

Special Priority Placement (SPP) Status Verification Process

Important Note to the Verifier Completing this Form

The person from whom you have received this form has applied for rent-geared-to-income RGI (subsidized housing) and may be eligible for Special Priority Placement Status. SPP Status allows RGI applicants to move ahead of chronological applicants on the wait list for housing units. The applicant has identified you as someone who can verify their application. KDSB staff must ensure that SPP Status is reserved for those individuals whose situation corresponds to the definition of abuse described below and who qualify in accordance with legislation. SPP Status does not apply to applicants who are separating from their partner because the relationship is not working.

Who may complete this form as a Verifier?

This form may be completed by one of the following: doctor, lawyer, law enforcement officer, member of the clergy, teacher, guidance counsellor, an individual in a managerial or administrative position with a housing provider, a community health care worker, social worker, social service worker, victim services worker, a settlement services worker, shelter worker.

How is eligibility for Special Priority Placement established?

To be eligible for SPP Status on the waiting list for RGI assistance, the applicant (or any of the applicant's household member/s 16 years old or older) must have experienced an incident or series of incidents of abuse. The applicant must either have recently left the abuser (time limit of three months) or be currently living in a familial relationship with the abuser but intends to live permanently apart from the abusing individual.

Definition of Abuse

Abuse is defined as any incident of physical or sexual violence, or, words, actions or gestures, which threaten the applicant, children, family or property.

A Verifier must complete and submit the following information to:

1) A completed Verification and Declaration for Special Priority Placement Form (attached to this document), **and**

2) A Letter of Verification which includes the following information;

- a) Relationship of applicant to abuser and applicant's current living situation;
- b) Statements that support the eligibility requirements.
- c) Any further information related to applicant's situation and safety needs which would assist the application (e.g., unit location with respect to access to support services)

Return the attached form and Letter of Verification marked CONFIDENTIAL to:

**Kenora District Services Board
20 King Street
Dryden, ON
P8N 1B3
Fax: (807) 223-3397**

SPP Status may be assigned once eligibility has been determined.

Verification and Declaration for Special Priority Placement Form

Section 1:

This section is to be completed by the person verifying the application for SPP.

| Verifier's Name | Position | Organization | Telephone # |
|-----------------|----------|--------------|-------------|
| | | | |

As the Verifier I declare the following:

- I have reviewed and understand the verification process and indicators of abuse necessary for applicants to obtain SPP Status in accessing RGI housing.
- I have attached a verification letter providing information about the applicant's situation.
- I am aware of my responsibilities in providing verification information and that the information I have provided is a true and accurate account of the applicant's situation.

Signature of Verifier

Date

Section 2:

This section is to be completed by the Applicant for SPP.

As an applicant for SPP, I _____ declare, (Print Name)

- I have been subject to abuse from another individual in my household.
- I have not been living apart from my abuser for more than three months.
- I intend to live permanently apart from the abuser.

Special Contact Information: If it is not safe to contact you at the address and phone number listed on your application please provide alternate contact information below:

I consent to the completion of this form and it's submission to the Kenora District Services Board. I understand that all information collected is strictly confidential for the purpose of determining eligibility under the Special Priority Placement Policy. All documentation will be destroyed following eligibility determination and waitlist promotion.

Signature of Applicant

Date

This form should be forwarded to the Kenora District Services Board, Dryden Office ONLY.

Office Use Only

Date Received: _____

Director Approval Signature: _____ Date: _____