

## *How to get a house*

	For social housing rented	For private rented	For purchase
<b><i>First assess capacity or make best interest decision</i></b>			
<b>1</b>	Fill in an <b>application form</b> to wdh Send it to Sarah Machin at Open Door Can also apply to some H.A.s direct	Identify property via estate agent or Accredited Landlord scheme	Find shared ownership property via estate agent OR <a href="#">My4walls</a> (government shared ownership agent) OR other Housing Association Then appoint a solicitor
<b>2</b>	Follow choice based lettings procedure	Ensure this is within Local Housing Allowance rent limit	Follow Wakefield shared ownership process on intranet, which is taken from process explained on <a href="#">mysafehome</a> website. See website
<b>3</b>	<p style="text-align: center;"><b>Refer to Welfare Benefits</b></p> <ul style="list-style-type: none"> <li>• to check eligibility for higher DLA. This is qualifier for ILF to pay for support</li> <li>• to check eligibility for Income Support Mortgage Interest (ISMI)</li> <li>• to maximise income</li> <li>• to prepare application for Housing Benefit/Local Housing Allowance</li> <li>• to prepare application for community care grant</li> <li>• to apply for ILF for support if appropriate</li> </ul> <p style="text-align: center;"><b>Make sure there's a bank account</b></p>		
<b>4</b>	Plan for set-up costs, deposits, furniture, equipment, removals Ensure HB application is sent immediately after tenancy signed-if rent is not paid <b>tenant will be evicted</b> so make sure this happens	Plan for set-up costs, deposits, furniture, equipment, removals Ensure LHA application is sent immediately after tenancy signed LHA is usually paid to tenant so make exceptional arrangement if needed If rent is not paid <b>tenant will be evicted</b>	Plan for set-up costs, <b>fees</b> , furniture, equipment, removals Ensure HB application is sent immediately after tenancy signed Ensure ISMI is in place and mortgage payments are set up –mysafehome follow up to check mortgage is paid

## *Put support in place*

	For all types of housing
<b>1</b>	<b>Assess</b> <ul style="list-style-type: none"><li>• work out provisional activity schedule and staff level needed to achieve it</li><li>• level of staff support needed, at different times, in and outside home and at night</li><li>• work out hours per week then cost package</li><li>• assess training needs for new staff and list them for support provider</li><li>• if appropriate, ensure Continuing Health Care assessment done</li><li>• assess how use of Telecare could enhance independence and reduce staff time</li></ul>
<b>2</b>	<b>Care Plan</b> <p>Set up detailed support package and ensure Support Provider delivers training in identified areas of need Obtain funding for plan Take package to ACP if appropriate</p>
<b>3</b>	<b>Apply for ILF</b> <p>If eligible for higher rate DLA and LA is spending more than £320, <b>apply for ILF</b> Don't forget to count hidden costs to LA such as day opportunities (£40 per day) Ensure a separate bank account for ILF in place, not accessed by support provider (can be set up to work automatically) Welfare Benefits staff will assist - Steve Flynn is the specialist in ILF</p>
<b>4</b>	<b>Review</b> <p>Assertive care management needed in initial stages then regular review</p>