

## Procedure for Application to Supported Housing Projects

- Applicant fills in application forms ( main Kenward Trust Application Form and Application for Supported Housing Projects)
- Applicant indicates which project is being applied for
- Applicant to complete pp4-7 (Part A)
- Applicants key worker, counsellor or referrer completes pp8-14 (Part B and risk assessment)
- Applicant or Referrer returns forms to Kenward Trust Head Office **to include most recent risk assessment.**
- Application form is logged in to Application File in Head Office.
- Form is forwarded to manager of the project.
- Any reports required for consideration of the application are requested from appropriate agencies, e.g. treatment provider, psychiatrist or probation.
- Within 7 days the applicant is contacted and invited for an assessment interview
- The assessment interview consists of two parts –
  - 1. An informal visit to the project on the day of the weekly house meeting
  - 2. An assessment process with the project manager.
- At the informal interview, the project manager discusses the application form in detail and gives the applicant the opportunity to discuss it in depth.
- A Kenward Trust assessment form is used to ensure consistency in the interview process.
- The applicant is given a copy of the licence agreement at the informal visit to the project – he is encouraged to read and agree the contents of this licence
- The applicant is advised that the outcome of the assessment will be given within 2 days.
- The outcome is given by letter which either offers or declines a place.
- The referring agency will be informed of the outcome of the assessment
- Admission date is by agreement with applicant and project manager
- In the case that a place is declined, the client is offered the opportunity to appeal against the decision. This outlined in The Appeals Procedure.

**Kenward Trust  
Supported Housing Projects**

**Eligibility Criteria**

***Those meeting the following criteria are eligible to apply for a place within our Supported Housing Projects:***

- Men and Women who have experienced substance misuse problems
- It is recommended that applicants have a period of stabilisation and have been in recovery from drugs and/or alcohol for a minimum of three months prior to admission.
- Service users must have housing related support needs, and be able to demonstrate that with support from staff that they will be able to fulfil a transition to independent living at the appropriate time.
- That it is recognised that we will request a progress report from the treatment centre or accommodation provider you are or have been most recently attending
- Service users coming to the relevant project will come without a significant break from the treatment programme currently attended and without relapsing
- Service users must be prepared to take an active part in their ongoing recovery.
- Service users are motivated to change
- Service users are motivated to remain abstinent from drugs and alcohol
- Service users may be homeless or at risk of becoming homeless
- Service users must be eligible for housing benefit or are financially self-supporting

**Risk assessment**

A risk assessment will be carried out when considering the application. This will look at whether supported accommodation is suitable. We will consider risks we can identify together, for example:

- Whether the applicant suffers from a life threatening condition and is not in touch with health or other professionals
- Whether the applicant is at risk of self-harm, for example previous attempts at suicide with the likelihood of repetition
- Whether the applicant is at risk from others
- Whether the applicant may pose a risk to others either directly or indirectly.

*These are some examples – there may be other risks to be considered.*

We have a Policy Statement of Equal Opportunities. A copy can be provided on request. Applicants will always be subject to an assessment interview.

**We are unable to offer a place to:**

- Couples
- Pets
- Those with a history of arson that has not been addressed
- Those on the Sex Offenders Register who have not undertaken a specialist treatment programme
- People with acute psychiatric symptoms

**If offered accommodation at our Supported Housing Project, Service Users must agree to abide by the criteria detailed in the licence agreement, all of the house rules and policies of the Kenward Trust. Full explanation of these documents will be provided on request.**

**Our Supported Housing projects are short/medium stay in duration where it is expected that residency will last 6-18 months. It has an active move-on policy.**

**Prioritising Applications**

- Applications will be taken in the order in which they are received.
- In the event that there are no vacancies in the supported accommodation, the client will be offered the opportunity to go on a waiting list or alternatives suggested.
- We always contact waiting clients first, in order of date of application, when vacancies occur.
- Our supported housing projects in Southborough and Gravesend are mixed projects.

**IF YOU WOULD LIKE THIS DOCUMENT IN ANOTHER FORMAT THIS CAN BE MADE AVAILABLE ON REQUEST**



**5. Are there any long term relationships that need to be dealt with?**

**YES/NO**

**If YES please explain**

**6. How is your general health?**

**POOR/MODERATE/GOOD/VERY GOOD**

**7. Are you taking or do you need medication?**

**YES/NO**

**If YES, what is it and what is it for?**

**8. How do feel about the other residents in the house you are in?**

**9. What are your long term goals?**

**How do you propose achieving them?**

**10. Are you capable of voluntary work? YES/NO**

**a) What sort of voluntary work do you prefer?**

**b) Would you consider further education or a college course? YES/NO**

**12. What do you do when you feel like having an alcoholic drink or other drugs?**

**13. What are you 3 best points?**

**1)**

**2)**

**3)**

**14. What are the 3 worst aspects of your personality?**

**1)**

**2)**

**3)**

**15. When would you hope to move?**

**16. Anything else you want to say in support of your application?**

**BENEFITS AND IDENTITY**

- |   |               |
|---|---------------|
| <b>1. Are you claiming Housing Benefit?</b>                             | <b>YES/NO</b> |
| <b>2. Have you got any of the following means of personal identity:</b> |               |
| <b>a. Birth Certificate</b>   | <b>YES/NO</b> |
| <b>b. Driving Licence</b>   | <b>YES/NO</b> |
| <b>c. Valid Passport</b>  | <b>YES/NO</b> |

**You will need to have AT LEAST ONE of these before you move to second or second/ final stage to enable you to Claim Housing Benefit**

- |   |               |
|---|---------------|
| <b>3. Are you in receipt of Benefit?</b>  | <b>YES/NO</b> |
| <b>If you are,</b>  |               |
| <b>a. What Benefit is it? (Circle as appropriate):</b>  |               |
| <b>INCOME SUPPORT/INCAPACITY BENEFIT/EMPLOYMENT &amp; SUPPORT ALLOWANCE/OTHER (please give details) .....</b> |               |
| <b>b. How are you paid?</b>   |               |
| <b>GIRO/DIRECT TO BANK/POST OFFICE CARD</b>   |               |
| <b>c. How much do you receive?</b>  |               |
| .....   |               |

**d. What day is it paid?**

.....

**e. How frequently?**

**WEEKLY/ FORTNIGHTLY**

**Signed**.....

**Date**.....





**c. Hygiene**

**d. Support (AA, etc)**

**e. Medication**

**f. Self-assurance**

**g. Counselling**

**h. Work**

**4. Do you support this application?**

**YES/NO**

**5. Expected departure date from 1<sup>st</sup> stage \_\_\_\_\_**

Signed..... (House Manager)

Date.....

Form completed by.....

Date.....

**Please ensure that you contact funders to negotiate funding of therapeutic costs.**

**Check List**

Form	Completed
Kenward Trust Application Form	
Application Form – Part A	
Application Form- Part B	
Funders contacted re therapeutic costs	

**Please return these forms to:**  
**Kenward Trust**  
**Head Office**  
**Kenward Road**  
**Yalding**  
**KENT ME18 6AH**

*Thank you for completing the forms*