

CLEARING HOUSE

Hostel Decant Policy



Monitoring

This policy is reviewed every two years or in line with service changes, whichever comes first.

Purpose

This Policy will set out the eligibility criteria for priority access to the Clearing House waiting list and the process by which this can be requested.

Policy statement

Priority access will be applied to referrals that are still on the waiting list 3 months before the project closure date. Clients must select at least 5 boroughs in their application. There is no upper limit to the amount of boroughs that can be selected; clients should be prepared for a nomination to any area within a selected borough.

This policy provides hostels in the process of decanting, due to decommissioning or change of purpose, with priority access to the Clearing House waiting list in order to find appropriate alternative accommodation for a proportion their clients.

It is important to note that priority access does not guarantee a client being re-housed within a certain time-frame, but it will significantly reduce the length of time that a client would otherwise wait.

Once nominated from the Clearing House to a property, all processes and procedures will be the same as for a non-priority access client (see Nominations policy).

Eligibility for projects

Any project located within Greater London and providing accommodation and/or support to clients with a history of rough sleeping may apply for access to the Clearing House service. Individual members of staff will be required to agree to and comply with the Clearing House terms of use before accessing the online referral system.

To access priority status for its clients a hostel must be within three months of its planned closure date.

All referrals should be completed in accordance with the Minimum Standards policy and referring workers must ensure that clients understand and consent to their referral to the service.

Eligibility for clients

The usual Clearing House eligibility criteria will apply (see Referrals policy):

- Verified as a rough sleeper on the CHAIN system
- Require support to maintain a tenancy
- Willing to engage with TST support
- Understand the expectation to move-on once TST support is no longer required



Priority access may be allocated to clients already on the Clearing House waiting list, or to clients being newly referred.

How many clients?

The Clearing House welcomes and encourages referrals for all clients for whom the service is appropriate.

The number of clients receiving a priority access will be limited to 15% of a project's total decanting clients.

How to apply

Please complete, including CHAIN numbers, the attached Hostel Decant form in order to identify the clients for whom you wish to request priority access. Once complete, return the form to ch@mungos.org.

Applicability

This policy is intended for use by services within Greater London which are in the process of decanting, and the Clearing House team.

Getting Help

For help and advice about this policy or procedure please contact a member of the Clearing House Team on 020 3856 6008 or at ch@mungos.org.

Related policies, references and forms

- Hostel decant form
- Minimum standards document
- Referral policy
- Nominations policy



Service details

Planned closure date:	Hostel name:	Service provider:
Total number of bedspaces:	Hostel address:	Hostel borough:

Principal contact

Name:
Job title:
Email:
Phone:

Client details

Name	CHAIN number
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