

# Comhairle Cathrach Chorcaí

## Cork City Council

### SUMMARY SOCIAL HOUSING ASSESSMENT 2022

#### FREQUENTLY ASKED QUESTIONS

#### What is the Summary Social Housing Assessment?

The Summary Social Housing Assessment (SSHA) is a review of applicants who are currently on Cork City Council's social housing waiting list to confirm that they are still seeking social housing support and to obtain updated information on the household's current circumstances. The information provided by applicants will be reassessed under the Social Housing Assessment Regulations 2011, as amended, taking into account eligibility and need.

#### Why is Cork City Council doing this assessment?

All local authorities in the country are required by the Department of Housing, Local Government and Heritage to reassess applicants on their waiting lists, to collect up-to-date and accurate information on their social housing needs.

The 2022 SSHA continues the process of annual assessments, which has been ongoing for the last number of years. These summaries are required to identify the total level of national housing need, and to provide vital data to inform the development of housing policy. The key output of the summary is the net need figure. This is the number of qualified households on each local authority housing list across the country whose social housing need is not being met. The Department of Housing, Local Government and Heritage will use this information to plan for the right types of housing support needed across the country.

#### When is the assessment being done?

The process has already started. Cork City Council must count all qualified households on the housing list as at 1<sup>st</sup> November 2022. To make sure all applications are processed in time, households who are in need of review must ensure that completed forms and documentation are returned **before 30<sup>th</sup> September 2022**.

#### Who is being reassessed?

The assessment this year will focus on applicants who have not applied for the first time, or been reviewed, since 3<sup>rd</sup> September 2021. The applicants who need to be reviewed have been sent a letter and form in the post. The following households **will not need to be assessed** this year:

- Households who qualified for support for the first time since 3<sup>rd</sup> September 2021;
- Households who were reassessed as part of the 2021 Summary Social Housing Assessment;
- Households who are currently housed under the Housing Assistance Payment (HAP) scheme;
- Households who are currently housed under the Rental Accommodation Scheme (RAS);
- Households who have applied for a transfer from an existing form of social housing Support, e.g. an existing tenant of a Cork City Council or an Approved Housing Body property.

## How will Cork City Council contact applicants who need to be reassessed?

On 7<sup>th</sup> September 2022, Cork City Council issued a letter and application form to the applicants on the social housing list who need to be reassessed, using the current address provided by these applicants. The letter explains what information is needed and the date by which they are required to complete their return.

## What do I need to do if I have received the letter and application form?

It is very important that you complete the form attached to the letter in full, making sure that you:

- Include valid PPS numbers for each person (including children) on the form;
- Submit proof of your current address (a recent bill/copy of your tenancy agreement);
- Submit proof of income for the last 12 months for each adult included on the form;
- Submit any other documents required. There is a checklist included on the form for your assistance.

## What documents do I need?

There is a checklist included in the form to assist you in identifying what documents you need. Information on the following areas is required:

- Details of where you are currently living and your nature of tenure along with proof of your address
- Details on all household members (including PPS numbers for all)
- If you have recently had a baby, you must submit a copy birth certificate and PPS number
- Any changes in circumstances of the household (e.g. civil or marital status, any medical conditions or disabilities impacting on housing need).
- Any change to employment status.
- Income details for all adult household members for the last 12 months (from employment and/or social welfare payments)
- Details of rent or mortgage supplement, if in receipt of same.

## How do I return the form?

Completed forms and documents must be returned to the Housing Allocations Office, City Hall, Anglesea Street, Cork T12 T997, either by post or in person at the Housing Allocations Office public counter between 10.00 a.m. and 4.00 p.m. Monday to Friday. **Please note that incomplete forms cannot be processed, and applications may be closed pending submission of full information and documents.** All forms must be returned **before Friday 30<sup>th</sup> September 2022.**

## My details have not changed. Do I still need to complete the form?

**Yes.** Even if your details are unchanged, you must complete and return the application form. This is so that you can confirm that you are still interested in being housed by Cork City Council.

## What happens if I do not return the application form?

If you do not return the completed application form before 30th September 2022, your housing application may be closed. If your application is closed, you will no longer be able to access the Choice Based Letting (CBL) site and you will lose your credit time.

## I am no longer interested in being housed by Cork City Council - what I need to do?

It would be appreciated if you would circle 'No' in answer to the question 'Are you still interested in receiving Social Housing?' at the top of page 1 of the application form, and return the signed form to Cork City Council. Your application will then be closed.