



## **Almshouse Accommodation Application Process**

St John's Foundation is renowned for its high-quality Almshouse provision. The Care Quality Commission has rated the Care Service delivered through our Independent Living Service as 'good'.

The information provided within this document will support the completion of the Almshouse Application Form.

### **Privacy Statement**

Once your completed Almshouse Application Form has been received, your information will be processed to gain an understanding of your financial, social, and health needs. Your information will only be shared with staff directly involved in the application process. St John's have carefully designed the application form to only collect information necessary for decision-making.

Whether you provide a paper or electronic application, St John's will keep your information secure and in the EU. If your application is unsuccessful, St John's will safely destroy your records. All information apart from basic contact details will be removed after three months and your contact details will be kept for one year.

If your application is successful, your information will be transferred onto our in-house system. You will be provided with further details on how St John's manage your personal information when you become a Resident.

Please do not hesitate to contact St John's if you have further queries regarding the handling of your personal information. The Head of Care and Community Services and Information Officer are here to help and can be contacted on 01225 486400.

### **Financial Status**

St John's Foundation is an Almshouse Charity and, as such, in line with its charitable objects, focusses on those in most financial need.

You may only apply for our Almshouse accommodation if you meet the following criteria:

- You are in receipt of a weekly income not exceeding £300 per week for a single person and £450 for a couple.
- You have less than £35,000 in capital, savings and assets
- If you have disposed of assets, e.g. property, cash, stocks to the value of £3,000 or more within the last 7 years, this may need to be discussed at the assessment stage



- You disclose all financial obligations such as credit card payments, loan payments, utility debts (gas, electricity, telephone), rent arrears and any other debts. These will be taken into consideration when assessing eligibility for accommodation at St John's Almshouse.

St John's welcome applications from applicants in receipt of Housing Benefit and Universal Credit. There may be additional exceptional circumstances, which will be considered. Information you feel may be relevant should be included in Section 10 of the application form.

***Please do not send any supporting financial documents with your application.***

### **Geographical area**

Applications may be made for by those who live within Bath and the surrounding area i.e. Bath and North East Somerset. Applicants living outside of this geographical area may be considered if they have a close personal or family connection to the area.

### **Age**

St John's accommodation is designed to meet the needs of people over the age of 65.

If you are between the ages of 55 and 65 with care and support needs, St John's may consider your application.

### **Suitability of Existing Accommodation**

St John's Foundation will consider your application if you live in accommodation which:

- Is unsanitary and a threat to your health and well-being.
- Is shared with a family member other than your spouse.
- Is isolated through location or accessibility problems and you are unable to get to local shops/services.
- Has kitchen and bathroom facilities, which do not meet your needs.
- Is in a state of disrepair which you cannot afford to maintain.
- Has a garden which you are no longer able to maintain.
- Has inadequate heating.
- Has external steps or internal stairs which you can no longer manage.
- Requires major adaptations to meet your needs.

St John's will only consider applications from those already in Almshouse accommodation in very exceptional circumstances. Information you feel may be relevant should be included in Section 10 of the application form.

### **Social Care Needs**

St John's Foundation is renowned for its high quality Almshouse provision and the care and support its dedicated Independent Living Service provides. You may already be in receipt of the following, either from family, friends or via an agency:

- Cleaning
- Shopping
- Bathing/showering or any other aspects of Personal Care



If you wish, you can continue with your current support provider or agency. St John's Foundation Independent Living Service is regulated under the Care Quality Commission (CQC) in relation to Personal Care, but in addition provides Housing and Domiciliary Support. This may be a chargeable service depending on individual circumstances.

### **THE ADMISSIONS PROCESS**

The admissions procedure is a three-stage process.

#### **Stage 1**

On receipt of an enquiry the Resident Support Co-ordinator will send an Application Form, along with this document.

#### **Stage 2**

On receipt of a completed Application Form the Head of Care and Community Services will assess the information provided within your application.

If you meet the criteria at application stage, you will be informed in writing. The Head of Care and Community Services will visit you at your current address to assess your suitability for our accommodation. The Head of Care and Community Services will view your financial documentation at this assessment. If you meet the criteria at assessment, your application will be submitted to St John's Admissions Panel for consideration.

#### **Stage 3**

The Admissions Panel will meet to assess all live applications and recommend which applications will be supported. You will be notified of this decision.

If your application is successful and there are vacancies, you will be allocated accommodation with an offer to view. If your application is successful but there are no current vacancies, you will be placed on the accommodation list. You will be contacted every three months to ascertain if you wish to remain on the accommodation list. If you are placed on the list and your circumstances or contact details change, please contact the Resident Support Co-ordinator. Changes in circumstances may affect your application.

#### **Allocation of Flats**

If offered accommodation, it is expected you will accept accommodation when it is offered to you. If you refuse accommodation, you will not be offered any further options within St John's Foundation. You may have originally expressed a preference for accommodation on a particular site, however, the Board of Trustees reserve the right to allocate accommodation that, in their view, is most suitable to your needs and those of the charity.

Once you have been offered accommodation, you will be asked to confirm a moving in date. This should be no more than six weeks after the date of the letter offering you accommodation. **Once a moving in date has been confirmed, the documents listed below will be sent to you to complete and return.**

Appointment to Occupy  
Letter of Authority



Conditions of Occupancy

Code of Conduct

Privacy Statement

### **Terms of Residency**

If you decide to apply to St John's Foundation, it is important you are aware the conditions under which you will reside at St John's,

- You must agree and adhere to the St John's Residents' Code of Conduct.
- You will be responsible for the payment of:
  - A Weekly Maintenance Contribution (WMC) (rent)
  - Council tax
  - Utilities, including electricity, telephone and broadband
- St John's Foundation does not have facilities for the parking of Residents' cars. Parking permits are currently not available from BaNES.
- The keeping of pets is not permitted.
- The Estates Department carry out all repairs and maintenance, including internal and external decoration.
- You will cooperate with the daily welfare card system.
- You will not be absent from your accommodation for more than 42 days in any 12-month period.
- Visitors can stay for a maximum of three nights in any one week and no more than five nights in any calendar month (unless a family relative is caring for you).
- Visitors will cooperate with the signing in/out book procedure to ensure their safety.
- You will not share possession of your accommodation with anyone (other than your partner, in the case of a couple).
- If you are a couple and one resident becomes the sole occupant, he/she may be required to move into single accommodation.
- You are required to keep the interior of the flat clean at all times.

**If you have any difficulty completing the Application Form or require further information, please contact Head of Care and Community Services on 01225 486402.**