

Eligibility Policy

Policy Number: 65
Version Number: 001
Ratified by the Board on: 27/6/2018
Scheduled review date: 27/6/2020

Purpose:

This policy establishes the approach of Prahran Malvern Community Housing to eligibility for its long-term rental housing programs.

This policy applies to all Rooming House Program and General Long Term rental properties managed by Prahran Malvern Community Housing.

Definitions:

In this policy:

Applicant Means a person who has applied for housing via the Victorian Housing Register or, where permitted by policy, directly to Prahran Malvern Community Housing

Community housing Means housing owned or managed by a community housing organisation

DHHS Means the Victorian Department of Health and Human Services

General eligibility criteria Means the eligibility criteria established by Prahran Malvern Community Housing under the section of this policy entitled "General requirements for eligibility for long-term housing"

Public housing Means housing owned and managed by DHHS

VHR Means the Victorian Housing Register, the state-wide common application for people seeking public housing and community housing, which can be accessed via Prahran Malvern Community Housing, DHHS, mygov portal or designated support providers

VHR eligibility criteria The Victorian Housing Register established criteria which determine who can access public and community housing. The VHR Eligibility Criteria relates to:

- income eligibility;
- asset eligibility;
- Australian Citizenship or permanent residency; and
- Victorian residency.

Policy:

Prahran Malvern Community Housing establishes eligibility criteria for its long-term housing to fulfil its social mission and to ensure that its housing is made available to relieve households from housing stress.

Accordingly, Prahran Malvern Community Housing will:

- only allocate long-term housing to eligible applicants;
- communicate clearly to applicants and the community as to who is eligible for long-term housing with Prahran Malvern Community Housing; and
- comply with its contractual, legal and regulatory obligations relating to eligibility for long-term housing.

Victorian Housing Register (VHR)

Prahran Malvern Community Housing participates in the VHR. The VHR is a common register for all applicants for public housing and community housing in Victoria.

The Department of Health and Human Services (DHHS) has established common eligibility criteria for the VHR that are set out in the DHHS Eligibility Criteria Operational Guidelines. The VHR eligibility criteria apply to all properties owned or managed by Prahran Malvern Community Housing.

All applicants with a current VHR application are taken by Prahran Malvern Community Housing to have established that they meet the VHR eligibility criteria.

Applicants without a current VHR application can provide evidence to Prahran Malvern Community Housing that establishes they meet the VHR eligibility criteria. Prahran Malvern Community Housing will assist such applicants to make a VHR application either through referral to a suitable service or by assisting the applicant to lodge a VHR application.

General requirements for eligibility for long-term housing

To be eligible for long-term housing with Prahran Malvern Community Housing which allocates housing under the VHR, an applicant must:

- meet the VHR eligibility criteria;
- have no previous debt with Prahran Malvern Community Housing or have a repayment plan in place and are actively repaying a previous debt;
- be able to live independently or willing to access and engage with services to enable independent living;
- be a single adult, over 25 years of age unable to access youth specific services if applying for rooming house accommodation;
- priority is given to applicants with existing linkages to the local area.

Specific requirements for particular long-term housing programs

Prahran Malvern Community Housing has long-term rental housing programs where some particular additional eligibility criteria to the general eligibility criteria apply.

These include General Long Term properties targeted towards people who have a disability within the meaning of that word under the Disability Act 2006 and Rooming House properties targeted towards older persons aged 55 years and over. The Allocations Schedule in the Allocations Policy provides detail on these programs and their specific eligibility requirements.

Prahran Malvern Community Housing will communicate clearly with applicants and stakeholders as to the particular eligibility criteria that apply to that program or property.

Procedures:

Procedures established by Prahran Malvern Community Housing will include processes to ensure compliance with this policy, including to:

- assist people to apply for housing with Prahran Malvern Community Housing; and
- identify the program and eligibility criteria that apply to a vacancy.

Legislation and standards:

This policy implements Prahran Malvern Community Housing's obligations under:

- Housing Act 1983 (Vic)
- Performance Standards for Registered Housing Agencies
- DHHS Victorian Housing Register Operational Guidelines

Related documents:

Allocations Policy