

**Kildare County Council Homeless Services**

**Procedures in relation to assessment and allocation of emergency accommodation.**

When a person is in need of emergency homeless services they should register themselves as homeless at the Housing counter at Kildare County Council's offices, 9.00am to 2 p.m. Monday to Friday. In order to assist in the assessment process the person presenting should have:

Contact Details

PPS Number

Details of existing Application for Social Housing Support if applicable

When a person presents as homeless, Kildare County Council conducts an assessment to determine if a person is eligible for homeless service provision under S.2 of the Housing Act 1988. The assessment tool used to determine eligibility seeks to establish 4 principal criteria:

1. **A person’s current living arrangements** and whether this arrangement is to be categorised as homeless.
2. **The reasons for a person’s presentation as homeless**
3. **Risk Assessment**. The homeless assessment seeks to establish if there are any significant risks associated with any accommodation options available to those presenting as homeless that are put forward by the assessing Housing Officer. The Local Authority would obviously not seek to place anyone who may be vulnerable in certain situations into accommodations that may be deemed not appropriate.
4. The assessment finally seeks to **establish a jurisdiction for a person’s homelessness** based on the responsibilities of each Local Authority according to Housing Act 1988 (Sec 10). Generally, a person presenting as homeless is required to provide an accommodation history in order to establish a local connection, a last permanent address or functional attachment to the Local Authority area.

If a person is deemed to be homeless according the criteria set out above, then placement in emergency accommodation is sought for the household. Every presentation is recorded on PASS and a vehicle for reportage established which may include opening an application for Social Housing Support, referral to external services or liaison with other state agencies.

If a person is not deemed to be homeless according to the criteria set out above then they are recorded on PASS and advised as regards their further options. This may include redirection to another Local Authority, referral to external services or liaison with other state agencies. A person is advised of all reasons why they are deemed ineligible to be categorised as homeless.

**Out of Hours Service**

An out of hours Information and advice service is also available and is operated by the Peter McVerry Trust on behalf of Kildare County Council at Freephone Number 1800 804 307. The Freephone operating hours are Monday - Friday 5pm - 9pm and Saturday and Sunday Noon - 5 pm.

**Threshold**

Threshold also provide an advisory service and will work with other key services to make sure that assistance is available to you and your family if you are at risk of losing your home in the private rented sector.

This Freephone service **1800 454 454** is provided on behalf of Kildare County Council Monday – Friday 9am – 9pm and the website address is <http://www.threshold.ie>