

Guidance Sheet for Unsuitable Temporary Accommodation Template Letter

Purpose of the Letter

The Temporary Accommodation Template Letter is designed to address situations where families are residing in temporary accommodation that is unsuitable for meeting their child/young person's medical, care, or practical needs. This letter supports communication with Local Housing Authorities (LHAs) to advocate for suitable temporary housing arrangements that align with the household's specific requirements.

The letter highlights the medical and care needs of the child/young person, assisting LHAs in prioritising and sourcing temporary accommodation that enables safe discharge from the hospital and supports the family's well-being.

Key Points

1. When to Use This Letter:

- The Temporary Accommodation Template Letter should be used when the family's current temporary accommodation is unsuitable for the safe discharge or ongoing care of the child/young person.
- This letter is applicable for families already placed in temporary accommodation by the LHA but where the property fails to meet medical, care, or practical needs.
- Use this letter to highlight why the current accommodation is unsuitable and to outline the requirements for alternative temporary housing.

2. Purpose of the Letter:

- The goal is to inform the LHA of the inadequacies of the current temporary accommodation and to request a suitable property that meets the child/young person's needs.
- The letter provides critical information about the family's medical and care requirements to assist the LHA in sourcing alternative housing.

3. Supporting Evidence:

- Attach additional evidence to strengthen the request, such as:
 - Medical reports or letters from consultants or community nurses.
 - Details from homecare providers outlining specific accommodation needs.
 - Risk assessments demonstrating the unsuitability of the current property.

4. Key Housing Requirements:

- Highlight essential criteria for the accommodation, such as:
 - Ground-floor access or step-free entry for wheelchairs or buggies.
 - Space for medical equipment storage and carers' use.

- Bedroom configuration that accommodates carers and preserves the child/young person's dignity.
 - Include proximity requirements, such as the need to live near the hospital for frequent visits or emergency care access.
- 5. **Local Housing Authority Responsibility:**
 - The LHA must consider the recommendations provided in the letter when conducting their suitability assessment.
 - The suitability assessment should include a review of:
 - The medical needs of the child/young person.
 - The adequacy of space and facilities for medical equipment and carers.
 - Accessibility and proximity to essential services, including hospitals.
- 6. **Assessment of Property Suitability:**
 - Once a potential property is identified, healthcare professionals involved in the child/young person's care must assess its suitability. This includes:
 - Evaluating space for equipment and caregiving.
 - Checking accessibility for wheelchairs or buggies.
 - Confirming that the property meets safety and care standards.
- 7. **Refusal of Unsuitable Accommodation:**
 - If a property is deemed unsuitable based on healthcare-led assessments, the refusal should be documented as a result of failing to meet medical needs, not as a refusal by the family.