



Eligibility for Long-Term Housing Policy

Policy Description:

This policy establishes the approach of SouthEast Housing Cooperative to eligibility for its long-term rental housing programs.

Applies to:

This policy applies to all long-term rental properties owned or managed by SouthEast Housing Cooperative.

This policy does not apply to the following housing programs run by SouthEast Housing Cooperative:

- properties managed by SouthEast Housing Cooperative under the Transitional Housing program (there are currently no such properties);
- properties managed by SouthEast Housing Cooperative on behalf of other property owners where the owner retains responsibility for determining eligibility for the housing program; and
- temporary or crisis accommodation.

Definitions:

Applicant	A person who has applied for housing via the VHR or, where permitted by policy, directly to SouthEast Housing Cooperative.
Community housing	Housing owned or managed by a community housing organisation.
DFFH	The Victorian Department of Families, Fairness and Housing
General eligibility criteria	The eligibility criteria established by SouthEast Housing Cooperative under the section of this policy entitled “General requirements for eligibility for long-term housing”.
Public housing	Housing owned and managed by DFFH.
Transitional Housing	means the Victorian Government program to provide housing on a short-term basis to people at risk of homelessness seeking long term housing options.
VHR	The Victorian Housing Register, the Statewide common application for people seeking public housing and

	community housing, which can be accessed via SouthEast Housing Cooperative, DFFH, the mygov portal or designated support providers.
VHR eligibility criteria	<p>The VHR's establish who is eligible for social housing. The VHR Eligibility Criteria relates to:</p> <ul style="list-style-type: none"> • income eligibility; • asset eligibility; • Australian Citizenship or permanent residency; and • Victorian residency.

Relevant policy statements and/or principles:

Approach to eligibility – guiding principles.

SouthEast Housing Cooperative establishes eligibility criteria for long-term housing to fulfill its social mission and to ensure that its housing is made available to relieve households from housing stress.

Accordingly, SouthEast Housing Cooperative 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 SouthEast Housing Cooperative; and
- comply with its contractual, legal and regulatory obligations relating to eligibility for long-term housing.

Procedure:

Victorian Housing Register

SouthEast Housing Cooperative participates in the Victorian Housing Register (VHR). The VHR is a common register for all applicants for public housing and community housing in Victoria.

DFFH has established common eligibility criteria for the VHR that are set out in the [eligibility guidelines](#). The VHR eligibility criteria apply to all properties owned or managed by SouthEast Housing Cooperative in Victoria, other than those properties which SouthEast Housing Cooperative and DFFH may agree are outside the scope of the VHR.

All applicants with a current VHR application are taken by SouthEast Housing Cooperative to have established they meet the VHR eligibility criteria.

Applicants without a current VHR application can provide evidence to SouthEast Housing Cooperative that establishes they meet the VHR eligibility criteria. SouthEast Housing Cooperative 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 VHR-related long-term housing with SouthEast Housing Cooperative an applicant must:

- meet the VHR eligibility criteria, and;
- have no previous debt with SouthEast Housing Cooperative, the Director of Housing or another registered housing agency that remains unpaid.

Specific requirements for long-term housing programs

SouthEast Housing Cooperative has some long-term rental housing programs where additional eligibility criteria to the general eligibility criteria apply. The [Allocations Schedule](#) in the [Allocations Policy](#) provides more detail on these programs and their specific eligibility requirements.

Eligibility for long-term housing programs outside the scope of the VHR

Where SouthEast Housing Cooperative owns or manages housing under programs that are outside the scope of the VHR, then:

- SouthEast Housing Cooperative will comply with any other legal or contractual obligations that apply to eligibility housing in that program; and
- SouthEast Housing Cooperative may within the scope of such legal or contractual obligations:
 - elect to apply the general eligibility criteria as a generally accepted benchmark to establish that the applicant needs affordable housing; or
 - apply some other reasonable eligibility criteria that is consistent with SouthEast Housing Cooperative's objects and purposes.

SouthEast Housing Cooperative will communicate clearly with applicants and stakeholders as to the eligibility criteria that apply to that program.

Procedures established by SouthEast Housing Cooperative will include processes to ensure compliance with this policy, including to:

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



Related Legislation, SEHC Documents and Other Documents:

Legislation / Standards:	<ul style="list-style-type: none"> • Housing Act 1983 (Vic) • Performance Standards for Registered Housing Agencies • DFFH Victorian Housing Register Operational Guidelines • Refer to the DFFH policy and Operational Guidelines
Organisational Documents:	<ul style="list-style-type: none"> • Transfers ex Governance Manual
VHR Documents / Guidelines:	<ul style="list-style-type: none"> • VHR and DFFH eligibility documents • VHR eligibility guidelines • CHFV Definitions

Policy Management:

Policy owner (role title):	Board
Role responsible for implementing:	Board and CEO
Review arrangements:	Every 24 months via internal review
Next Review Date:	June 2024



Document History:

Date:	Controlled Version Number:	Author:	Approved by:	Comment:
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