

# Housing Information for Children, Young People and Families



## Housing Information for Children, Young People and Families

This document is designed to help children, young people and their families to consider all the options available to them to provide a home that is suitable for their needs.



These needs might be helped by one or more of the following:

- rehabilitation
- minor adaptations and provision of specialist equipment within your home
- moving home
- major adaptation.

### Who can help me with my child's needs at home?

**Occupational Therapists** help people to participate as independently as possible in everyday activities both at home and in school. The Occupational Therapist (OT) will also support the parent/carer in managing their child/young person's (CYP) day to day care needs.

We will work with parents and our housing partners to promote safety and help to make the child/young person's home work for them:

- The children's Occupational Therapy service see children aged between 0-18, 19<sup>th</sup> year for children attending special school provision).
- Children living in Cambridgeshire - see contact list.
- Children with permanent and substantial physical or learning disabilities.

The Occupational Therapy service may already know the child/young person or this may be a new referral to the team. A new referral can be made via Cambridgeshire County Council Contact Centre – see contact list.

The Occupational Therapist will complete an initial assessment of need with the child or young person and family which will look at the following:

- Can the task be adapted or the current method changed?
- Can the child or young person learn or re-learn a skill?
- Is there support or help available from others?
- How would assistive technology help?
- A moving and handling assessment/plan
- How specialist equipment could help.
- Would a minor adaptation make a difference?

If after following this intervention, the child or young person's needs are not fully met, a referral to the local housing team may be required - see contact list.

A meeting will be organised between the parents/carer/child or young person, key colleagues in housing, and the Occupational Therapist. The OT is required to adhere to strict legal criteria when looking at the current accommodation/situation to see what is “necessary and appropriate” as well as what is “reasonable” and what is “practicable”.



These are the terms used in the national legislation. This would usually take place in the child/young person's home.

The options to be explored include:

- Moving home.
- Options within social housing.
- Advice on these two options can be given by the specialist housing advisor in South Cambridgeshire, Cambridge City Huntingdonshire and East Cambridgeshire. This is not currently available for Fenland.
- Adapting your current home.

## What happens if moving home is an option?

In some cases, moving to another property which can provide more suitable accommodation is more appropriate for a person's longer term housing and well-being. Under certain circumstances, the District Council can provide a relocation grant up to £5000 to help with the costs of moving as an alternative to adapting a property. For those who live in council owned housing, the council may offer a payment to incentivise you to move to smaller accommodation. You should enquire about this with your council landlord. A letter from an Occupational Therapist known as a Housing Needs report will specify what the minimum requirements are for a suitable property.

## What happens if I currently own my own property but it cannot be adapted. Can I apply to be on the register for social housing?

Home owners can apply to be on the housing register but this is subject to certain criteria. Applications can be made by completing the on line home link registration form [www.home-link.org.uk](http://www.home-link.org.uk) Home-Link, is the choice based lettings (CBL) scheme for council and housing association properties across the Cambridgeshire and West Suffolk area. The scheme covers all the available council and housing association properties. You can also find information about all the housing options available in the area.

## What happens if adapting your current home is the only feasible option?

The Home Improvement Agency (HIA) is a council service that helps both adults and families with building related works to their home. The Agency helps the child/young person (CYP) to live as independently as possible; to allow those supporting the CYP to do so in a dignified and safe way.



With an experienced team of caseworkers and surveyors, the Agency work with the family and occupational therapist to help find the right solution to meet the CYP's needs.

The Agency will assist with the application process for Disabled Facilities Grants (DFGs) and oversee all of the subsequent building works. The HIA will charge a fee for their service which will come out of the DFG grant.

### **What if I decide to manage the adaptation myself, or pay someone privately?**

The Grants officer will meet with you, the family and explain the process and what documents will be required to support a direct application when not using the Home Improvement Agency.

### **What happens if I privately rent my property?**

The land lord/owner still needs to give permission for the works to be done.

### **What is the Disabled Facilities Grant?**

Appropriate housing is a foundation of the right to an ordinary life for disabled children.



The Disabled Facilities Grant (DFG) is a mandatory grant for disabled people to carry out essential adaptation to give better freedom of movement into and around the home, to access essential facilities within it and to promote safety in and around the home. The maximum grant is £30,000 in England including all fees and charges. The Grant is means tested from 18 if not in full-time education, but up to 20 years old if the applicant is still in full-time education.

Sometimes, an OT will identify works which are likely to cost more than the maximum grant of £30,000. The council may not be able to provide any additional funding and the family should consider how they could fund any additional works.

Applicants are advised to consider approaching family members for help, using their savings, obtaining a loan, speaking to their bank or building society about re-mortgaging, applying to charitable agencies or asking their landlord for a contribution. The HIA will ask you for evidence to show that you have exhausted these options before it considers any top up funding request.

Cambridge City and South Cambs District councils have separate policies and funding arrangements covering their criteria for adapting a home. (See Appendix A for weblink).

Any funding from the District Council above the DFG threshold may be means tested.

### **What about any specialist equipment required to meet the needs of the CYP?**

The integrated Equipment Stores would fund mobile equipment. Specialist equipment which is bolted to the floor or wall is funded through the disabled facilities grant.

**Changing bench: £2000-4000**  
**Overhead tracking hoist system: £2000-12000**  
**Specialist bath: £5000**  
**Specialist toilet: £3500**

20% vat is also charged on building works where an exemption is not applicable as well as the fee to the Home Improvement Agency.

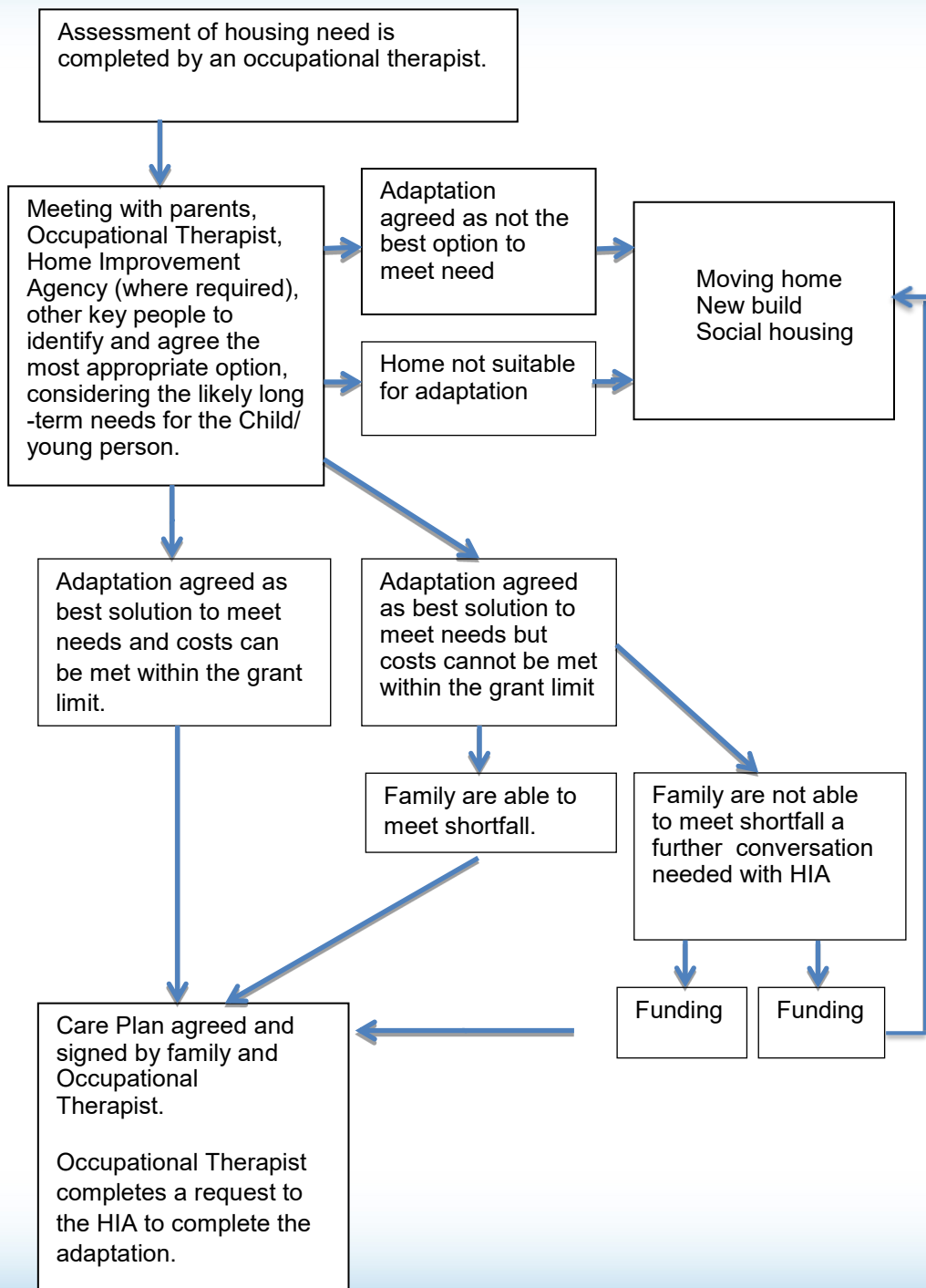
### **What if recommendations have been made to adapt the property and it is owned by a housing association?**


The Home Improvements Agency (HIA) will require your landlord's consent before any work can be completed on your home, if you have chosen to use the HIA, they will apply for this on your behalf.

If you are a housing association tenant it may be easier for you to move to a property that better meets your needs and your Occupational Therapist and the HIA staff will discuss this with you.



## Quick guide to process



What happens?	Who is involved and what is their role?
<p><b>Feasibility Visit at home</b></p>	<p><b>Parents/Child/Young person:</b> To represent the family's needs in relation to their home.</p> <p><b>Occupational Therapist:</b> To discuss possible solutions to meeting needs/what equipment would help with meeting need.</p> <p><b>HIA:</b> To measure property/to identify any problem areas and to advise on practicality of completing the adaptation.</p> <p><b>Specialist company Rep for equipment:</b> To gather information to enable a quote to be produced the OT invites one or more reps to attend.</p> <p><b>Occupational Therapist and HIA:</b> to discuss options with parents if costs are likely to exceed £30,000.</p>
<p><b>Sketch plans</b></p> <p><b>Estimate of costings</b></p> <p><b>Produce schedule of works</b></p> <p><b>Obtain quotes and check equipment will meet needs of CYP</b></p>	<p><b>HIA:</b> produce drawing / give estimate of costs. Seek quotes from building contractors and will only appoint contractors who have satisfied the standards required by the HIA.</p> <p><b>Occupational Therapist:</b> Once a scheme has been agreed, the Occupational Therapist will send a referral and any quotes obtained to the HIA. If a scheme changes significantly, the HIA may ask the OT to send a new referral, otherwise the HIA will, within the grant limit, seek approval for any variations from the Grants Officer.</p> 



<b>Processing the grant application</b>	HIA staff will visit to complete the required documents, they will also obtain the landlords consent, check property ownership, appoint a contractor, liaise with the district council grants officers, make any onward referrals.
<b>Approving the grant</b>	District Council Grants Officers will write to the applicant to advise them on the outcome of their application including any special terms that are applied.
<b>Planning and Building Regulation Consent</b>	HIA: ensure that works comply with the required standards and obtain the necessary certificates of fitness
Any queries regarding the build should be directed at the HIA	

## Useful websites:

### **1996 legislation housing regeneration act:**

[www.legislation.gov.uk/ukpga/1996/53/contents](http://www.legislation.gov.uk/ukpga/1996/53/contents)

### **1970 chronically sick and disabled act:**

[www.legislation.gov.uk/ukpga/1970/44/contents](http://www.legislation.gov.uk/ukpga/1970/44/contents)

[www.gov.uk/disabled-facilities-grants](http://www.gov.uk/disabled-facilities-grants)

[www.livingmadeeasy.org.uk](http://www.livingmadeeasy.org.uk)

## Useful links for social care:

[www.cambridgeshire.gov.uk/residents/children-and-families/local-offer](http://www.cambridgeshire.gov.uk/residents/children-and-families/local-offer)

[www.cambridgeshire.gov.uk/residents/children-and-families/local-offer/local-offer-identifying-special-educational-needs-and-disabilities-0-25](http://www.cambridgeshire.gov.uk/residents/children-and-families/local-offer/local-offer-identifying-special-educational-needs-and-disabilities-0-25)

[www.cambridgeshire.gov.uk/residents/children-and-families/local-offer/local-offer-preparing-for-adulthood-14-25](http://www.cambridgeshire.gov.uk/residents/children-and-families/local-offer/local-offer-preparing-for-adulthood-14-25)

## **SEND Service 0-25**

### **Email:**

[SendHousingAdvice@cambridgeshire.gov.uk](mailto:SendHousingAdvice@cambridgeshire.gov.uk)



## Contacts

### District Councils

**South Cambs District Council (including Home Improvements Agency):** [www.scambs.gov.uk/housing/housing-advice/disabled-adaptations-and-home-improvement-grants/](http://www.scambs.gov.uk/housing/housing-advice/disabled-adaptations-and-home-improvement-grants/)

**Cambridge City Council:**

[www.cambridge.gov.uk/disabled-facilities-grant](http://www.cambridge.gov.uk/disabled-facilities-grant)

[www.cambridge.gov.uk/home-adaptations-for-older-or-disabled-council-tenants](http://www.cambridge.gov.uk/home-adaptations-for-older-or-disabled-council-tenants)

**East Cambs District Council:** [www.eastcambs.gov.uk/housing/grants-adaptations-repairs](http://www.eastcambs.gov.uk/housing/grants-adaptations-repairs)

**Fenland District Council:** [www.fenland.gov.uk/disabledfacilitiesgrants](http://www.fenland.gov.uk/disabledfacilitiesgrants)

**Huntingdon District Council:** [www.huntingdonshire.gov.uk/housing/disabled-facilities-grants/](http://www.huntingdonshire.gov.uk/housing/disabled-facilities-grants/)

### New Referrals

To request an occupational therapy assessment of housing needs please contact Cambridgeshire County Council Contact Centre:

**Tel:** 0345 045 5202.



For further information about this service contact:

**Children's Occupational Therapy  
Cambridgeshire Community Services NHS Trust**

**Tel:** 0300 029 50 50

**Email:** [tr.therapyreferrals@nhs.net](mailto:tr.therapyreferrals@nhs.net)

**This leaflet has been made in partnership  
with the Cambridgeshire Home Improvement  
Agency.**



If you require this information in a different format such as in large print or on audio tape, or in a different language please contact the service on the details above.

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