

Guidance Sheet for Housing Register Template Letter

Purpose of the Letter

The Housing Register Template Letter is a tool for use by care teams to support families in securing appropriate medical priority for their housing register application. It is intended to assist Local Housing Authorities (LHAs) in assessing the family's medical and housing needs, enabling them to allocate a priority banding and determine eligibility for suitable accommodation.

The unsuitability of the family's current accommodation will be a key consideration for the housing team in their assessment.

Key Points

1. **Managed Housing Move:**
 - This letter is designed for families where the current accommodation is unsuitable for meeting the child/young person's long-term care needs.
 - **Important:** This letter is not suitable for cases where the patient cannot be discharged from hospital due to housing. In such cases, a Statutory [Duty to Refer \(DTR\)](#) and a **homeless application** must be pursued.
2. **Scope of Use:**
 - The letter supports housing register applications for priority banding and medical priority.
 - It can also be used for management moves if the family is already a social housing tenant.
3. **Local Housing Authority Assessment:**
 - LHAs will use the letter and supporting medical evidence to assess:
 - **Priority Banding:** Determines how urgently the family needs to move.
 - **Medical Priority:** Considers the child/young person's medical and care needs.
 - **Bedroom Entitlement:** Determines the number of bedrooms the household qualifies for.
 - **Property Type:** Identifies specific requirements, such as level access or step-free entry.
 - Many housing teams may refer the medical information provided to their own medical team for further assessment and recommendations.
4. **Supporting Evidence:**
 - Attach any medical evidence, such as letters from consultants, community nurses, or other healthcare professionals involved in the household's care, that

you feel the housing authority will need to see to inform their assessment of the child's/young person's needs.

5. **Assessment of Property Suitability:**

- **Critical Point:** While the LHA will assess bedroom entitlement and property type, it is the responsibility of healthcare professionals involved in the child/young person's care to physically visit the property and evaluate the property's specific suitability once an offer of accommodation is made.
- This assessment includes but is not limited to:
 - Doorway widths for wheelchairs/ buggy or equipment.
 - Access to key areas like bathrooms and storage.
 - Bedroom size and configuration to accommodate medical equipment and carers.
- A healthcare-led assessment must take place once a property is offered to determine if it meets the overall care needs of the child/young person.

6. **Refusal of Accommodation:**

- Any home refused on the grounds of medical unsuitability should not be registered as a refusal by the housing team. The refusal should be clearly documented as a result of failing to meet the child/young person's medical needs.