

# Practice Hour

## Housing Allowance

Home  
Stretch  
WA

Date:

Thursday 25th January 2023

Name of Facilitators:

Zayd & Laura - Salvation Army



# Acknowledgement of Country

Home  
Stretch  
WA



*Ngaala kaaditj Noongar moort  
Keyen kaadak nidja boodja*

We respectfully acknowledge the Whadjuk people of the Noongar Nation as the Traditional Custodians of the land we are presenting from today, and all the countries where people are located. We pay our respects to their strength, cultural resilience and the Elders past and present.

# Housekeeping & Rules of Engagement

## Rules of engagement:

- Safe, secure, confidential space
- De-identify your examples (*including case managers & District offices*)
- Not supervision (*but can be arranged!*)

## Teams Etiquette:

- Cameras on
- Mic on mute
- One person per camera is best
- Today we are going to hear from the Salvation Army team about each case discussion and then it will be open for all questions and discussions at the end



**Is everyone ok with it being recorded?**

# Who is here today?



**In 1 minute or less**

- New people - introduce themselves
- What is your role?
- Which Provider do you work with?
- Show of hands – who has implemented a HA with a young person?

## By the end of this session...

You will hear some example case discussions about how Housing Allowance has been used by a Home Stretch WA Provider, and understand the:

- Issues and challenges and
- What has worked well & future options

You will also have an opportunity to discuss the case examples and ask any questions to clarify your understanding



# Home Stretch WA Model



Young people are at centre of support.  
Everyone is treated as an individual



Support or connection is offered in  
all areas of life



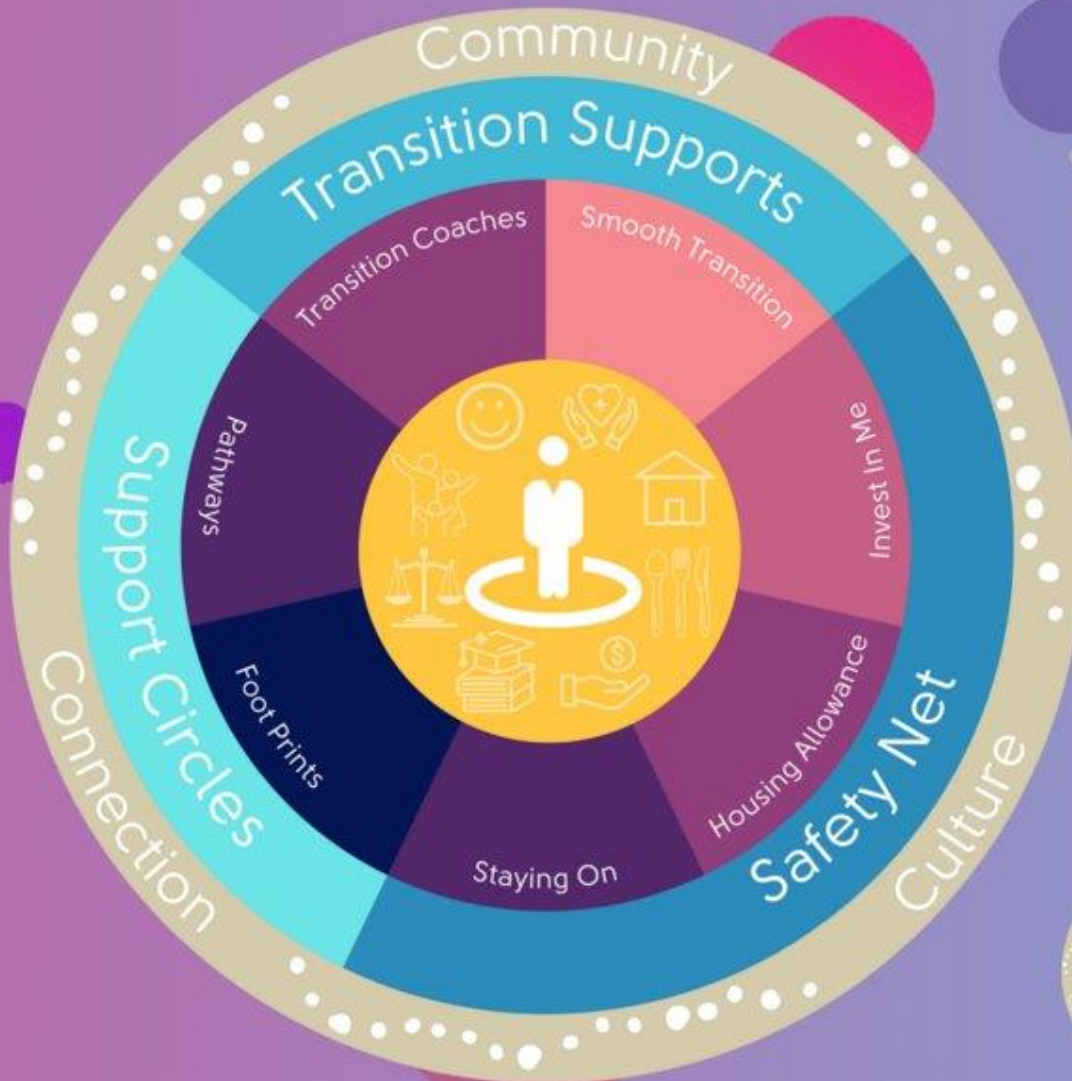
Support is delivered in specific  
ways [Practice Approaches] that  
work for young people



Home Stretch WA focuses on 3  
key elements of support



Home Stretch WA greater purpose is to  
connect young people with their  
community and culture.





# What is the Housing Allowance?

- A fortnightly financial payment that can assist young people to **afford a broader range of living arrangements**
- The practice balances the offer of financial support with the **expectation of becoming increasingly self-reliant**
- Encourages young people to build their **confidence, skills and experience in finding and maintaining housing**



# Case Example 1

- **Previous Housing Status**
  - YP was in a foster placement
- **Housing Issue**
  - wanted to move out due to sibling conflict and overcrowding
- **Housing Options**
  - to move in with a foster brother
- **Financial Status**
  - Applying for youth allowance & working part time
  - Agreed to contribute \$100 per fortnight, increase to \$150 once receiving YA
- **Costs**
  - calculated as part of the living together agreement
  - HA made up the short fall between YP contribution & total support & housing costs
- **Current Housing Status**
  - YP and brother are maintaining a good connection,
  - YP helps around the house with chores and babysitting
  - Remains a safe and secure option



# Case Example 1

## What are our plans to make it work?

Discuss each topic area that came up and what are your plans are to make it work. This may include a list of who is responsible for what or going through each topic area. Note here the non-negotiables, key house rules and expectations on the young person.

### Young Person

- \* continue to clean our messes and help as required
- \* look for employment and education
- \* continue to respect curfew, good communication.
- \* continue to have regular contact with HJ coach.
- \* review capacity to chip in once regular income is received (waiting on CLK payments)
- \* chip in when possible.

### Landlord/Family

- \* continue to provide safe haven/home for
- \* provide food, pay all utilities,
- \* provide internet
- \* provide transport as required
- \* provide emotional support as required

**Finances – It can be difficult to talk about money, but to be eligible for a Housing Allowance, a young person must contribute to costs. How much does it cost for the young person to live in the arrangement? What costs and bills are included?**

Explore things like food, and transport, and contributing and being part of family activities. What costs are not included?

\$200 pf food/shops utilities - \$80. \$50 fuel. toiletries/permal - \$50.

internet - \$80 - incl subscription  
How much will the young person pay? When will they pay?

\$ unable to chip in at present as no payments

\$100 pf once youth allowance begins

How long will this arrangement be for? What happens if the young person wants to leave, or can't continue to stay here for other reasons?

How much notice will be needed from the young person? How much notice will be needed from the Landlord/Head Tenant. If the young person leaves, will others still be able to maintain the Housing?

can be long term, they will communicate any changes

## What do we do if we have any issues?

Discuss what each party is going to do: if they are not happy with the agreement; someone is not meeting their side of the agreement; and if there are any issues. This may need a discussion with other household members.

chat together and use homesketch supports

## How do we end the agreement?

List what the young person and carer or family members agree to should one person want to end the agreement; include how much notice is needed.

No notice period req'd

## Home Stretch WA - Housing Allowance Application Form

### Budget and Housing Allowance Payment Rate

As part of this application, a budget needs to be completed in the space below.

Average Income	Weekly	Fortnightly	
Employment (Avg Average)		\$120 (max as casual)	
Centrelink		\$480 (waiting for income)	
Rent Assistance		—	
Other Income		—	
Total		\$600	
Total Costs	Fortnightly	Young Person's Contribution	Other Source of Payment
Rent/Board	\$150	\$100 pf.	will increase when payment starts to \$150.
Utilities			
- Electricity			
- Gas			
- Water			
- Internet			
Other Ongoing Costs			
Total	\$610.	\$100	

### Calculating the Housing Allowance Payment Rate

The Housing Allowance provides a Housing should costs 30% or less of your income. For most independent living arrangements, the following formula should be used:

**Housing Allowance = Total Rent - 30% Young Person Income (incl. Rent Assistance)**

For living arrangements where meals, transport or support is offered as part of the living arrangement, the Allowance payment rate should consider these costs:

**Housing Allowance = Total Rent + Support/Living Costs - 30% Young Person Income**

Total Rent	+	Support Costs	-	30% of Income	=	Proposed Housing Allowance
150		460		\$150.		\$450 cm



# Case Example 1- Discussion

## What worked well?

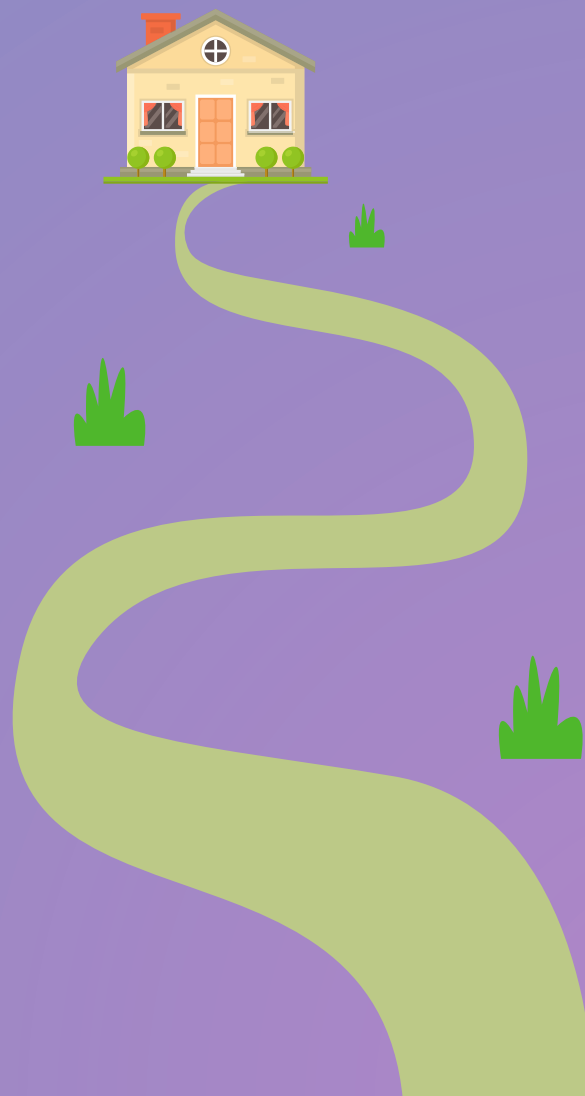
- Easy engagement
- Supportive placement
- No bond/start date issues

## What was a Challenge?

- Working out support costs

## Our Learnings... Next Steps

- Setting up support cost baselines



# Case Example 2



- **Previous Housing Status**

- 2 HS participants were living in ILP together

- **Housing Options**

- opportunity came up for a private rental through real estate, supported by Salvos
- 12 month lease was offered

- **Support Provided**

- coaches supported with budgeting and setting up house expectations and boundaries

- **Financial Status**

- Both were receiving youth allowance

- **Costs**

- HA was calculated using budgeting sheet and using 30% of income as the maximum
- To work out the rate of HA, we calculated (the rent \$550 + utilities \$135) \$685 – YP contribution of \$198, shortfall of \$487 so maximum HA was approved

- **Current Housing Status**

- 6 months into the agreement and the tenants are doing excellently
- No issues with real estate, both working part time locally and building an excellent rental history

# Case Example 2



FORTNIGHTLY BUDGET		YOUNG PERSON	
<b>EXPENSES</b> <b>ACCOMMODATION</b> Rent 100 Water Rates Council Rates Home & Contents Insurance Property Maintenance 30 <b>SUB-TOTAL \$ 130 -</b>		<b>INCOME</b> Centrelink Child Support Income Wages (after tax) Rent Ass 562.80 <b>TOTAL INCOME \$ 659 -</b>	
<b>UTILITIES (Current charges)</b> Gas 25 Electricity 40 Water Usage 30 Phone/Internet 30 <b>SUB-TOTAL \$ 115 -</b>		<b>DEBT AND REPAYMENTS</b> Centrelink Advance Centrelink Debt Child Support Bond Assistance Tenant Liability Vacated Debt Rent Arrears Credit Card Motor Vehicle Loan Furniture Hire Streaming (Netflix, Stan...) Layby Pawnbrokers (Cash Converters...) Payday Loans (Nimble...) Fines Tax Debt Debt Collectors (Recoveries Corp) Overdue Bills - Gas - Electricity - Water - Telephone Bank Overdraft <b>TOTAL REPAYMENTS \$ 80 -</b>	
<b>FOOD</b> Groceries 150 Cigarettes Alcohol Takeaway <b>SUB-TOTAL \$ 150 -</b>		<b>Fortnightly Surplus</b> <b>\$ 49 -</b>	
<b>PERSONAL</b> Clothing 20 Sport/Recreation Entertainment/Holidays Lotto News/Magazines Birthdays & Christmas Cultural Events Haircut/beauty 30 Pet (food, vet, insurance) 15 Charities <b>SUB-TOTAL \$ 65 -</b>		<b>DEBT TO INCOME RATIO</b> #DIV/0!	
<b>EDUCATION/HEALTH</b> Fees/Books General School Exp. Kinder/Crèche Medical/Dental/Chemist Health Insurance Ambulance cover <b>SUB-TOTAL \$ -</b>			
<b>VEHICLE &amp; TRANSPORT</b> Car Rego & Insurance Car Fuel 50 Bus/Train Taxi/Uber 20 <b>SUB-TOTAL \$ 70 -</b>			
<b>TOTAL EXPENSES \$ 530 -</b>			



Government of Western Australia  
Department of Communities

## Home Stretch WA - Housing Allowance Application Form

### Budget and Housing Allowance Payment Rate

As part of this application, a budget needs to be completed in the space below.

Average Income	Weekly	Fortnightly
Employment (6wk Average)	—	—
Centrelink	—	562.80
Rent Assistance	—	97.20
Other Income	—	—
<b>Total</b>	—	<b>660.00</b>

Total Costs	Fortnightly	Young Person's Contribution	Other Source of Payment
Rent/Board	\$550.	\$ 100	—
Utilities	75 25 35 +bc	\$135.	—
Other Ongoing Costs	—	—	—
<b>Total</b>	<b>685</b>	<b>235</b>	—

### Calculating the Housing Allowance Payment Rate

The Housing Allowance provides a

Housing should costs 30% or less of your income

For most independent living arrangements, the following formula should be used;

**Housing Allowance = Total Rent - 30% Young Person Income (Incl. Rent Assistance)**

For living arrangements where meals, transport or support is offered as part of the living arrangement, the Allowance payment rate should consider these costs:

**Housing Allowance = Total Rent + Support/Living Costs - 30% Young Person Income**

Total Rent	+	Support Costs	-	30% of Income	=	Proposed Housing Allowance
550.		135		\$198		\$487

(\$450 max)

## Case Example 2 - Discussion

### What worked well?

- Coaches and SOF worked together
- Estate agent is supportive
- Payment has been consistent

### What was a Challenge?

- Backpay and delay in starting
- Anxiety around sharing of info with real estate

### Our Learnings... Next Steps

- Have part one completed ASAP and with coaches
- Use LTA even if a lease is in place





# Case Example 3



- **Previous Housing Status**

- YP was living with friend's mother who lived in a rental property

- **Housing Issue**

- YP had been living there for approx. 12 months before turning 18 and CPFS supported the placement with vouchers, but had not assessed or approved her as a carer and therefore the placement was deemed as an 'unendorsed' placement (which meant "carer" was not eligible for the SOA Subsidy)
- Coach then experienced difficulties with YP spending extended periods of time away from the home and his indecision about whether he would go back or not. Eventually the Subsidy was cancelled due to YP not returning on a regular basis

## Costs

- 30% of young person's income was \$210 per fortnight
- Cost of housing and supports was \$495 including utilities, internet, food, personal hygiene items and fuel and \$150 towards the rent
- Total housing costs were \$645 pf, minus young person's \$210, HA was paid at \$435pf

# Case Example 3

**Finances – It can be difficult to talk about money, but to be eligible for a Housing Allowance, a young person must contribute to costs. How much does it cost for the young person to live in the arrangement? What costs and bills are included?**

Explore things like food, and transport, and contributing and being part of family activities. What costs are not included?

█████ pays approximately \$495 per fortnight in support costs including, Bills/Utilities, Rent, internet  
How much will the young person pay? When will they pay? Streaming Services & basic groceries.  
\$150 per fortnight  
(█████ pay \$120 per month for his phone bill).

**How long will this arrangement be for? What happens if the young person wants to leave, or can't continue to stay here for other reasons?**

How much notice will be needed from the young person? How much notice will be needed from the Landlord/Head Tenant. If the young person leaves, will others still be able to maintain the Housing?

Up until 21 as long as required  
No set notice

**What do we do if we have any issues?**

Discuss what each party is going to do: if they are not happy with the agreement; someone is not meeting their side of the agreement; and if there are any issues. This may need a discussion with other household members.

- Clear Communication  
- Speak to Laura (SOA) and TC Jess

**How do we end the agreement?**

List what the young person and carer or family members agree to should one person want to end the agreement; include how much notice is needed.

## Home Stretch WA - Housing Allowance Application Form

### Budget and Housing Allowance Payment Rate

The Housing Allowance is designed to provide financial assistance towards housing costs, not to fully fund your living arrangements. As a general guide, you should not be spending more than 30% of your income on housing costs.

As part of this application, you will need to complete a budget to show how much of an allowance you might need to support your living arrangement. A summary of the budget should be included below.

Income	Weekly	Fortnightly
Employment (6-week average)	100	200
Centrelink	250	500
Rent Assistance		
Other Income		
<b>Total</b>	<b>350</b>	<b>700</b>

█████ pays \$60 per fortnight for his phone

Total Costs	Fortnightly	Young Person's Contribution	Other Source of Payment
Rent/Board	150		
Utilities			
- Electricity			
- Water			
- Internet			
Other Ongoing Costs			
-			
-			
<b>Total</b>	<b>160</b>		

### Calculating the Housing Allowance Payment Rate

For Private Rentals and other independent living arrangements, a simple way to work out the Housing Allowance amount is to follow the formula:

**Housing Allowance = Total Rent - 30% Young Person Income (incl. Rent Assistance)**

For living arrangements where meals, transport or other supports are offered as part of the living arrangement, the Allowance payment rate should consider these costs:

**Housing Allowance = Rent + Support Costs - 30% Young Person Income**

## Home Stretch WA - Housing Allowance Application Form

Total Rent	+	Support Costs	-	30% of Income	=	Proposed Housing Allowance
150		495		210		435



# Case Example 3 - Discussion

## What worked well?

- The carer was keen to support YP and provide a stable home for him
- It gave opportunity for coach and SOF to engage with the family

## What was a Challenge?

- Working out support costs
- This recipient was receiving Centrelink income so information about reporting the payment had to be fully discussed
- Confusion over SO/HA payment

## Our Learnings... Next Steps

- Application form was amended to reflect responsibility of reporting



# Reflections & Learnings - Strengths

- Creating opportunities for young people to have safe and secure accommodation while building their independence
- Building relationships with local estate agents
- Part one is a good tool to open discussions with the young people



# Reflections & Learnings - Challenges



- Housing options often come up quickly, application takes time
- Backpay/rent in advance
- Bond – can be an issue to fund as not always eligible for Bond assistance
- Declaring income – impact on payments

# Group Discussion Points

- Support costs- how have others calculated?
- Possible housing options – we previously had discussions with local caravan park re static homes, how can we develop these connections, what other options could there be?
- Impact on payments – going forward will this be a barrier for people accessing HA, particularly those landlords receiving single parent or pension pensions
- Living together agreement – I have found this really easy and a good way to have clear communication – what do others think?



# Questions & Comments?



# More Information & Resources



Links to Resources & Documents on the website

## Practice Hours

[Housing Allowance Practice Hour Part 1- link](#)

[Housing Allowance Practice Hour Part 2- link](#)

## Resources

[Housing Allowance - Flow Chart](#)

[Housing Allowance - Practice Guideline](#)

[Housing Allowance - Fact Sheet - Young People](#)

[Housing Allowance - Fact Sheet - Landlord](#)

[Housing Allowance - Payment Application Form](#)

[Housing Allowance - Living Together Agreement Template](#)

[Housing Allowance - Budget Sheet Example](#)

[Housing Pathway Plan - Discussion Guide & Check List](#)



[www.homestretchwa.org.au](http://www.homestretchwa.org.au)



# Contact Us

Community of Practice



[homestretch@anglicarewa.org.au](mailto:homestretch@anglicarewa.org.au)

Department of Communities



[homestretchwa@communities.wa.gov.au](mailto:homestretchwa@communities.wa.gov.au)



Andy - 0413 207 096

Vanessa - 0447 784 128

Renae - 0479 067 474

Julia - 0486 041 786





## Case Example 4

YP was living in her Auntie's house, sharing with her cousin and paying rent to her Aunty.

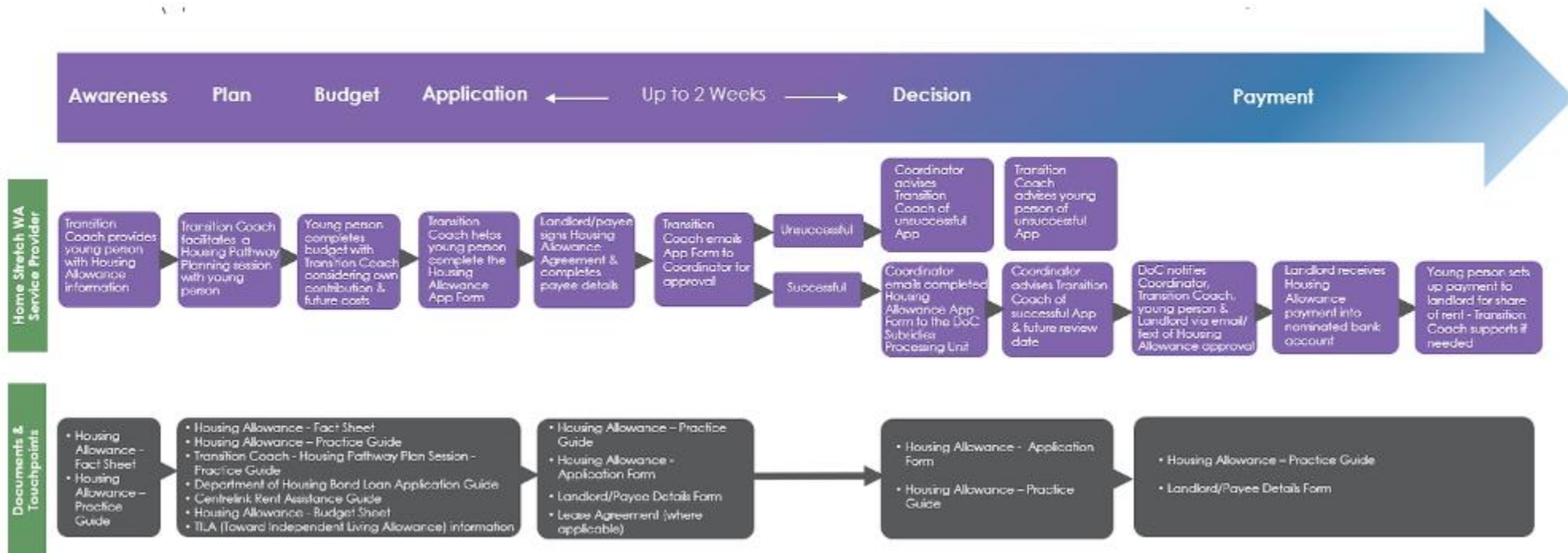
- YP had recently relocated to Perth from Albany as she wanted to enrol into Uni.
- The placement broke down and she left the placement in late August.
- With support from her coach she has since reapplied for housing allowance as she has found another affordable accommodation option and recently moved in.

Challenges:

- Coach experienced difficulties with getting an exact date from YP as to when she had left the placement (this information needed to be provided to the HS Services Team to determine if there was an overpayment of the allowance).

# What is the Housing Allowance

## Housing Allowance Fund Flow Chart



# Limitations of the Housing Allowance

- Is not a substitute for Homelessness Services, social housing or independent living programs.
- Cannot fund Emergency or short-term options (less than 3 months).
- Cannot fund already subsidised housing.
- Cannot be paid to family members who were directly related to the young persons open case with CPFS.
- Cannot not pay young person's housing costs entirely.



# Practice Principles



**You are the expert  
in your life, you deserve the  
freedom and respect to  
make your own choices**

Our support is unconditional



**You can make an informed  
choice about the support  
you receive from Home  
Stretch WA**

There are no shocks for you or the important  
people in your life



**"Chipping In" is about  
young people taking charge**

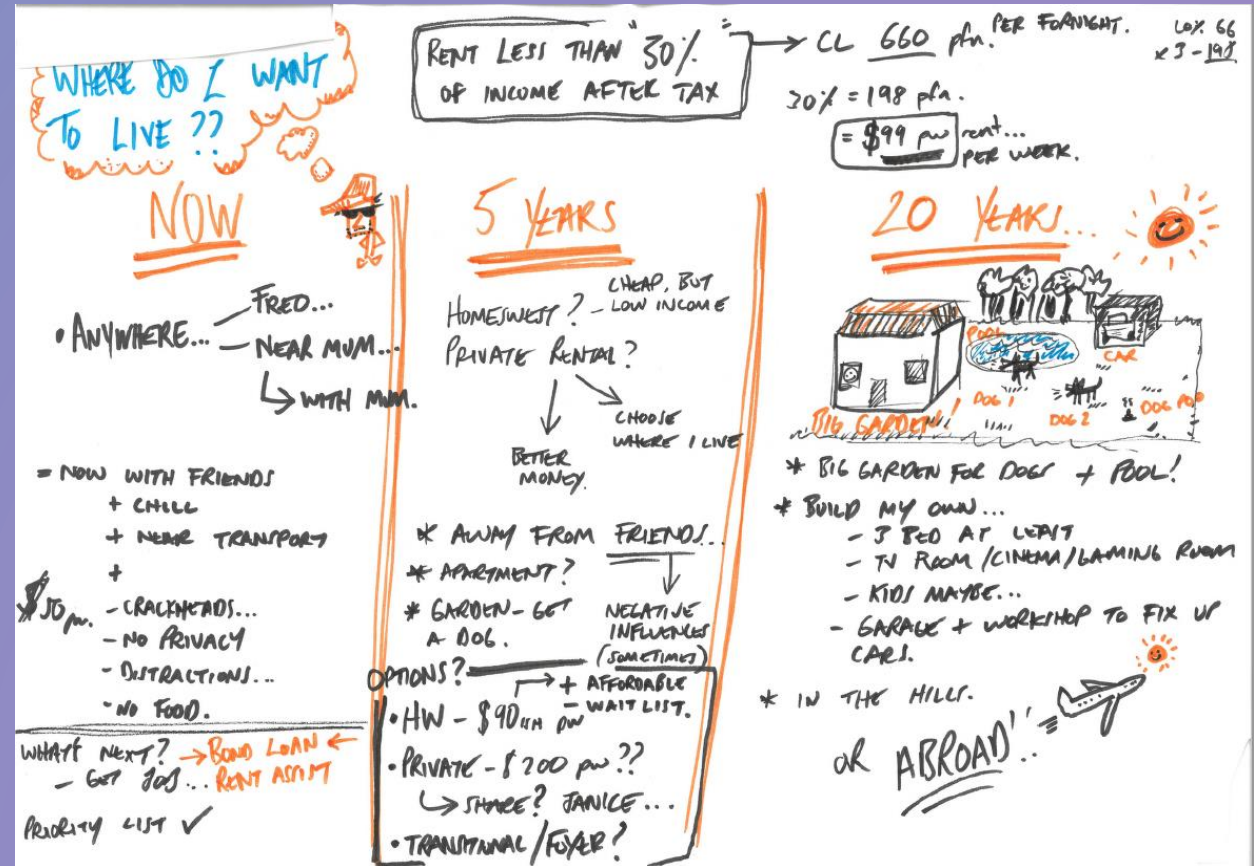
This means that young people are asked to  
invest in themselves - building their skills,  
knowledge and capacity



**Important moments  
& transition points in your  
life are acknowledged  
& celebrated**

# Housing Pathway Example

- Explore current situation, options and future aspirations.
- Think outside the box.
- Pros and cons of different places
- Begin thinking about costs
- Less than 40 minutes – can do it anywhere



# Voice of Young People

*Be responsive &  
accessible, and  
treat us as  
individuals*

*Help us learn  
how to  
become  
financially  
independent*

*Support us  
unconditionally;  
failure & bad  
choices are  
learning  
opportunities*

*Focus on  
maintaining &  
building our  
sense of  
belonging &  
connection to  
others*



*Value &  
encourage our  
independence  
by supporting  
our decisions  
and choices*



# Helpful Resources

## Housing Pathway Plan Session – Practice Guide

### Brief Summary of the session

The Housing Pathway Planning session provides a space for the Transition Coach to support the young person to explore where they would like to live and start preparing all the documents to support their application. Finding a suitable place to live can feel like a daunting task, so it may be helpful to acknowledge the potential feelings of overwhelm, but also reassuring the young person that they will have support (from you) throughout each step of the journey.

### What Practice or System Principles are Relevant for the coach?

- "You are the expert in your life, you deserve the freedom and respect to make your own choices"
- A Reliable Source of Support Is Your Right

### What is the intended outcome from the session from a young person's perspective?

The Transition Coach will meet with the Young Person to develop a Housing Pathway plan with them. Once the Transition Coach has developed a Housing Pathway Plan with the young person, they should have a clear idea of what housing and accommodation options are available to them. Developing a Housing Pathway Plan with the young person will support the young person to build their knowledge and equip them to make an informed choice about how and where they want to live. It will also provide the young person with practical tools that they can use when applying for Housing, e.g., Tenancy Profile/Rental Resume, Rental Cover Letter, etc.



Finding a Place - Resources

### Resource: Session 1 – Topics 3&4

### Tenancy Needs and Wants Worksheet

Go through the worksheet to help you determine your tenancy needs and wants.

Aspect	Things to think about	What do you want?
Money	You should not pay more than about one third of your income on rent. If you pay more than this you may find it very difficult to meet other living costs.	How much do you want to pay?
Location	The location of a property affects the rental price. When thinking about location keep in mind access to public transport, access to work and school and access to support such as friends and family.	Where do you want to live?
Sharing	Consider the pros and cons of sharing. Who would you share with: friends or family? What would your criteria be for choosing a house mate?	Are you going to share?
Type of place	Think about what you need in a house, including: Layout and design, garden or courtyard (do not forget you will then have to maintain it), how many bedrooms?	What type of accommodation do you want to live in?
Other Important Issues	Are there other considerations like pets or access to public transport? Is the property suitable to accommodate any disabilities or health issues you might have?	What else is important for you?

#### Are your needs and wants realistic?

- Can I afford the rent?
- Can I get to work/school when I need to?
- Can I easily see my friends/family/people that support me when I need it?
- Do I have the personal space I need?
- Will I be able to meet the obligations involved (i.e. no pets, or pool maintenance)?
- Can I afford the move in costs (bond, two weeks' rent, and utility connections)?

18

## HOME STRETCH HOUSING PATHWAY DISCUSSION GUIDE & CHECKLIST

### 1. HOUSING OPTIONS

- ☐ Do I know what type of accommodation I can move into?
- ☐ Do I know who I want to live with and where I want to live?
- ☐ Do I know how much I can afford? Have I worked out my budget?
- ☐ Do I know what I need to be prepared for? (Share housing/ own rental/ student accommodation/ transitional accommodation/family)

#### Resources

- [What type of housing do I want?](#)
- [Brainstorming activity](#)
- [Pros & Cons list](#)
- [Roofs for Youth- Tenancy Needs & Wants Worksheet](#)

### 2. APPLYING FOR A RENTAL

- ☐ Have I completed a rental portfolio?
- ☐ Do I have all my important documents in a file? (Birth Certificate, Bank statements/ payslips, sample rental portfolio etc.)
- ☐ Do I know where to apply for properties?
- ☐ Do I know how to call the real estate agent?
- ☐ Do I know how to inspect a property?
- ☐ Do I know my legal rights?

#### Resources

- [Where to find a rental](#)
- [Rental Resume](#)
- [Applying for a rental property](#)
- [Roofs for Youth- Calling a Real Estate Agent](#)
- [Tenancy WA- Inspecting a Property Checklist](#)

### 3. MOVING OUT AND START UP COSTS

- ☐ Have I worked out what I need when I move out and how much things cost?
- ☐ Do I have a Household Items Checklist?
- ☐ Do I know how I will pay my Bond & 2 weeks rent in advance?
- ☐ Do I know how I will move all my belongings?
- ☐ Do I know how much it will cost for moving?
- ☐ Do I know how much bills cost? (Electricity, Gas, Water, Internet etc.)
- ☐ Have I completed a budget?

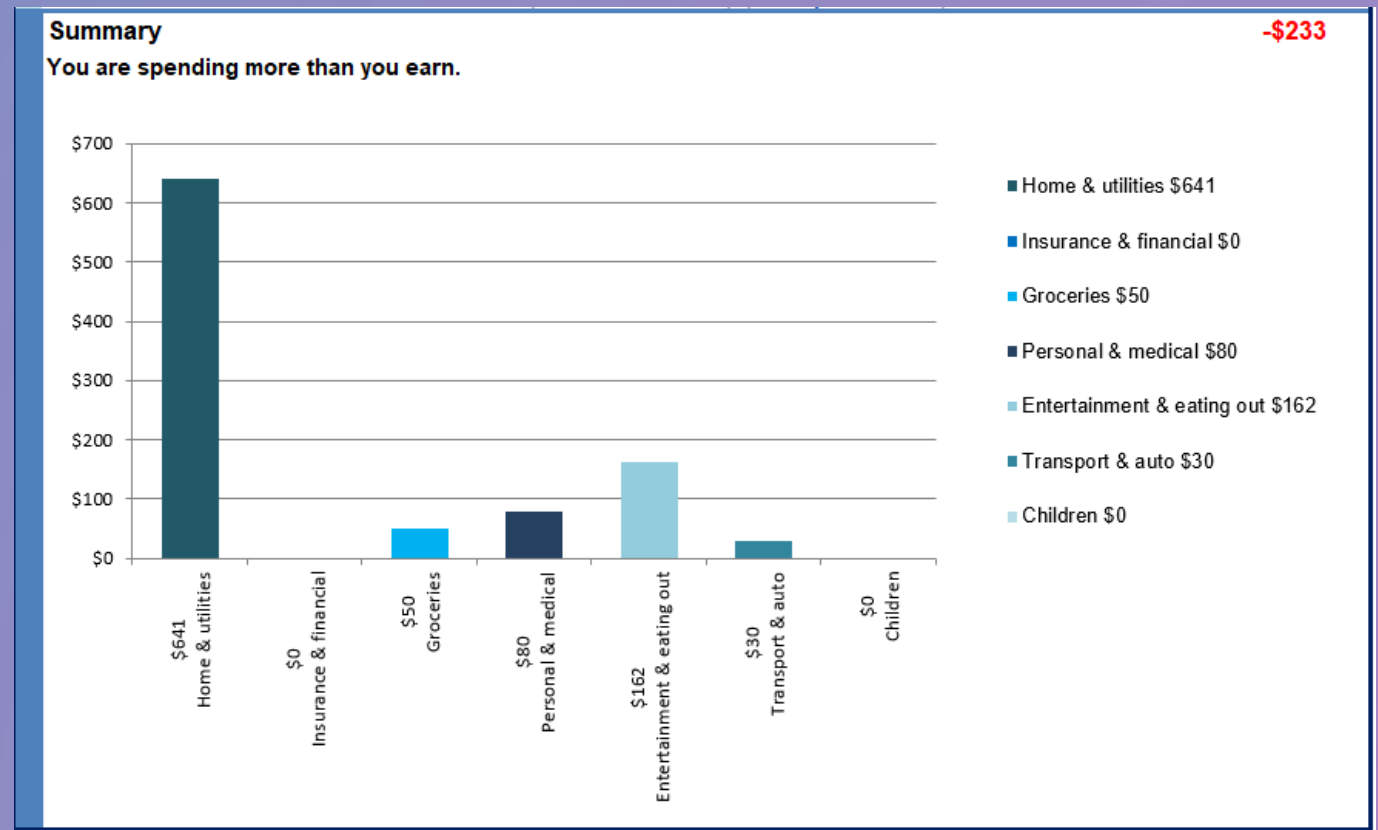
#### Resources

- [How much does it cost?](#)
- [Roofs for Youth- Rental Start Up Costs Worksheet](#)
- [Roofs for Youth- Meeting Set up Costs](#)
- [Roofs for Youth- Budget Template](#)
- [Tenancy WA- Utilities factsheet](#)



# Develop a Budget

- Create a detailed budget
- Work out the Housing Allowance payment rate
- Can be completed before a property is identified.



# Calculating the Housing Allowance

**Housing Allowance = Total Rent – 30% Young Person Income**



Affordable housing is generally understood as spending no more than **30%** of total income on housing.

The practice tools and principals from Invest In Me are useful for reflecting on whether the Housing Allowance rate is appropriate.

# Calculating the Housing Allowance

- Young person's income should include any Centrelink Payments, Rent Assistance and wages.
- Consider any ongoing debts or expenses that may impact cost of living.



- The practice tools and principals from the Invest In Me are useful for reflecting on whether the Housing Allowance rate is appropriate.

# Increasing Costs of Living

Other essential costs related to the living arrangement should also be considered:

**Gas**

**Council rates**

**Water**

**Internet**

**Electricity**



# Housing Allowance Calculation - Demonstration

[Home Stretch Housing Allowance Calculator Demonstration – YouTube](#)

Housing Allowance Calculator		Housing Allowance = Total Rent Costs - 30% of Total Income	
Private Rental			
Income Source	Fortnight		
Employment [6 - weekly average]	0		
Centrelink	450		
Rent Assistance	97.2		
<b>Total Income</b>	<b>547.2</b>		
<b>Affordable Housing Contribution (30%)</b>	<b>164.16</b>		
Total Rent	620		
Housing Allowance Estimate	455.84		
Your Fortnightly Rent Payment	164.16		



# Calculating the Housing Allowance



Where meals, transport or other kinds of supports are offered as part of the living arrangement a Living Together Agreement can be explored.

**Housing Allowance =**

**Total rent + support costs – 30% young person's income**

Understanding the value of support costs can be a tricky negotiation.

# Assessing safety and stability

## Safe and Stable Checklist for the Living Arrangement.



Completed once a property has been identified.

<b>Safe And Stable Housing Checklist</b>				
Housing Allowance Payments can only be used to support safe and stable living arrangements. The following checklist must be completed with your transition coach and will help you work out together whether the living arrangement is a good option, and how you will manage any risks or issues with the living arrangement.				
<b>Facilities:</b>		<b>Yes</b>	<b>No</b>	<b>Comment/Response</b>
(a)	Is there enough room and space for you to live there?			
(b)	Are there furniture and whitegoods in the property? Are they in a good state?			
(c)	Does the property have adequate access to utilities and services [water, electricity, bathrooms]?			
<b>Repair:</b>		<b>Yes</b>	<b>No</b>	<b>Comment/Response</b>
(a)	Is the property fit for someone to live there?			
(b)	Are there any outstanding repairs that need to be addressed?			
(c)	Is there a clear system for getting things repaired?			



# Endorsing Part A

## Home Stretch WA - Housing Allowance Application Form

### Part A – Proposal Pre-approval by Home Stretch WA Provider

Before completing Part B of the application with a landlord, the Home Stretch WA provider should pre-approve the application. Pre-approval of an application is usually completed by the Home Stretch WA coordinator, or a delegate:

- Familiar with the Home Stretch WA Housing Allowance Practice and Policy
- Not directly involved in the Housing Allowance Application
- Not connected to the Landlord or Payment Recipient in any way that may present a conflict of interest

<b>Key Elements Completed</b>	Housing Pathway Plan <input type="checkbox"/>	Safe and Stable Checklist <input type="checkbox"/>
	Budget <input type="checkbox"/>	Payment Rate <input type="checkbox"/>
The proposed Living Arrangement is safe, <u>stable</u> and affordable.		Yes <input type="checkbox"/> No <input type="checkbox"/>
Will a Living Arrangement Agreement be required?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason if declined:		
Name:		Signature: <input type="text"/>
Position:		Date: <input type="text"/>

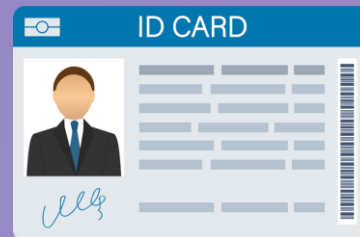


# Overview of Part B



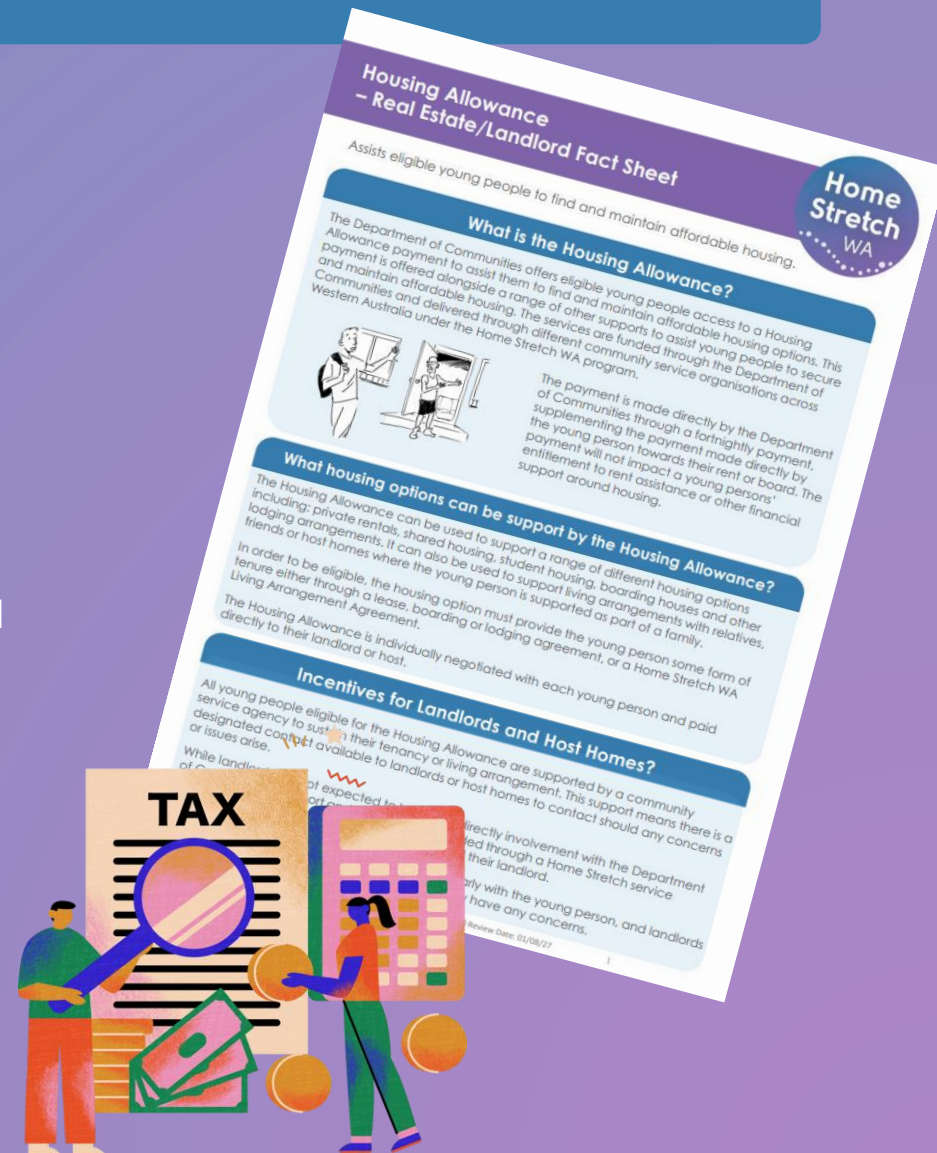
## Part B:

- Landlord details
- Payment details
- Proof of identity
- Signed declarations
- Responsibilities of the Landlord
- Responsibilities of the young person



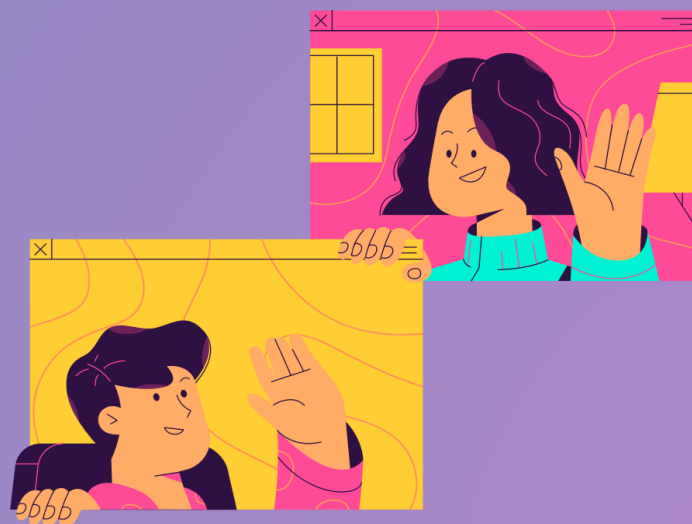
# Landlord's Responsibilities

- Housing allowance should be declared to ATO and Services Australia (Centrelink).
- May impact any benefit they receive or their rent.
- Let Communities/Provider know if a young person intends to or leaves the living arrangement.
- Responsible for repayment of any money obtained by fraud, deception and overpayment.



# Young Person's Responsibilities

- Stay engaged with their Transition Coach
- All costs and charges related to the property are the responsibility of the young person.



# Coaches Responsibilities

- Maintain contact with the young person and continue support and housing pathway planning.
- Conduct an informal review face to face every 3 months for the first 6 months.
- Respond to any concerns raised by the landlord/payment recipient.
- Advocate for the young person and refer to housing support services if required.



# Formally Reviewing the Housing Allowance

- Reviewed at least every 12 months.
- Formal review occurs 3 months before the Housing Allowance Ends.
- Must be face to face and requires a visit to the living arrangement – ensure it remains safe, stable & affordable.
- Coach supports young person to complete a **new** application and payment arrangement.
- Payment amount might be staged down depending on the age of the young person:

Age	Current Maximum Rate
18	\$450
19	\$337.50
20	\$225