

Request for Special Priority for Abuse

- Yes** **No** A member of the household is a victim/survivor of abuse by another individual.
- Yes** **No** I am at least sixteen (16) years old.
- Yes** **No** The abused member is/was living with the abusive individual or is sponsored by the abusive individual.
- Yes** **No** I have attached proof that the abused member is/was living with the abusive individual (required).
- Yes** **No** The abused member intends to live permanently apart from the abusive individual.

Please provide the following information:

The abused member, _____ is/was living with _____
(Name of abused individual) (Name of abusing individual)

from _____ to _____
(Date of move in) (Date of separation)

The abused member and the abuser are/were residing at _____
(Most recent address)

The relationship between the abused member and the abuser is _____
(ie. spouse, familial, roommate, sponsor, etc.)

Please provide a safe mailing address and telephone number where you may be contacted:

- Same address and telephone number(s) as provided in Section 1 of the application; or

Address: _____

Secure telephone number to leave messages: _____

Name of person to contact: _____

I certify that everything I have written on this form is correct and complete. I understand that all information I give to the City of Greater Sudbury, Housing Registry will belong to them. If information on this form is incorrect or not true, the Service Manager may cancel my application or take legal action or both.

I, _____ hereby authorize and consent to the disclosure to the City of Greater Sudbury, Housing Registry of information and documents required by the municipality for the purposes of verifying the above statements provided by myself for eligibility under the Special Priority Policy.

Applicant Signature

Date

Personal information contained on this form is collected under the authority of the Housing Services Act, 2011, S.O. 2011, c. 6 schedule 1 and subject to Municipal Freedom of Information and Protection of Privacy Act, S.O. 1990, cM56. The information will be used to determine current/ongoing eligibility for rent-geared-to-income assistance, special needs housing, geared to income rent payable and for statistical reporting.

Special Priority Placement

As the Special Priority Policy (SPP) allows applicants to have priority placement on the centralized wait list for community housing, the person who completes the Confirmation of Special Priority form and the City of Greater Sudbury, Housing Registry must ensure that SPP is reserved for those who truly require the status.

SPP does not apply to applicants who want to separate because their relationship is not working. It is reserved for victims/survivors of abuse and victims/survivors of trafficking.

Eligibility

A household is eligible if:

- a member of the household has been abused by another individual;
- the abusing individual is/was living with the abused member or is sponsoring the abused member as an immigrant; and
- the abused member intends to live permanently apart from the abusive individual.

The written request for special priority must be received within three (3) months after the abused member and the abusing individual ceased to live together unless:

- the Service Manager is satisfied that the abuse is ongoing at the time a written request to be included in the special priority household category was made; or
- the Service Manager determines that it is appropriate to include the household in the special priority household category.

Documentation required

Documentation verifying that the applicant currently resides with the abusive individual or that the applicant resided with the abusive individual in the three (3) months prior to the request for special priority.

A document verifying the abuse must be provided. If the abuse cannot be verified, the City of Greater Sudbury, Housing Registry will require a record (see Confirmation of Special Priority form) which includes the following information:

- the name of the abused member;
- a statement by the person preparing the record that he/she has reasonable grounds to believe that the member is being or has been abused by an individual described above (abusive individual);
- a description of the circumstances that indicate that the member is being or has been abused;
- information about the person who prepared the record, including his/her name, occupancy and any professional designations; and
- the date the record was prepared.

Request for Special Priority for Trafficking

Yes **No** A member of the household is/was a victim/survivor of trafficking.

Yes **No** I am at least sixteen (16) years old.

Please provide documentation verifying that the member is currently being trafficked or has exited trafficking in the past three (3) months.

Please provide a safe mailing address and telephone number where you may be contacted:

Same address and telephone number(s) as provided in Section 1 of the application; or

Address: _____

Secure telephone number to leaves messages: _____

Name of person to contact: _____

I certify that everything I have written on this form is correct and complete. I understand that all information I give to the City of Greater Sudbury, Housing Registry will belong to them. If information on this form is incorrect or not true, the Service Manager may cancel my application or take legal action or both.

I, _____ hereby authorize and consent to the disclosure to the City of Greater Sudbury, Housing Registry of information and documents required by the municipality for the purposes of verifying the above statements provided by myself for eligibility under the Special Priority Policy.

Applicant Signature

Date

Personal information contained on this form is collected under the authority of the Housing Services Act, 2011, S.O. 2011, c. 6 schedule 1 and subject to Municipal Freedom of Information and Protection of Privacy Act, S.O. 1990, cM56. The information will be used to determine current/ongoing eligibility for rent-gear-to-income assistance, special needs housing, geared to income rent payable and for statistical reporting.

Special Priority Placement

As the Special Priority Policy (SPP) allows applicants to have priority placement on the centralized wait list for community housing, the person who completes the Confirmation of Special Priority form and the City of Greater Sudbury, Housing Registry must ensure that SPP is reserved for those who truly require the status.

SPP does not apply to applicants who want to separate because their relationship is not working. It is reserved for victims/survivors of abuse and victims/survivors of trafficking.

Eligibility

A household is eligible if a member of the household is being trafficked or has exited trafficking.

The written request for special priority must be received within three (3) months after the trafficking stopped unless:

- the Service Manager is satisfied that the abuse is ongoing at the time a written request to be included in the special priority household category was made; or
- the Service Manager determines that it is appropriate to include the household in the special priority household category.

Documentation required

Documentation verifying that the applicant is currently being trafficked or that the trafficking stopped in the three (3) months prior to the request for special priority status.

A document verifying the trafficking must be provided. If the trafficking cannot be verified with a legal document, the City of Greater Sudbury, Housing Registry will require a record (see Confirmation of Special Priority form) which includes the following information:

- the name of the trafficked member;
- a statement by the person preparing the record that he/she has reasonable grounds to believe that the member is being or has been trafficked;
- a description of the circumstances that indicate that the member is being or has been trafficked;
- information about the person who prepared the record, including his/her name, occupation and any professional designations; and
- the date the record was prepared.

Confirmation of Special Priority

- Yes** **No** I am a professional who is eligible to complete this form as outlined in this document.
- Yes** **No** I have reviewed the definitions of abuse and trafficking as they pertain to eligibility for community housing under the Special Priority Policy. In my professional capacity, the applicant (named below) to whom I have provided services and/or assistance and whose experiences of abuse I am aware of should be given special priority status.
- Yes** **No** I have attached a letter providing a description of the circumstances that indicate that the applicant is being or has been abused and/or trafficked (required).
- Yes** **No** I am aware of my responsibility in providing confirmation of abuse or trafficking and declare that the information I have provided accurately reflects the applicant's situation.
- Yes** **No** I can verify that the applicant meets the criteria/definition set out in this document.

Completed By

Name	Position/Title	Organization
Address	Postal Code	Telephone ()
Signature		Date

To be completed by the Applicant

I, _____ hereby authorize and give my consent to:
(Name of applicant)

A. the completion of this form and its submission to the City of Greater Sudbury, Housing Registry; and
B. the disclosure to the City of Greater Sudbury, Housing Registry of any additional information it may request to clarify the information contained on this form.

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SPECIAL PRIORITY HOUSEHOLD

The *Housing Services Act*, 2011, Ontario Regulation 367/11, Section 53 (Special Priority Household Category), gives priority access to community housing applicants whose personal safety or the safety of the household is at risk because of abuse by another individual or because of human trafficking. Special priority status enables the applicant household to separate permanently from the abuser.

As the Special Priority Policy (SPP) allows applicants to have priority placement on the centralized wait list for community housing, the person who completes the Confirmation of Special Priority and the City of Greater Sudbury, Housing Registry must ensure that SPP is reserved for those who truly require the status.

SPP does not apply to applicants who want to separate because their relationship is not working.

Definition of Abuse

- One or more incidents of:
 - physical or sexual violence;
 - controlling behavior; or
 - intentional destruction of or intentional injury to property.
- Words, actions or gestures that threaten the member or lead the member to fear for his/her safety.

The **abusive individual** must be:

- an individual who is related to the member or any other member of the household;
- an individual who is or has been in an intimate partner relationship with the member or any other member of the household;
- an individual on whom the member or any other member of the household is emotionally, physically, or financially dependent;
- an individual who is emotionally, physically or financially dependent on the member or any other member of the household; or
- an individual sponsoring the member or any other member of the household as an immigrant.

Definition of Trafficking

One or more incidents of recruitment, transportation, transfer, harbouring or receipt of the member by improper means, including force, abduction, fraud, coercion, deception and repeated provision of a controlled substance, for an illegal purpose, including sexual exploitation or forced labour.

Record of abuse

One of the following individuals must prepare, in his/her professional capacity, a record providing a description of the circumstances:

- a doctor;
- a registered nurse or a registered practical nurse;
- a lawyer;
- a law enforcement officer;
- a minister of religion authorized under provincial law to perform marriages;
- a registered early childhood educator;
- a teacher or guidance counselor;
- an individual in a managerial or administrative position with a housing provider;
- an Indigenous Elder or Indigenous Traditional Person or Indigenous Knowledge Keeper;
- a member of the College of Midwives of Ontario;
- an aboriginal person who provides traditional midwifery services;
- a registered social worker or a registered social service worker;
- a psychotherapist, registered psychotherapist or registered mental health therapist;
- a person employed by an agency or organization that provides social support services in the community and must be signed by the person who prepared the record and by a person who has the authority to bind the agency or organization; or
- a person who is familiar with the abuse if the record is accompanied by a declaration of the truth of the record administered by a commissioner for taking affidavits.