



**Eastern  
Health**



## **Housing Subsidy Application Process/Checklist and Forms**

In an effort to support clients with psychiatric illness, the Government of Newfoundland and Labrador approved a housing subsidy under its Poverty Reduction Strategy. Eastern Health administers this subsidy through the Mental Health and Addictions Program Housing Division on behalf of clients who meet the eligibility criteria.

### **Eligibility Criteria for all Housing Subsidies:**

- Client is between 18-64 years of age.
- Client has a diagnosed psychiatric illness or concurrent disorder that he/she is currently being treated for and his/her physician is in support of the subsidy. A letter from the client's physician/nurse practitioner is required to verify this information.
- Client meets the financial eligibility for the housing subsidy [ie, Eligible for or in receipt of income support from the Department of Advanced Education, Skills & Labor (AESL)  
Client must have a primary source of income to qualify for a subsidy.

In addition to the above, as per the Government definition, a **relative caregiver** is specifically a child, parent, or grandparent and the relative is providing support. Clients residing with siblings will be assessed under the non-relative service.

For **non-relative** applications and **rent** subsidies a landlord/caregiver letter is required. This letter must include the following information: effective date of placement, monthly amount being charged to the client, support services provided and landlord/caregiver's full mailing address and telephone number. Support services provided can be excluded from letter for rental subsidy requests.

For **non-relative** boarding home subsidies to be approved, the client must have an assigned case manager and or support person.

For further information, please contact:

Housing Division  
Mental Health and Addictions Program  
Social Work Staff  
Telephone: (709) 777-3340 or (709) 777-3341



## **Housing Subsidy Application Checklist**

***(Incomplete applications for housing subsidies will not be processed)***

**All** of the following documentation is required in order for subsidy applications to be processed.

- ☐ Housing Subsidy Application Form Ch-1584 (2017/01)
- ☐ Financial Declaration Housing Subsidy Ch-1583 (2017/01)
- ☐ Eastern Health – Mental Health and Addictions Program Consent Form
- ☐ Newfoundland and Labrador (Department of Advanced Education, Skills & Labor) -Rights, Responsibilities & Client Consent Form
  
- ☐ Eastern Health - Limits of Confidentiality Form (Ch-0262 2014/03)
- ☐ Physician/Nurse Practitioner Support Letter
- ☐ Photocopy of two (2) Government-Issued I.D.s (ie. HCN, SIN, Birth Certificate)
- ☐ Landlord/Caregiver Letter (excludes relative subsidies)
- ☐ Eastern Health - Client/Site Risk Assessment Form (Ch-1039 2015/12) – *complete pre-visit assessment section only*
- ☐ Eastern Health – Request for Payment by Direct Deposit