

Request for Separated Families Status

Information for Applicants

In order to request Separated Families Status, please complete all sections of this form and attach a letter completed by Family and Children’s Services of Waterloo Region who can verify that the household meets the Separated Families Status criteria. If you have not already done so, you will also be required to submit an Application for Community Housing. Only those households who are eligible for Community Housing will be considered for this status.

Important: Separated Families is not a waiting list priority but a special status. What it means is that the qualified applicants will be selected from this waiting list category if there are no higher ranking priority applicants, and ahead of other non-priority applicants for every 10th offer. If an applicant with Separated Families Status refuses the first offer of housing, the status will be removed and their application may be cancelled.

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 may request 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.

Unit Size	Maximum monthly income
Bachelor	\$1,800
One Bedroom	\$2,300
Two Bedroom	\$2,750
Three Bedroom	\$3,150
Four + Bedroom	\$4,150



Region of Waterloo

COMMUNITY SERVICES

Community Housing Access Centre (CHAC)

Phone: (519) 575-4400 Fax: (519) 893-8648

[CHAC E-Mail \(chac@regionofwaterloo.ca\)](mailto:chac@regionofwaterloo.ca)

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

Address:

Applicant Information

Applicant Name:

Phone #:

Birthdate:

Alternative Contact Name:

Alternative contact phone #:

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.

Declaration and Consent to Disclosure

This section must be completed by the individual who is requesting Separated Families Status. If that individual is under the age of 16 or is unable for any reason to sign the consent or to give a valid consent, the consent may be signed on the homeless individual's behalf by the parent, guardian, power of attorney or any other person who is otherwise authorized to give the consent on the applicant's behalf.

I request that my application be given Separated Families Status on the waiting list and confirm that everything I have written on this form is true and complete.

I understand that all information I give to the Region of Waterloo Co-Ordinated Access System (ROWCAS) will belong to them. In situations where the member of the household will be seeking Ontario Works (OW) or Ontario Disability Support Program (ODSP) funding, the member of the household will allow ROWCAS to exchange information with OW or ODSP for the purpose of verifying their eligibility for Separated Families Status. **Additionally,**

I hereby authorize _____, my _____ to
Name of professional Professional Relationship

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

Applicant's Signature:

Date:

Parent/Guardian's Signature:

Date:

If applicant under the age of 16



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Address:

Information for Professionals Providing Verification for Separated Families

ROWCAS relies on the written verification of separated families from Family and Children’s Services of Waterloo Region to ensure status is granted to those that truly qualify.

To qualify, applicants must:

- Be eligible for rent-geared-to-income assistance; **and**
- Submit a completed Request for Separated Families Status form with the verification section completed by Family and Children’s Services of Waterloo Region; **and**
- Meet the established criteria for Separated Families Status.

Verification of Separated Families Status for Professionals

Name:

Position/Title:

Organization:

Address:

Phone number:

City:

Province:

Postal Code:

Important: The applicant’s request for Separated Families Status cannot be considered without this completed form **AND** your letter describing how the eligibility criteria apply to the applicant’s situation.

I have reviewed the definition and eligibility criteria for Separated Families Status outlined in this form and in my professional capacity have attached a letter outlining why I believe this applicant meets the criteria. Yes No

I declare to the best of my knowledge, the information I have provided in the attached letter is a true and accurate account of the household’s situation. Yes No

I understand that ROWCAS will rely on the information I have provided to assess the member of the household’s eligibility for Separated Families Status Yes No

Professional’s Signature:

Date:

Supervisor’s Name:

Supervisor’s Signature:

Date: