**Housing First Local Checklist – Housing & Support responsibilities**

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| Responsibilities | Housing Provider | Support Provider |
| Collect and maintain relevant information for the nominees; assess suitability based on this information; provide Housing Provider with this information at the point of nomination |  | x |
| Information sharing consent form signed by tenant |  | x |
| Support Client to set up tenancy | x | x |
| Joint sign up - supporting the client to have a clear understanding on the rights and responsibilities of the tenancy | x | x |
| Support the client to apply for documentation if related i.e. ID, inform the client on how to obtain the documentation, liaison and advocacy to support them around it. |  | x |
| Support the client to apply for Housing Benefit or Universal Credit as appropriate | x | x |
| Support the client to learn the skills around effective administration and management of their utility bills and rent payments. |  | x |
| Support liaison between Housing Provider and the tenant for all issues that may occur after tenancy sign up, e.g. repairs, arrears, ASB etc. |  | x |
| Collate a business case for each client to present to the steering group. |  | x |
| Ensuring agreed stock levels for the project are maintained by substituting homes where necessary to ensure the scheme quota is met. | x |  |
| Completion of voids works and ensuring properties meet lettable standards | x |  |
| Coordination of viewings and tenancy sign-up in partnership with Housing First Support Officer  Arrange for the Direct Payments of the housing element of the clients Universal Credit claim | X  x |  |
| Complete day-to-day Housing Management task including rent collection, repairs, maintenance and legal enforcement. | x |  |
| Acknowledge that there are no conditions placed on the client, other than a willingness to maintain a tenancy agreement | x |  |
| Attend quarterly Steering Groups | x | x |
| Determine Strategic direction of the Housing First project |  | x |
| Develop the Housing First project in line with the needs of the service users and good practice |  | x |
| Monitor Service Data needs and resources |  | x |
| To have an overview of new legislation and good practice which may impact on this Housing First Project | x | x |
| To ensure strong partnership working between relevant agencies | x | x |
| Attend ad hoc meetings to process, assess new referrals, and discuss new allocations. | x | x |
| Coordinate the referral process |  | x |
| Monitor the quality and progress of the service on a quarterly basis. |  | x |