

FOR MORE INFORMATION VISIT www.inclusionireland.ie
OR CONTACT US ON 01 808 2000

This Easy-to-Read booklet is for video 2
in our guide to social housing support



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Inclusion Ireland

The National Association for People
with an Intellectual Disability.

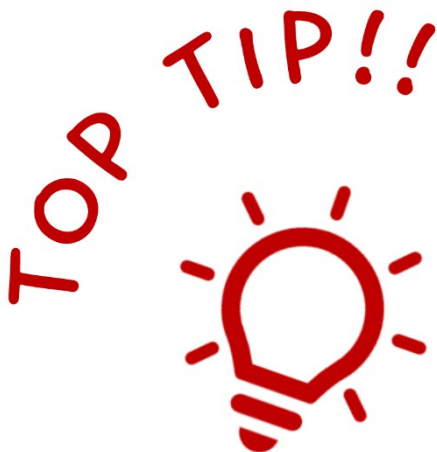
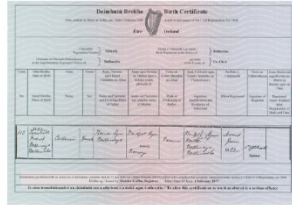
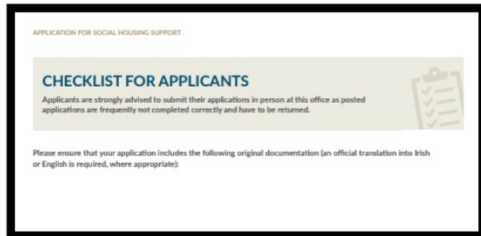
**A GUIDE TO APPLYING FOR
SOCIAL HOUSING FOR
PEOPLE WITH AN
INTELLECTUAL DISABILITY**

www.inclusionireland.ie/housing



The Checklist





The first part of the checklist is for Personal Information.

This includes:

Photo Identification (which can be a Passport or Irish Drivers Licence).
Birth Certificate (for you and all the people who live with you right now).

Evidence of your PPSN (again this includes all the people who live in the same household at the moment).

Marriage certificates for all applicants, where applicable.

....and proof of current address (this can be a utility bill, lease, rental statement...but it has to be your name on the account).

If your name isn't on any of these, you can attach something in writing to say this.

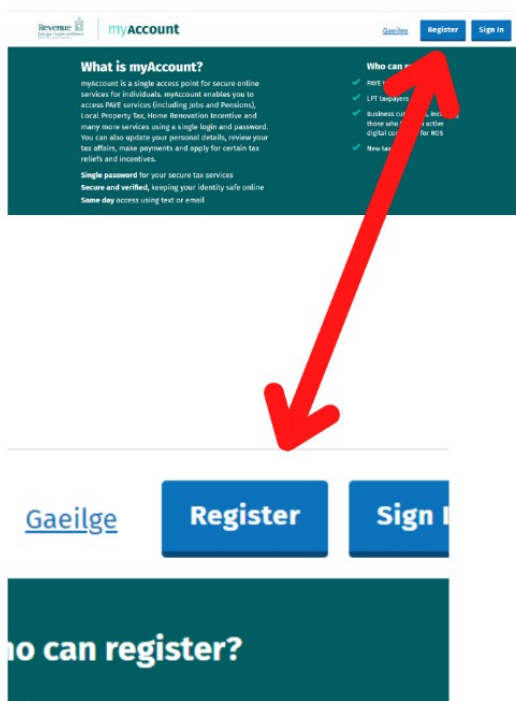
It would be of extra help if you could have this signed by someone such as a member of the Gardai, your local TD, Disability Service Provider, or someone who holds a position of trust in your community such as a notary.



The next section is called Income Information and is where you provide all the necessary information about how much money is currently coming into your household and how.

For this section, if you are employed or self-employed, you will probably want to set up an account with the Revenue's online service.

You can do this by going to www.ros.ie and clicking the blue Register button on the top right of the screen.



If you have gathered all the information and documents that you will need before you start it will be a fairly simple process.

Ask somebody you trust for support if you like.

The information you need includes:

- PPS number
- Date of Birth
- Mobile or Landline number
- Email address
- Home address



So that your account is set up as quickly as possible you need to provide 2 documents which can include:

- Irish Drivers Licence
- Payslip
- Income Tax notice of assessment or acknowledgement of self-assessment

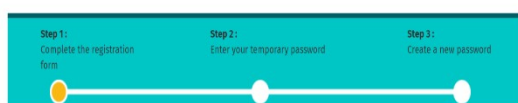


Don't worry if you can't get instant access. The Revenue will send you out a password by post. It will just take a little bit longer.



Then fill in the form and the Revenue will send you a temporary password (by email or post).

You can use this to get into your new account but then you will need to create a new password. Now you can pick a password that you will remember.





Now you are all set will your own MyAccount profile for whenever you need to get something from Revenue or send something to them.

If you are employed there is some information from THIS year you will need and some information from LAST year.

COMPANY NAME: Perfect Payroll

Department	SAL - Sales				Payment Method - BACS		Payment Period - Monthly	
DESCRIPTION	HOURS	RATE	AMOUNT	DISCOUNT	AMOUNT	DISCOUNT	AMOUNT	
Basic Pay	1.00	3333.3300	3333.33	PAYE Tax	2744.20		Total Gross Pay TD	47770.83
Overtime	10.00	25.0000	250.00	National Insurance	319.13		Gross for Tax TD	47770.83
Year end Bonus	1.00	5000.0000	5000.00				Tax paid TD	10840.40
							Earnings For NI TD	33540.00
							National Insurance TD	3277.25
							Earnings for NI	2795.00
							Gross for Tax	8550.33
							Total Gross Pay	8550.33
							Net Insurance No	JMT23456A
							NET PAY	5520.00
DATE	DEPT	HR POINT	130 CODE	EMPLOYEE NO	EMPLOYEE NAME			
12 31/03/2007	SAL		503L	1088	Mr. AJ King			

From this year you need to provide all of your payslips since January OR a Pay and Tax Summary (for this year). You can use your MyAccount for this

Frome LAST year you are going to need a Statement of Liability. You can ask Revenue for this too through MyAccount.

AND

Employment Detail Summary. You can use your MyAccount for this too.





If you get social welfare payments, you will need to send information and proof of your payments.

The Department of Social Protection will give you a letter called a statement that will show what money you received from them.

You can ask about this at your local Intreo Office.



If you are self-employed you will need to provide 2 years accounts with an auditor's report and a notice of assessment and / or a self-assessment acknowledgement letter for the past 12 months.



The next section of the checklist is for Other Documentation Required. Some of these may not apply to you.

If they don't apply to you then you can just write the letters N/A or Not Applicable in these sections on the form.



So, if it applies to you send in:

- Marriage certificate.
- Proof of separation or divorce.
- Documentation regarding any properties owned.
- Proof of your connection to the area if you are not currently living in it.

If you received Social Housing Supports in the past, you need to provide a letter from the Approved Housing Body or Local Authority.

- A completed HMD form 1
- Occupational Therapist's report.



Section 1: Disability and/or Medical Information
This section must be filled out by the applicant.

Please tick (✓) the box to show the category you are applying under:

Disability grounds ☐ Medical grounds ☐

Please state your disability and/or medical condition:

If you are a person with a disability, please tick (✓) which category of disability applies to you:

Physical ☐ Mental Health ☐ Intellectual ☐ Sensory ☐

We have a handy video on filling in the HMD-Form 1 in the housing section of our website and also at the end of our video called “Filling the Form”.

For more information about housing and supported independent living check out the housing section on our website.

You can find it at www.inclusionireland.ie/housing

Inclusion Ireland works towards the full inclusion of people with intellectual disabilities by supporting people to have their voices heard and advocating for rights under the United Nations Convention on the Rights of People with Disabilities (UNCRPD).



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