 <p>ACCESS 2 PLACE HOUSING</p>	<p>ELIGIBILITY POLICY AND PROCEDURE</p>		Policy Number	TM03
			Version	4
			Date	October 2021
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1. Purpose

This policy, and related procedure, outlines the responsibility of A2P in determining the eligibility of people, with disability, seeking community housing. It also identifies specific eligibility requirements that A2P staff must be aware of when determining eligibility for A2P properties that are under the National Rental Affordability Scheme (NRAS).

2. Context

Community housing is provided to people based on set eligibility criteria and is predominantly offered to registrants based on their assessed level of risk and vulnerability.

As part of the Community Housing Master Agreement, this policy aligns with the SA Housing Authority [Eligibility for housing policy](#)

3. Scope

This policy applies to any person registering their interest in community housing properties that are subject to or bound by a Community Housing Agreement between A2P and the South Australian Housing Trust unless other special conditions are outlined in project agreements.

This policy also applies to A2P properties that are part of the government National Rental Affordability Scheme (NRAS). These properties have additional specific eligibility and ongoing eligibility conditions in relation to household income limits. Refer to section 5.6 of this policy for more information.

4. Risk

Without set eligibility criteria, access to community housing may not be targeted to customers, who are living with a disability, and who are in greatest need of housing assistance.

There is also a risk that A2P will not meet NRAS property requirements that oblige A2P to ensure that tenants continue to meet eligibility requirements.


5. Policy Detail

All potential applicant(s) are required to complete an *A2P Initial Enquiry Form* to facilitate A2P in assessing whether the potential applicant(s) meet the basic A2P eligibility criteria (section 5 of this policy). The formal application process, through the lodgement of a Registration of Interest, will then only commence if the potential applicant is considered to have met the basic A2P eligibility criteria.

When undertaking a registration of interest assessment, staff are required to use the *Registration of Interest Form*, and the *Housing Needs Assessment Form*. Refer to the *Allocation Policy* for more information.

To be considered eligible for A2P housing, all applicants must meet both community housing and A2P specific eligibility criteria.

5.1. South Australian Housing Authority's Eligibility for Housing Policy

	ELIGIBILITY POLICY AND PROCEDURE		Policy Number	TM03
			Version	4
			Date	October 2021
			Review Date	October 2023

A registration of interest for community housing may be lodged by an individual irrespective of their race or ethnic origin, disability, marital status, religious or political opinion, pregnancy, sex or sexuality.

To ensure people meet all the conditions for eligibility for community housing, refer to the SA Housing Authority Eligibility for housing policy. This policy identifies areas such as:

- Independent income
- Owning Residential property
- Income and Asset limits
- Assessing need (Category 1, 2 and 3)

5.2. A2P Specific Eligibility Criteria

A2P provides housing specifically for individuals and families living with disability. In addition to meeting eligibility for community housing, registrants must also meet the following A2P eligibility criteria. This criterion ensures that A2P continues to provide appropriate and affordable housing to people with disability in highest need. All eligible applicants must:

A. Have a disability;

All applicants will need to provide evidence of their disability. A2P will align with the NDIS in determining suitable evidence of disability, refer to the NDIS website on 'Providing evidence of your disability' [here](#).

The NDIS 'Providing evidence of your disability' identifies areas such as:

[What is considered good evidence of disability? |](#)

[Who can provide evidence of your disability? |](#)

[What evidence is needed from your treating professional? |](#)


Note 1: For the purposes of this policy, disability is defined as per the Disability Inclusion Act (SA) 2018:

“Disability, in relation to a person, includes long-term physical, psycho-social, intellectual, cognitive, neurological or sensory impairment, or a combination of any of these impairments, which in interaction with various barriers may hinder the person's full and effective participation in society on an equal basis with others”.

Note 2: The Disability Discrimination Act (Cth) 1992 provides protection against discrimination for people with disability. Of particular relevance to A2P eligibility assessments is section 25 'Accommodation' of the Act which states

“It is unlawful for a person, whether as principal or agent, to discriminate against another person on the ground of the other person's disability”.

Please refer to section 25 of the Disability Discrimination Act (Cth) 1992 for more information.

	ELIGIBILITY POLICY AND PROCEDURE		Policy Number	TM03
			Version	4
			Date	October 2021
			Review Date	October 2023

AND

B. Be in a living situation considered ‘highest need’;

For the purposes of this policy ‘highest need’ is defined as per the A2P Constitution (1.13):

“...means people living with a disability classified as Category 1...”

Note: Refer to the SAHA Eligibility for housing policy for more information on Category types with definition of level of need.

OR

Be in a living situation where housing would promote the relief of poverty

(A2P Constitution 9.1 and A2P Deed of Settlement 2.1.1a).

Note: For the purposes of this policy, poverty is defined as per the Australian Bureau of Statistics (ABS) measure:

“Poverty measures are generally based on a percentage of the median income of the population as a whole. Two commonly used measures, in international poverty studies, are to identify people as living in poverty as households with income below either 50% or 60% of the median income for all households”¹.

AND

C. Be considered against the A2P Sustainable Tenancy Matching Criteria.

The A2P *Allocations Policy* identifies a Sustainable Matching Criteria that supports Access 2 Place to promote a successful and sustainable tenancy when matching an applicant to a property. Please refer to the A2P *Allocations Policy* for the criteria list to be used when assessing eligibility and the sustainability match of a particular property.

5.3. Ongoing Eligibility Requirements

5.3.1. Registrants

Once deemed eligible for A2P housing, the registrant must continue to meet applicable eligibility requirements at the point of housing offer. Where a registrant has been assigned a category of need, a review must be undertaken at the point of housing offer to verify that their assigned category of need is current.

5.3.2. Tenants

Tenant households must continue to meet the base eligibility criteria as identified in this policy. Tenants are not required to meet any additional eligibility tests for the duration of their tenancy unless otherwise agreed as a condition of tenancy.

¹ [http://www.abs.gov.au/ausstats/abs@.nsf/Lookup/by%20Subject/6523.0~2013-14~Feature%20Article~Wealth%20of%20Low%20Income%20Households%20\(Feature%20Article\)~30](http://www.abs.gov.au/ausstats/abs@.nsf/Lookup/by%20Subject/6523.0~2013-14~Feature%20Article~Wealth%20of%20Low%20Income%20Households%20(Feature%20Article)~30)

	ELIGIBILITY POLICY AND PROCEDURE		Policy Number	TM03
			Version	4
			Date	October 2021
			Review Date	October 2023

A review of ongoing eligibility will occur prior to the time a tenant’s fixed term lease expires and is to be renewed, or at any other time as determined by A2P.

5.4. NRAS

5.4.1. Initial NRAS Eligibility

In order to be eligible for an incentive under NRAS, A2P must ensure that dwellings are rented to eligible tenants who meet the income criteria below.

A household’s gross income for the 12 months prior to the commencement of tenancy of an NRAS dwelling must be equal to or less than the relevant income limit for the household’s composition. The NRAS year runs from 1 May to 30 April.

- The gross income limits for households of eligible tenants are specified in the NRAS regulations. Refer to this website to access the most recent income eligibility limits: <https://www.dss.gov.au/our-responsibilities/housing-support/programs-services/national-rental-affordability-scheme/national-rental-affordability-scheme-nras-household-income-indexation>
- Each year, household income limits are indexed according to percentage changes of All Groups Component of the Consumer Price Index.
- Income levels are assessed against gross income limits according to the household composition. For NRAS purposes, a household is considered to be all persons who are tenants of the dwelling. All persons who ordinarily reside in a NRAS home must have their income included as a member of the household.
- Once considered eligible, household income may then increase above the income limit; **however** please refer to section 5.4.2 below if the household income increases to ensure ongoing eligibility.

5.4.2. Ongoing NRAS Eligibility

A2P will undertake yearly eligibility assessments to ensure all NRAS tenants continue to meet ongoing eligibility requirements. Refer to section 5.2 of the Eligibility Procedure for more information.

5.4.3. NRAS 10 year program

NRAS is a fixed term program and will operate for 10 years (until 2023). Once the program is completed all tenants in NRAS properties will be assessed for eligibility in accordance with the standard eligibility requirements outlined in section 5 of this policy.

	ELIGIBILITY POLICY AND PROCEDURE	Policy Number	TM03
		Version	4
		Date	October 2021
		Review Date	October 2023

6. Procedure

To confirm eligibility, A2P staff will request evidence as follows.

For applicants wishing to register for housing with A2P, verify that the applicant:

Item	Reference
<ul style="list-style-type: none"> lives in South Australia, and has an independent income, and meets the income and asset limits, and no one in the household owns or partly owns residential property, and has provided evidence of disability 	Community Housing Eligibility Policy Community Housing Eligibility Policy Community Housing Eligibility Policy Community Housing Eligibility Policy A2P Eligibility Policy 5.2 (A)

At the point of offering a tenancy, and in addition to the above, verify that the applicant:

Item	Reference
<ul style="list-style-type: none"> is in a living situation considered 'highest need' – OR – housing would promote the relief of poverty, and meets A2P Sustainable Matching Criteria 	A2P Eligibility Policy 5.2 (B) A2P Eligibility Policy 5.2 (C) & A2P Allocations Policy 5.2.2

Current A2P tenants, ongoing eligibility confirmed:

Item	Reference
<ul style="list-style-type: none"> Tenant has provided evidence of ongoing compliance with the income and asset limits, and no one in the household owns or partly owns residential property 	Eligibility Policy 5.3.2


Reference Documents and Links

7.1 Directive Documents

- [Eligibility For Housing Policy](#)
- [Community Housing Master Agreement](#)
- [Community Housing Providers \(National Law\) \(South Australia\) Act 2013](#)
- [National Regulatory System Community Housing, Regulatory Framework](#)
- [National Rental Affordability Scheme \(NRAS\) Regulations 2020](#)

7.2 Related Documents and Resources

- A2P Initial Enquiry [Form](#)
- A2P Registering Community Housing Customers and Managing Vacancies [Procedure](#)
- A2P Allocations [Policy](#)
- A2P Rent [Policy](#)
- A2P Tenancy [Agreement](#)
- A2P Tenancy [Guide](#)
- SAHA [Community Housing Eligibility Guideline](#)

	ELIGIBILITY POLICY AND PROCEDURE	Policy Number	TM03
		Version	4
		Date	October 2021
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7. Policy Approval

Content Author:	Delegated Authority: Level 2	
Date: November 2018	Date: 10/07/2019	
Name: Rebecca Chapman Position: Policy Consultant	Name: Jonathan Lardner Position: CEO	

8. Revision History

Date	Version	Author / Amended By	Comments / Review History
September 2016	1	Lyndi Gepp	Original Draft G310
August 2018	2	Rebecca Chapman	Changes made to original draft drawing from the Renewal SA Community Housing Core Operating Eligibility Policy template. Significant changes made to A2P specific criteria section. Approval given by CEO 20/12/2018
July 2019	3	Rebecca Chapman	Changes made to align with SAHA changes effective from the 4 th June 2019.
October 2021	4	Stephanie Singleton with Matt Johnson	Added Procedure section (instead of a separate document as previously indicated). Updated name (Policy and Procedure) Minor updates: document names; links.