MINISTRY OF SOCIAL DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

12 SEP 2016

Dear

On 8 August 2016 you emailed the Ministry requesting, under the Official Information Act 1982, the interview guide and screening questions that are asked to individuals at the social housing assessment interview.

The social housing assessment is a conversation the staff member has with the applicant that generally lasts 45 minutes to an hour, not a strict question-and-answer format. The conversation is to ensure the client is assessed to the correct priority and to ensure they are offered the property that matches their housing requirements. Our systems are dynamic and are designed to ask the least amount of questions possible. Overall there is a large list of questions, but not all of those questions would be asked if they were not relevant to the individual applicant's circumstances. For instance, if an applicant indicated they had no health or mobility concerns, questions around the need for a modified property may not be asked.

The Social Housing Register is a dynamic register, not a static waitlist. Placing people and families into houses is about matching them with the most appropriate house in the area they want to live. This includes ensuring the family has the correct number of bedrooms, are close to essential services such as schools, and that the house meets any disability needs. The social housing assessment is based on the applicant's circumstances at the time of the interview. The very nature of some of these applications may mean details and circumstances regularly change. The Ministry asks applicants to notify staff of any changes. The Ministry also regularly contacts clients on the register while they are waiting for an appropriate social housing property to become available. The Ministry also works with them to find other housing suitable for their situation, where appropriate.

The answers to the questions in the social housing assessment also enable the Ministry to undertake reporting in a range of areas. For example, the Ministry's standard reporting includes demographic information. Please note that, whilst the information collected during the assessment process may be used to inform the Ministry's standard reporting, allowing for analysis of the demand for social housing nationally and regionally, not all information gathered will be collated in a standard report format.

You will find enclosed the manual assessment form that staff use in the event that the Single Client Management System (SCMS), the system staff use to manage social housing applicant, is unavailable. The manual assessment form mirrors the

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questions exactly as they appear in SCMS. Please note that the assessment form is not completed by the client.

I have also identified a page on the Ministry's Intranet titled *'Commencing a social housing application'*, which provides staff with information to help answer some of the questions during a social housing assessment. This document is withheld under section 9(2)(k) to prevent the disclosure or use of the information for improper gain or advantage. Releasing this information would impact the ability for the Ministry to freely and fairly assess a client's need for housing and the priority rating of their application.

More information about the social housing assessment is available on Work and Income's Manuals and Procedures website at http://www.workandincome.govt.nz/map/social-housing/assessment-of-eligibility/introduction.html.

The principles and purposes of the Official Information Act 1982 under which you made your request are:

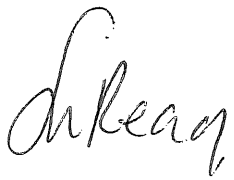
- to create greater openness and transparency about the plans, work and activities of the Government,
- to increase the ability of the public to participate in the making and administration of our laws and policies and
- to lead to greater accountability in the conduct of public affairs.

This Ministry fully supports those principles and purposes. The Ministry therefore intends to make the information contained in this letter and any attached documents available to the wider public after ten working days. The Ministry will do this by publishing this letter and attachment on the Ministry of Social Development's website. Your personal details will be deleted and the Ministry will not publish any information that would identify you as the person who requested the information.

I hope you find this information helpful. You have the right to seek an investigation and review of my response by the Ombudsman, whose address for contact purposes is:

The Ombudsman
Office of the Ombudsman
PO Box 10-152
WELLINGTON 6143

Yours sincerely



Kay Read
Associate Deputy Chief Executive, Social Housing

MINISTRY OF SOCIAL DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

Needs assessment form – Social Housing

This form should be used when CMS is unavailable and an applicant needs assessment for social housing.

Section 1 Applicant details

Question	*Answer*	✓
What type of accommodation are you in?	Boarding	
	Emergency housing	
	Homeless - Living in a car	
	Homeless - Living in a tent	
	Homeless - In a homeless shelter	
	Homeless - In a public place	
	Homeless - Other	
	Institution - Prison or Hospital	
	Mobile Home - Caravan	
	Other	
	Own home	
	Private rental	
	Refugee centre	
	Social housing	
	Temp sharing - Staying with friends / family	
What is the main reason for your housing enquiry?	Current accommodation is inadequate or unsuitable	
	Employment or family reasons	
	Financial stress	

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	Homelessness	
	Medical or other special need	
	Neighbourhood or safety issues	
	Tenancy ending/ eviction	
	Unable to access alternative housing	
Have you done all you can to find suitable housing?		
What steps have you taken to find suitable alternative housing?	Searching online for properties to rent/board	
	Searching noticeboards or putting a notice in local area	
	Applying for houses advertised in newspaper	
	Applying for houses advertised online	
	Looked into other options such as sharing a house, boarding or flatting	
Comments		

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Section 2: Household details

Applicant details

Question	*Answer*	✓
Applicant's name		
Client's SWN (if applicable)		
Gender		
Client's date of birth		
If the client is aged 15 years or younger they are not eligible for social housing.		
Client's relationship status	Civil Union	
	Civil Union care of sick/infirm	
	Civil Union dissolved	
	Civil Union partner deceased	
	De facto care of sick/infirm	
	De Facto spouse deceased	
	Divorced	
	Living de facto	
	Married	
	Married care of sick/infirm)	
	Partner Deceased	
	Separated from Civil Union Partner	
	Separated from de facto	
	Separated from spouse	
	Single	
Client's residency status Pre pop	NZ citizen	

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	Australian	
	Interim Visa	
	Limited Purpose Permit	
	Limited Visa	
	Living in other countries	
	No current visa	
	Permanent Resident	
	Protected Person with permanent residency	
	Protected Person without permanent residency	
	Refugee – Quota	
	Refugee – Other with Permanent Residence	
	Refugee – Other without Permanent Residence	
	Resident	
	Student	
	Temporary work permit	
	Visitor	
	Work visa	
	Working holiday	
Client ordinarily Resident in New Zealand?	Yes	
	No	
Ethnicity		
Iwi affiliation		
CSO indicator	Yes	
	No	
Secured record	Yes	

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	No	
Applicant's phone number		
Applicant's address	Address line 1	
	Address line 2	
	Suburb	
	Town/city	
	Post code	

Partner's details

Question	***Answer***	✓
Partner's name		
Partner's SWN (if applicable)		
Gender		
Partner's date of birth		
Client's residency status Pre pop	NZ citizen	
	Australian	
	Interim Visa	
	Limited Purpose Permit	
	Limited Visa	
	Living in other countries	
	No current visa	
	Permanent Resident	
	Protected Person with permanent residency	
	Protected Person without permanent residency	

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	Refugee – Quota	
	Refugee – Other with Permanent Residence	
	Refugee – Other without Permanent Residence	
	Resident	
	Student	
	Temporary work permit	
	Visitor	
	Work visa	
	Working holiday	
Partner ordinarily Resident in New Zealand?	Yes	
	No	
Partner's Ethnicity		
Partner's Iwi affiliation		
CSO indicator for Partner	Yes	
	No	
Secured record	Yes	
	No	
Partner's phone number		
Partner's address	Address line 1	
	Address line 2	
	Suburb	
	Town/city	
	Post code	

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Children details

Children				
	1	**2**	**3**	**4**
Name				
Gender				
Date of birth				
Days in care				
Out of weeks				
CSO indicator				
	5	**6**	**6**	**8**
Name				
Gender				
Date of birth				
Days in care				
Out of weeks				
CSO indicator				

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Section 3: Additional applicants

Additional applicant details

Question	*Answer*	✓
Are there any other people who will be signing a tenancy agreement with you?	Yes	
	No	
Additional applicant's name		
Additional applicant's SWN (if applicable)		
Gender		
Additional applicant's date of birth		
If the client is aged 15 years or younger they are not eligible for social housing.		
Additional applicant's relationship status	Civil Union	
	Civil Union care of sick/infirm	
	Civil Union dissolved	
	Civil Union partner deceased	
	De facto care of sick/infirm	
	De Facto spouse deceased	
	Divorced	
	Living de facto	
	Married	
	Married care of sick/infirm)	
	Partner Deceased	
	Separated from Civil Union Partner	
	Separated from de facto	
	Separated from spouse	

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	Single	
Additional applicant's residency status	NZ citizen	
	Australian	
	Interim Visa	
	Limited Purpose Permit	
	Limited Visa	
	Living in other countries	
	No current visa	
	Permanent Resident	
	Protected Person with permanent residency	
	Protected Person without permanent residency	
	Refugee – Quota	
	Refugee – Other with Permanent Residence	
	Refugee – Other without Permanent Residence	
	Resident	
	Student	
	Temporary work permit	
	Visitor	
	Work visa	
	Working holiday	
Additional applicant's ordinarily Resident in New Zealand?	Yes	
	No	
Ethnicity		
Additional applicant's Iwi affiliation		
Additional applicant's CSO indicator	Yes	

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	No	
Additional applicant's Secured record	Yes	
	No	
Additional applicant's phone number		
Additional applicant's address	Address line 1	
	Address line 2	
	Suburb	
	Town/city	
	Post code	

Additional applicant's partner's details

Question	***Answer***	✓
Additional applicant's Partner's name		
Additional applicant's Partner's SWN (if applicable)		
Additional applicant's Partner's Gender		
Additional applicant's Partner's date of birth		
Additional applicant's Client's residency status	NZ citizen	
	Australian	
	Interim Visa	
	Limited Purpose Permit	
	Limited Visa	
	Living in other countries	
	No current visa	

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	Permanent Resident	
	Protected Person with permanent residency	
	Protected Person without permanent residency	
	Refugee – Quota	
	Refugee – Other with Permanent Residence	
	Refugee – Other without Permanent Residence	
	Resident	
	Student	
	Temporary work permit	
	Visitor	
	Work visa	
	Working holiday	
Additional applicant's Partner ordinarily Resident in New Zealand?	Yes	
	No	
Additional applicant's Partner's Ethnicity		
Additional applicant's Partner's Iwi affiliation		
Additional applicant's CSO indicator for Partner	Yes	
	No	
Additional applicant's Secured record	Yes	
	No	
Additional applicant's Partner's phone number		
Additional applicant's Partner's address	Address line 1	
	Address line 2	
	Suburb	

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	Town/city	
	Post code	

Additional applicant's children details

Additional applicant's children				
	1	**2**	**3**	**4**
Name				
Gender				
Date of birth				
Days in care				
Out of weeks				
CSO indicator				
	5	**6**	**6**	**8**
Name				
Gender				
Date of birth				
Days in care				
Out of weeks				
CSO indicator				

Other applicants

Are there any other applicants?	Yes	
	No	

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Section 4: Additional occupants

Question	*Answer*	✓
Are there any other people that have an established need to move with you	Yes	
	No	
What is the need?		
Additional occupant's SWN (if applicable)		
Is this person paying board?		
Additional occupant's name		
Gender		
Additional occupant's date of birth		
Additional occupant's relationship status	Civil Union	
	Civil Union care of sick/infirm	
	Civil Union dissolved	
	Civil Union partner deceased	
	De facto care of sick/infirm	
	De Facto spouse deceased	
	Divorced	
	Living de facto	
	Married	
	Married care of sick/infirm)	
	Partner Deceased	
	Separated from Civil Union Partner	
	Separated from de facto	

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	Separated from spouse	
	Single	
Additional occupant's residency status	NZ citizen	
	Australian	
	Interim Visa	
	Limited Purpose Permit	
	Limited Visa	
	Living in other countries	
	No current visa	
	Permanent Resident	
	Protected Person with permanent residency	
	Protected Person without permanent residency	
	Refugee – Quota	
	Refugee – Other with Permanent Residence	
	Refugee – Other without Permanent Residence	
	Resident	
	Student	
	Temporary work permit	
	Visitor	
	Work visa	
	Working holiday	
Additional occupant's ordinarily Resident in New Zealand?	Yes	
	No	
Additional occupant's Ethnicity		
Additional occupant's Iwi affiliation		

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Additional occupant's CSO indicator	Yes	
	No	
Additional occupant's Secured record	Yes	
	No	
Additional occupant's phone number		
Additional occupant's address	Address line 1	
	Address line 2	
	Suburb	
	Town/city	
	Post code	
Are there more additional occupants?	Yes	
	No	

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Section 5: Household composition

Question	***Answer***	✓
How many couples will be residing in any new tenancy?		

What role does each occupant have in the application and what house hold unit do they belong to?

Occupant 1 name:		Role:		Household unit:	
Occupant 2 name:		Role:		Household unit:	
Occupant 3 name:		Role:		Household unit:	
Occupant 4 name:		Role:		Household unit:	
Occupant 5 name:		Role:		Household unit:	
Occupant 6 name:		Role:		Household unit:	
Occupant 7 name:		Role:		Household unit:	

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Section 6: Individual details

Other residency details

Question	*Answer*	✓
Have you lived in NZ continuously for 2 years?	Yes	
	No	
Refugee quota number		

Individual agent and interpreter details

Question	*Answer*	✓
Do you require an interpreter?	Yes	
	No	
What type of interpreter?		
Does this person have an agent?	Yes	
	No	
Agent name		
Agent organisation		
Agent email		
Agent phone number		
Can we share your agent details with any potential providers?	Yes	
	No	

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Child related payments

Question	*Answer*	✓
Are you receiving Orphan's Benefit, Unsupported Child's Benefit, or Foster Care Allowance for a child?		
Child 1		
Child 2		
Child 3		
Child 4		
Child 5		
Child 6		

Health and disability details

Question	*Answer*	✓
Does the occupant (applicant?) have a medical condition?	Yes	
	No	
If so, what type of medical condition?	Significant mental health issues	
	Common mental health issues	
	Physical disability	
	Intellectual disability	
	Health	
Comments (if one or medical conditions above selected)		

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Are you willing to be referred to a property that has a support person on site?	Yes	
	No	

Hearing or Visually Impaired

Question	***Answer***	✓
Is the client hearing impaired?	Yes	
	No	
Does the client require a hearing impaired smoke alarm?	Yes	
	No	
Is the client visually impaired?	Yes	
	No	
Are they legally blind?	Yes	
	No	
Other factors for consideration	1	
	2	
	3	
	4	
	5	
	Other	
Is this person a smoker?	Yes	
	No	
Modifications required	Wet area shower	
	Wet area shower and toilet	

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	Shower cubicle	
	Bath	
	Bidet	
	Rails in the bathroom	
	Rails in the toilet	
	Lowered toilet	
	A second toilet	
	A shower bed	
	Bathroom sliding door	
	Bathroom lever handles/taps	
	Kitchen lever handles/taps	
	Partially modified kitchen	
	Fully modified kitchen	
	Wide doorways	
	Wide hallways	
	Low light switches	
	Low door handles	
	Sliding doors	
	Ceiling hoist	
	Lift access	
	Wheelchair access for two entrances	
	Wheelchair access for one entrance	
	Access rails	
	Level access	
	Ramps	

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Section 7: Income and assets

Income

Question	*Answer*	✓
Do you receive income from salary or wages?	Yes	
	No	
How much income from salary or wage?		
Frequency		
Employer's details		
Do you have any other income apart from salary or wages?	Yes	
	No	
Do receive any other net income?	Yes	
	No	
How much income do you receive from other income sources?		
Frequency of other income		
What is the source of your other income?		
Other net income? (type, frequency amount)		

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Assets

	Asset 1	Asset 2	Asset 3	Asset 4
Asset description				
Value				
Income from asset				
Frequency of income				

Family tax credits

Question	***Answer***	✓
Is your family tax credit paid with your benefit?	Yes	
	No	
Is the household receiving or entitled to a family tax credit?	Yes	
	No	
What is the amount of the household family tax credit?		
Is the household eligible for minimum family tax credit?	Yes	
	No	
How much is your household's family tax credit?		

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Section 8: Current circumstances

Accessibility

Question	***Answer***	✓
Is discrimination preventing you from being able to access alternative housing?	Yes	
	No	
Household is experiencing some / moderate discrimination causing difficulties in accessing affordable, adequate, suitable and sustainable accommodation in the private sector.		
Household is experiencing serious discrimination causing difficulties in accessing affordable, adequate, suitable and sustainable accommodation in the private sector.		
Household is experiencing severe discrimination causing difficulties in accessing affordable, adequate, suitable and sustainable accommodation in the private sector.		
Household is experiencing moderate discrimination but no concern for the household's health or safety		
Household is experiencing discrimination and physical violence has been threatened		
Household is experiencing persistent physical violence due to discrimination		
Comments		
Do you currently have funds available for bond, rent and furniture?	Available	
	Earmarked	
	Minimal	
	Not available	

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Primary benefit for affordability

Question	*Answer*	✓
What is the primary benefit for household unit?	JS Single age 24 years or younger	
	JS Single age 25 years +	
	JS Single receiving DPB-WA or Widows Benefit-WA prior to 15 July 2013	
	JS Single with child(ren)	
	JS 2 adults	
	JS 2 adults with child(ren)	
	Sole Parent Support	
	SLP Single 16 or 17	
	SLP Single over 18	
	SLP 2 adults	
	SLP Single with child(ren)	
	SLP 2 adults with child(ren)	
	YPP Single with child(ren)	
	YPP 2 adults with child(ren)	
	YP Single 16 or 17	
	YP 2 adults	
	NZS/VP Single, no other applicants or partner or children or additional occupants	
	NZS/VP Single with other applicants or partner or children or additional occupants	
	NZS/VP 2 adults	
	NZS/VP Non Qualified spouse 2 adults	

Affordability of alternative housing

Question	*Answer*	✓
In which area does the household need to live?		

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Which dwelling type does the household need?		
How many bedrooms does the household need?		
Comments		

Question	***Answer***	✓
Lower quartile rent for selected area is:		
How much Accommodation Supplement would the household be entitled to if they rented alternative housing?		

Question	***Answer***	✓
Is a lack of funds for essential start-up costs preventing you from being able to access alternative housing?	Funds available	
	Funds are set aside for other essential expenditure but could be used for start-up costs	
	Minimal funds are available which could be used for a proportion of start-up costs	
	No funds are available for essential start-up costs	
Comments		
Will you need assistance with bond or rent in advance if you are offered a social housing property?		
How much of the assistance will each tenant need?		

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Sustainability of alternative housing

Question	Answer	✓
Do difficulties with financial management make it hard for you to find or keep alternative housing?	Yes	
	No	
Budget and debt management are not maintained successfully, resulting in a lack of provisions for household		
Serious inability to budget and manage debt, resulting in income being used to pay debt instead of providing for household		
Complete inability to budget and manage debt, resulting in severe financial issues		
Moderate addiction problem that consumes all discretionary income after minimum commitments met		
Serious addiction problems, resulting in a major portion of income supporting addiction		
Severe addiction problems, resulting in all or the majority of their income supporting the addiction		
Rent arrears with no ability to repay debt		
Rent arrears are in excess of two months and are mounting on a daily basis causing severe and persistent problems		
Comments		
What financial circumstances apply to your current situation?	Finances not maintained, lacks household provisions	
	Serious inability to budget, income repaying debt only	
	Severe financial issues, unable to budget/manage debt	
	Moderate addiction, consumes discretionary income	
	Serious addiction, majority of income used on habit	
	Severe addiction, all/most of income used on habit	
	Rent arrears with no ability to repay debt	
	Severe/persistent, rent arrears more than 2 months and increasing	

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Do difficulties in social functioning or lack of social skills make it hard for you to find or keep alternative housing?	No difficulties in social functioning or lack of social skills	
	Moderate level of social dysfunction requiring some support networks, experiences some difficulties functioning in the private sector	
	Serious and persistent level of social dysfunction requiring high-level support networks, inability to function in the private sector	
	Severe and persistent level of social dysfunction requiring high-level support networks, total inability to function in the private sector	
	No difficulties in social functioning or lack of social skills	
	Moderate level of social dysfunction requiring some support networks, experiences some difficulties functioning in the private sector	
	Serious and persistent level of social dysfunction requiring high-level support networks, inability to function in the private sector	
	Severe and persistent level of social dysfunction requiring high-level support networks, total inability to function in the private sector	
Comments		
How many essential moves have you made over the past two years?	No essential moves	
	1-3 essential moves	
	4-8 essential moves	
	more than 8 essential moves	
Comments		

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Adequacy

Question	***Answer***	✓
Is the structure of your housing in a serious state of disrepair?	Yes	
	No	
Structural integrity	Structure is condemned or has major structural damage	
	Leaking roof has damaged wiring	
	Unsafe foundations	
	No flooring or flooring is in significant state of disrepair	
	No sewer system or sewer system is in a significant state of disrepair	
	Excessive dampness or ventilation problems causing serious and persistent health issues	
Comments		
Are there unsafe or missing facilities in your current housing?	Yes	
	No	
Facilities	No bathroom, toilet or laundry facilities or they are unsafe	
	Electricity or wiring is unsafe	
	Leaking water or broken pipes	
	No running water in the bathroom	
	No shower or bath at all	
	No cooking or kitchen facilities or they are unsafe	
	No heating or ventilation and no power points to install these	
	No access to hot water	

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	Only one emergency exit and no approved fire evacuation plan in place (multi-blocks only)
Comments	

Suitability

Question	***Answer***	✓
When do you have to leave your current accommodation	No specific need	
	61 to 91 days	
	8 to 60 days	
	7 days or less	

Future changes

Question	***Answer***	✓
Are there any identified future changes?	Yes	
	No	

	Date	**Description**
Future change 1		
Future change 2		
Future change 3		
Future change 4		

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Comments on future changes	
Are there any people in your home who will not be moving with you?	Yes ☐ No ☐
How many other people are currently living with you	
How many sets of couples are living with you?	
How many males aged 18 or older will not be moving with you?	
How many females aged 18 or older will not be moving with you?	
How many males aged 10-17 will not be moving with you?	
How many females aged 10-17 will not be moving with you?	
How many males aged 5-9 will not be moving with you?	
How many females aged 5-9 will not be moving with you?	
How many males aged 0-4 will not be moving with you?	
How many females aged 0-4 will not be moving with you?	
Comments	
How many bedrooms do you have in your current accommodation?	
Are people in your current accommodation using other	Yes ☐

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rooms as bedrooms, for example, a hallway?	No
Comments	
How long, in weeks, have you been living in this situation?	
Comments	

Suitability

Question	***Answer***	✓
Do you need to move because of medical or disability reasons?	Yes	
	No	
Which of these applies the client's current situation?	Accommodation is unsuitable due to health, disability, and / or safety and the risk to the client is moderate	
	Accommodation is unsuitable due to health, disability, and / or safety and the risk to the client is serious	
	Accommodation is unsuitable due to health, disability, and / or safety and the risk to the client is severe	
	Household member has been diagnosed (or current condition has worsened) with a special need requiring the household to relocate closer to support services	
	Household member has been diagnosed (or current condition has worsened) with a special need and is hospitalised and the household must be relocated in order to maintain support	
	Household member is terminally ill and relocation is required within seven days or less to enable household members to be together	

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	Change in living arrangements (for example client may now have another person living with them providing physical or emotional support and therefore another bedroom is required)	
	A household member requires a separate bedroom due to a serious medical condition	
	Elderly or disabled household member has moved in and cannot access upstairs bedrooms and is sleeping in living areas	
	Client has mobility difficulties in accessing current accommodation	
	Client now has a guide dog and current accommodation is unsuitable for animals	
	Accommodation has lack of storage space, for example bedsit apartment	
	Mental or physical health has deteriorated or a household member has suffered a permanent disability and a different type of housing is required	
	Immediate need to relocate to ensure client can access critical medical care	
	Hospitalisation as a result of a recognised communicable disease where there is a causal link to the current house	
	Difficulties accessing funding to modify a private rental property are moderate	
	Difficulties accessing funding to modify a private rental property are serious	
	Difficulties accessing funding to modify a private rental property are severe	
Comments		
Do you need to move for personal reasons?	Yes	
	No	
Personal reasons	Current accommodation has become too large for the household	
	Client can no longer maintain section and garden	
	Parking space is some distance from accommodation and client has small children or moderate disability	
	Accommodation is now unsuitable due to change in neighbourhood, for example	

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	industrial redevelopment	
	Fencing has become unsuitable for the safety of children due to children growing older and needing a safe playing area	
	A support network has relocated but the household is able to access an alternative provider	
	Loss of vital support network and no means of travel to an alternative, but is sustainable for a period of up to 60 days	
	Loss of vital support network and no means to travel to an alternative	
Comments		
Do you need to move for employment reasons?	Yes	
	No	
Employment	Needs to relocate to enhance employment opportunities	
	Training opportunity exists in another location with the promise of guaranteed employment on completion of training and training is not available in current location	
	Employment opportunity exists and urgent relocation needed to accept job offer. Can't afford to stay in motels and have no friends or family to stay with	
	Employment opportunity exists and relocation needed to commence confirmed employment within seven days. Can't afford to stay in motels and have no friends or family to stay with	
	Newly unemployed with savings	
	Unexpected unemployment with minimal savings which will be required to pay for goods and other necessities	
	Unexpected unemployment with no savings or redundancy payment and cannot meet current rental which is in arrears	
	Primary income earner has left household or has become disabled and remaining	

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	income is adequate to maintain current housing costs but will disadvantage some household members	
	Primary income earner has left household or has become disabled and remaining income is inadequate to maintain current housing costs but is sustainable for a period of up to 60 days	
	Primary income earner has left household or has become disabled and remaining income is inadequate to meet current housing cost	
	Employer has moved premises resulting in increased travel time and costs	
Comments		
Do you need to move because of neighbourhood or domestic reasons?	Yes	
	No	
Neighbourhood issues	Neighbourhood or domestic tension, for example racial tension	
	Tensions or difficulties increasing within the household causing undesirable living environment	
	Tension or difficulties exist within the household and immediate relocation is required in order to avoid stress related issues for any household member	
	Tension or difficulties within the household causing moderate undesirable living environment	
	Household required to move due to potential threat of violence	
	Ex-partner has relocated into the neighbourhood and presents a potential threat to the household	
	Presence of severe persistent domestic violence or harassment	
	Fear of current accommodation or neighbourhood	
	Extreme fear of current accommodation or neighbourhood	

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Comments		
Isolation	Accommodation is isolated and relocation is desirable but no medical or personal issues present	
	Accommodation is isolated causing difficulties in accessing essential services and medical issues present	
Comments		
Increased living costs	Increased housing costs, moderate effect	
	Increased housing costs, serious financial hardship	
	Increased housing costs, severe and persistent problems	
Comments		
Family reunification	Accommodation too small to allow family reunification	
	Need to move to enhance reunification with children	
	Move to access/reunite with children, agency support	
Comments		
Cultural issues	Culturally inappropriate, desired relocation	

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	Culturally inappropriate need to move within 60 days	
	Culturally inappropriate immediate move required	
Comments		

Current expenses

Question	Answer	✓
What are your weekly grocery costs, if any		
What are your weekly power costs, if any		
What are your weekly clothing costs, if any		
What are your weekly telephone costs, if any		
What are your weekly transport costs, if any		
What are your weekly medical costs, if any		
What are your weekly school related costs, if any		
What are your weekly insurance costs, if any		
What are your weekly hire purchase costs, if any		
What are your weekly HNZC debt repayments, if any		
What are your weekly Work and Income repayments, if any		
What are your weekly fine repayments, if any		
What are your weekly Inland Revenue payments, if any		
What are your weekly loan repayments, if any		
What are your weekly student loan repayments, if any		
What are your weekly store card repayments, if any		
What are your weekly SKY TV costs, if any		

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What are your weekly credit card repayments, if any	
What are your weekly church donations, if any	
What are your weekly child support payments, if any	
What are your weekly maintenance payments, if any	
What are your weekly funeral related costs, if any	
What are your weekly appliance rental costs, if any	
What are your weekly entertainment costs, if any	
What are your weekly bond repayments, if any	
What are your weekly payments to family overseas, if any	
What are your weekly rate arrears repayments, if any	
What are your weekly moving cost repayments, if any	
What is your weekly savings to relocate family to NZ, if any	

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Section 9: Housing requirements

Question	Answer	✓
What city/district does the household need to live in?		
What suburb/district does the household need to live in?		
Please indicate if there are other areas the household needs to live in		

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