrowding**  Each bedroom short of criteria | 10 |
|  | **Lack of Amenities and Disrepair**   1. The Applicant’s current accommodation is not free from serious disrepair. 2. The Applicant’s current accommodation contains dampness which is prejudicial to the health of the occupants. 3. The Applicant’s current accommodation lacks adequate provision for lighting, heating and ventilation. 4. The Applicant’s current accommodation does not have adequate supply of drinking water. 5. The Applicant’s current accommodation does not have satisfactory facilities for food preparation and cooking including a sink with satisfactory hot and cold water. 6. The Applicant’s current accommodation does not have a suitably located WC for the exclusive use of the occupants. 7. The Applicant’s current accommodation does not have, for the exclusive use of the occupants a suitably located fixed bath or shower, each of which is provided with a satisfactory supply of hot and cold water. 8. The Applicant’s current accommodation does not have an electricity supply. | 10  10  10  10  10  10  10  10 |
| **Section 3** | **Health & Social Well Being** |  |
|  | Functional Matrix | Max 32 |
|  | Unsuitable Accommodation | 10 |
|  | Support/Care Needs Matrix  - Home Management  - Self Care | Max 16  Max 14 |
|  | Each Primary Social Needs Factor  (capped at 2 factors ie 2 x 20 points) | 20 |
|  | Each other Social Needs Factor  (capped at 4 factors ie 4 x 10 points) | 10 |
|  | Complex Needs  (General Needs Housing) | 20 |

**NB: Points will be awarded on a cumulative basis unless otherwise stated.**

Kathleen & Michael Connolly Foundation Ltd,

Malin Day Centre,

Malin, Co. Donegal,

Ireland.