PROGRAM POLICY: APPLICATIONS TO THE PROGRAM

Policy number	PM002	Version	v1.0
Drafted by	Program Development Manager	Approved by Board on	29 March 2017
Responsible Person	Program Director	Scheduled Review Date	29 March 2019

1. PURPOSE

The purpose of this policy is to:

    a.   set out the process for applying for the CEHL Program

    b.   ensure that applications from previous Program participants are considered in a consistent and fair manner.

2. POLICY CONTEXT

CEHL is responsible for maintaining the Program application process. To be eligible for housing within the Program, applicants must meet all necessary Program eligibility requirements.

3. POLICY STATEMENT AND PRINCIPLES

3.1 STATEMENT

3.1.1   Applications to the CEHL Program must meet all published eligibility requirements.

3.1.2   The application process will ensure that applications from previous Program participants are considered in a consistent and fair manner, in full knowledge of any relevant history of the applicant known within the Program.

3.2 PRINCIPLES

3.2.1   CEHL maintains the CEHL Program application process through which a referral list of eligible applicants is identified. When a Co-op has a vacancy, it is provided with a comprehensive and up to date list of names from the referral list.

3.2.2   CEHL will ensure that prospective applicants are made aware of the eligibility requirements and selection criteria for entry into the Program and the ongoing participation requirements for Co-op members.

3.2.3   Previous Program participants who have held Co-op membership within the past three years are not required to complete training activities.

3.2.4 CEHL will only refer previous Program Participants to a Co-op where the participant has given permission for relevant Program history to be supplied with their referral.

3.2.5 Relevant Program information includes, where known, details of previous tenancies and / or Co-op membership within the Program, including:

a) the name of the previous landlord / Co-op

b) whether the tenancy / membership ended as a result of:

i. voluntary departure by the participant

ii. eviction by the landlord (following a VCAT Order of Possession)

iii. loss of membership of a Co-op

c) any debt owed or damage caused (evidenced by a VCAT order)

d) any subsequent action by the applicant to repay a debt owed.

3.2.6 Co-operatives are required to consider all applications in light of:

a) the co-operative's current selection criteria

b) any change of circumstances that may have occurred for the applicant since leaving the program, when the application is from a previous Program participant

c) action taken by the applicant to rectify any previous debt or damage, when the application is from a previous Program participant.

3.2.7 Previous program participants owing a debt to within the Program will be asked to make arrangements to repay the debt prior to any further offer of tenancy within the Program.

4. SCOPE

4.1 This is a Program Policy. It applies to all selection processes managed by CEHL or its member Co-ops.

5. DEFINITIONS

5.1 For all definitions relating to this policy, please refer to the Program Glossary.

6. LEGAL REQUIREMENTS

6.1 This policy adheres to and incorporates guidance from:

6.1.1 [Performance Standards for Registered Housing Agencies: section 1 Tenant and Housing Services.](#)

6.1.2 [Victorian Charter of Human Rights and Responsibilities 2006.](#)

7. PROGRAM REQUIREMENTS

7.1 This policy is consistent with:

7.1.1 International Co-op Principles:

Open & Voluntary Membership

Democratic Control by Members

Co-operation among Co-operatives

Concern for Community.

    7.1.2   Program Principles:

Security

Affordability & Financial Sustainability

Participation

Membership & Growth

Changing Needs

Working Together.

    7.1.3   CCA.

8. RELATED PROGRAM POLICIES

8.1 This policy should be considered in conjunction with:

    8.1.1   Member Selection Program Policy.

9. BOARD AUTHORISATION

Approved by	CEHL Board	Date of approval	29 / 03 / 2017
Position	CEHL Chair	Karren Walker	
Position	Manager	Nicola Foxworthy	