



Region of Waterloo

COMMUNITY SERVICES

## Community Housing Access Centre (CHAC)

Phone: (519) 575-4400 TTY: (519) 575-4608

Email: [housingapplication@regionofwaterloo.ca](mailto:housingapplication@regionofwaterloo.ca)

Website: [www.regionofwaterloo.ca/chac](http://www.regionofwaterloo.ca/chac)

Address: 20 Weber St E, Kitchener, ON N2H 1C3

# Request for Separated Families Status

## What is Separated Families Status?

Separated Families Status may be assigned to an applicant household whose children will not be returned by Family and Children’s Services of Waterloo Region until adequate housing is found and housing is the **only** outstanding protection issue.

## Who is eligible for Separated Families Status?

Any member of a household applying for Community Housing in the Region of Waterloo, that is 16 years of age or older, may request the household be given Separated Families Status. Only applicant households who satisfy the Separated Families criteria as noted above, who have resided in the Region of Waterloo for the last 12 consecutive months, exhausted their market rent housing options and have a monthly income that is less than the amounts listed below will be considered for this status.

**The Household income cannot exceed the following:**

Unit Size	Maximum Monthly Income
Bachelor	\$1,925
One Bedroom	\$2,525
Two Bedroom	\$3,050
Three Bedroom	\$3,400
Four + Bedroom	\$4,175

\* Effective: January 1, 2025

## How to Apply

- **If you are not currently on the waiting list for Community Housing**, you must complete the Application for Community Housing along with the request for Separated Families Status.

Copies of both forms are available on our website at:

<https://www.regionofwaterloo.ca/en/living-here/find-affordable-housing.aspx>

For other options on how to obtain the forms, please contact our Service First Contact Centre by calling **519-575-4400**.

- **If you are already on the waiting list for community housing**, you will only need to complete and submit the Request for Separated Families Status.

## Applicant Contact Information

Full Name:		Telephone #:	
Email:			
Street address:		Unit #:	
City:	Province:	Postal Code:	
Alternative contact person's name and number:			

## Declaration and Consent to Disclosure

This section must be completed by the applicant requesting Separated Families status. If that person is unable for any reason to sign the consent or to give valid consent, the consent may be signed on their behalf by: the parent or guardian, a power of attorney that gives consent on their behalf; or a person who is otherwise authorized to give the consent on their behalf.

I request that my application be given Separated Families Status on the waiting list.

I confirm that all the information provided on this form is true and complete.

I understand that all information I give to CHAC will belong to them.

I, \_\_\_\_\_, hereby authorize and consent for CHAC to verify all information and documents provide to access my eligibility for Separated Families Status. That includes permission to contact the issuer of any supporting documentation.

I hereby authorize \_\_\_\_\_ my, \_\_\_\_\_ to  
(Name of Professional) (Professional relationship (i.e.: doctor))

Complete this form and consent to the disclosure of any supporting information requested by CHAC to assess my application.

Applicant's Signature:

Date:

Parent/Guardian's Signature:

Date:

Personal information contained on this form is collected under the authority of the Housing Services Act, 2011 and subject to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56. The information will be kept confidential and used only for the purpose of assessing eligibility for Separated Families Status.

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

# Professional Verification of Separated Families Status

## Information for Professionals Providing Verification of Separated Families Status

In order to request Separated Families Status, this form must be completed by a qualified professional with **Family and Children's Services of Waterloo Region** who can verify that the household meets the Separated Families Status criteria. If an Application for Community Housing has not already been submitted, please ensure one is completed. Only those households who are eligible for community housing will be considered for this status.

CHAC relies on the assessment and written verification of separated families from a professional to ensure applicants meet all the eligibility criteria for this status.

## Information about Verifier

Professional's Information and Declaration:		
Full Name:	Position/Title:	
Professional Designation:	Registration / License Number:	
Organization:		
Street Mailing Address:		Unit #:
City:	Province:	Postal Code:
How long have you known/worked with the applicant in a professional capacity?		

## Declaration of Verifier

	YES	NO
I have a professional relationship with the applicant that extends beyond completing this verification of Separated Families Status.	<input type="checkbox"/>	<input type="checkbox"/>
I have reviewed the information on this form and in my professional capacity have assessed and verified my client meets the criteria of Separated Families Status.	<input type="checkbox"/>	<input type="checkbox"/>
<p>Are there any other outstanding child protection issues, aside from housing, that is preventing the return of the child(ren)? ___ Yes ___No</p> <p>If yes, please explain:</p>		
<p>Is there any other information you would like to share about this person's current situation to support this request?</p>		
<b>Professional's Signature:</b>		<b>Date (mm/dd/yyyy):</b>
<b>Name of Supervisor:</b>	<b>Supervisor's Signature:</b>	<b>Date (mm/dd/yyyy):</b>

**Important Note:** The applicant's request for this status cannot be considered without this completed form.