

PURPOSE:

This policy provides guidelines for assessing applicant's income and assets. In compliance with Community Housing Rent Policy March 2012.

1. SCOPE

- 1.1. Applies to all staff
- 1.2. Applies to co-operatives
- 1.3. Applies to all assessments of applicant's income and assets

2. EXCEPTIONS:

NA

3. DEFINITIONS

3.1. Income below the statutory minimum.

Deem the applicant to be receiving the minimum income they would be entitled to receive from Centrelink.

3.2. Casual or seasonal wages

The best way to deal with a fluctuating income is to average applicant's actual income over a set period. As a guide averaging out the income from the previous 3 months is reasonable.

3.3. Self Employed

Based on a current profit and loss statement or the most recent tax return. A tax assessment notice is not acceptable, as some items that are allowed as a tax deduction are not allowed as a legitimate business expense, for the purpose of calculating a rebate based on assessable income (see Community Housing Rent Policy).

3.4. Property holdings

Under the NSW Community Housing Eligibility Policy, a person who owns a property or assets which would reasonably be expected to resolve their housing need will not be eligible to receive community housing.

3.5. Investment

First \$ 5000 income from investment is disregarded as an income.

3.6. Adult

An adult is a person who is 18 years or older.

3.7. Child

A person who is under the age of 18.

4. RESPONSIBILITIES

4.1. Chief Executive Officer (CEO)

- 4.1.1. Providing resources

4.1.2. Oversight of process etc

4.2. Manager

4.2.1. Staff competency

4.2.2. Monitoring

4.2.3. Income Eligibility table annual update

4.3. Board

4.4. Quality Coordinator (QC)

4.4.1. Review the policy with relevant staff as per schedule or when required

5. CONTENT

Guide for Social Housing Income Eligibility

5.1. The social housing income eligibility limits are a range of income thresholds that specify the maximum income (before tax) that a household can earn and stay eligible for social housing. Social housing providers determine the income limit that applies to a household by using the income allowance for different combinations of the four key household member types in the table below. To be eligible for social housing, the gross household income must be equal to or below the limit.

5.2. Household types are based on the number of adults and children in a household. Social housing providers do not take into account relationships within a household when determining household type.

5.3. The current income limits for determining eligibility are listed below.

5.3.1. Social Housing Income Eligibility Assessment Rules for applicants

The income eligibility assessment rules are:

1. Family Tax Benefit A & B (including the Large Family Supplement) are included in the assessment of income.
2. The first \$5000 of each adult household member's total amount of savings and financial assets is exempt from assessment for public housing eligibility.

Table 1 – Social Housing Income Eligibility Limits, using gross assessable income as at March 2015

Household Type	Weekly Income Limit Including Family Tax Benefits
Adult (Single)	\$575
Each additional adult (18 years or over)	Add \$220 to the income limit
First child (under 18 years)	Add \$280
Each additional child (under 18)	Add \$95

To determine which household income limit applies, take the following steps:

- **Step 1:** Add up the assessable income for each adult in the household.
- **Step 2:** Add up the number of adults in the household.
- **Step 3:** Add up the number of children in the household.

Clients or household members who are pregnant should add their unborn child to the number of people in the household to determine the correct income limit that applies to the household. The client must supply a medical certificate confirming the pregnancy.

- **Step 4:** For each adult and child, add up the income allowance from Table 1 above.
- **Step 5:** To determine which household income limit applies to the household, compare the amount at Step 4 with the household income at Step 1.

Example:

In the case of a couple with three children aged 19, 14 and 12, the household consists of three adults and two children. The household's gross assessable income is \$1000 per week. Allow \$575 for the first adult, and add \$220 for each additional adult. Then add \$280 for the first child and \$95 for the second child.

Income limit calculation: $\$575 + \$220 + \$220 + \$280 + \$95 = \1390 .

The household's income of \$1000 is below the income limit for the household type. This means that the household would be eligible for social housing.

Household income is the total gross income (i.e. before tax) of all household members including: wages, pensions and allowances and interest on investments.

6. REFERENCES

- 6.1. Centrelink Payments & Services- Department of Human Services
(<http://www.humanservices.gov.au/customer/services/centrelink/>)
- 6.2. Community Housing Rent Policy
- 6.3. Community Housing Eligibility Policy
- 6.4. Community Housing Access Policy

7. ASSOCIATED DOCUMENTS

- 7.1. C 1.1 Tenant Selection and Allocation Policy and Procedure