



Social Housing Registry Program Housing and Social Services Department Request for Special Priority

Application for Special Priority

The *Housing Services Act, 2011* gives priority ranking to social housing applicants whose personal safety, or whose family's safety is at risk due to abuse. Special Priority status aims to help you escape from human trafficking or separate permanently from someone who is abusing you.

In order to qualify for Special Priority status, you must:

- be eligible for Rent-Geared-to-Income (RGI) assistance
- meet the criteria for either domestic violence or human trafficking

Definition of Abuse

For the purposes of determining Special Priority for RGI, abuse means domestic violence or human trafficking, as defined below, to any member of the household.

Domestic Violence

One or more incidents of: physical or sexual violence, controlling behaviour; OR intentional destruction of or intentional injury to property; OR words, actions or gestures that threaten a household member to fear for his or her safety; and that are done by specific individuals.

The abusive person **must** be:

- an intimate partner or former intimate partner of the applicant,
- an individual who is related to the applicant,
- someone on whom the applicant is emotionally, physically, or financially dependent,
- someone who is emotionally, physically, or financially dependent on the applicant,
OR
- an individual sponsoring the applicant as an immigrant.

You are currently living with the abuser or have separated within the last 3 months.

Human Trafficking

One or more incidents of recruitment, transportation, transfer, harbouring or receipt of an individual 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.

You are currently a victim of human trafficking, or you have exited trafficking within the last 3 months.



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Please choose one before moving on to the next section:

- ☐ I am applying as a victim of domestic violence
OR
☐ I am applying as a victim of human trafficking

Information for Applicants

Section 1: Applicant information

Section 2: Declaration and Consent - Domestic violence and Proof of Co-Residency

Section 3: Declaration and Consent - Human trafficking

Section 4: Confirmation of Abuse along with Letter from a qualified professional

A letter completed by a qualified professional to verify the abuse must be submitted.

A sample letter can be found at the end of this application.

SECTION 1: APPLICANT INFORMATION

To ensure that your safety is not put at risk, please be clear on how you would like to be contacted by staff at the Social Housing Registry and that you use safe alternate contacts.

This application is to be completed in full by the abused member of the household over 16 years of age or on behalf of the abused member if under 16 years of age, or if unable to complete.

Note: If completed on behalf of the abused member, the form must be completed by a parent or guardian, an attorney, or an authorized person.

If completing for the abused household member

First Name

Last Name

Relationship with applicant

Signature

Date



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Name of the household member being abused

First Name: _____ **Last Name:** _____

Date of Birth: Month _____ Day _____ Year _____

How do you wish to be contacted? ☐ by phone ☐ by mail ☐ by email

Contact Information:

Telephone: _____ Email: _____

Address: _____

SAFE CONTACT PERSON

Name of person to contact in your absence: _____

Phone Number: _____

I give my consent that you may only contact my Safe Contact to request that I need to contact the Social Housing Registry. ☐ Yes ☐ No

I give consent for you to contact and discuss my Special Priority Application with my Safe Contact. ☐ Yes ☐ No

Please sign here to give consent to contact your alternate contact.

Signature

Date



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SECTION 2: DECLARATION - DOMESTIC VIOLENCE

I, _____ (name of person making request)

hereby declare and consent as follows:

_____ (name of abused individual) lived or lives with

_____ (name of the abuser)

at the following address: _____ City, Province _____

and continue to ☐ live together or ☐ have separated.

Date of Move in: _____ Date of Separation: _____

The relationship of the abuser is: ☐ Partner/spouse ☐ Child/parent

☐ Canadian Immigration Sponsor ☐ Other _____

The following is a description of the abusive situation (you may attach a separate page if needed):

All information given in this request is true and complete.

The member of the household who has been a victim of abuse intends to live permanently apart from the abusing individual.

I give consent for the purpose of the assessment of my request for Special Priority Status and for no other purpose.

Personal information collected by the Social Housing Registry, pursuant to the *Housing Services Act, 2011*, will be used to determine eligibility for Special Priority Status.

Pursuant to the *Housing Services Act, 2011* and Provincial/Municipal Freedom of Information and Protection of Privacy Act, I give my consent:

- to confirm information given in this request and I authorize the person, corporation or any social agency who provided any such required information to release the information to the Social Housing Registry.
- to provide any supporting materials as will be required for my application.
- to notify a Housing Provider of my eligibility for Special Priority Status.

Signature

Date



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PROOF OF CO-RESIDENCY

You must give us proof that you are living with the person who abused you or that you have lived with them **in the last three months**. This is called Proof of Co-Residency.

If the abuser is your immigration sponsor:

☐ I have attached Proof of Immigration Sponsorship

OR

☐ I have attached Proof of Co-residency showing that the person who abused me and I currently live together or lived together within the last 3 months

The following is a list of acceptable documentation:

- Ontario Works (OW) or Ontario Disability Support Program (ODSP) statement of benefits
- up-to-date lease, rental agreement, or mortgage documents
- mailed property tax or utility bills, or statement from a financial institution
- driver's license
- educational institutional registration record
- daycare documents
- most recent mailed communication from the Canada Revenue Agency (CRA)
- police report

We do not accept phone bills, internet bills, letters from friends, statements printed from a website, or prescription receipts.

Documents must be dated within the last 3 months. If both your name and your abuser's name do not appear on a document together, you may provide more than one document to show you were living at the same address at the same time. If none of the above documents are available, please call the Registry directly.

If you are applying more than 3 months after separation:

☐ I have attached Proof of Co-residency showing that the person who abused me and I lived together **more** than 3 months ago. You must provide a letter telling us why you have not applied for Special Priority status until now.



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SECTION 3: DECLARATION – HUMAN TRAFFICKING

I, _____ (name of person making request)

hereby declare and consent as follows:

_____ (name of trafficked individual) is/was being trafficked from

_____ (date trafficking began) and ☐ continue to be trafficked

OR ☐ date trafficking ended _____.

The following is a description of the abusive situation (you may attach a separate page if needed):

All information given in this request is true and complete.

The member of the household who has been a victim of human trafficking intends to live permanently apart from the trafficking individual.

I give consent for the purpose of assessment of my request for Special Priority Status and for no other purpose.

Personal information collected by the Social Housing Registry, pursuant to the *Housing Services Act, 2011*, will be used to determine eligibility for Special Priority Status.

Pursuant to the *Housing Services Act, 2011* and Provincial/Municipal Freedom of Information and Protection of Privacy Act, I give my consent:

- to confirm information given in this request and I authorize the person, corporation or any social agency who provided any such required information to release the information to the Social Housing Registry.
- to provide any supporting materials as will be required for my application.
- to notify a Housing Provider of my eligibility for Special Priority Status.

Signature

Date



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SECTION 4: CONFIRMATION OF ABUSE

This request for Special Priority must be supported with confirmation of the abuse, along with a mandatory letter of support, to be completed by:

- A professional (listed on page 8) working with you in a professional capacity around the issue of your abuse,
OR
- A person employed by an agency or organization that provides social support services in the community. The record must be signed by the person who prepared the record and by a person who has the authority to bind the agency or organization.

The following are considered to be “indicators of abuse” for the purpose of assessing eligibility for Special Priority with respect to the person being abused by the abuser:

- Intervention by the police indicating domestic abuse or human trafficking
- Physical injury
- Using force to engage in sexual activity against his or her will
- One or more attempts to kill the member
- Use of a weapon
- One or more incidents of the following:
 - Threatening to kill, physically harm or use a weapon
 - Threatening to harm, remove or prevent access the member's children
 - Forcing the member to perform degrading or humiliating acts
 - Terrorizing the member
 - Enforcing social isolation
 - Failing to provide or withholding the necessities of life
 - Threatening to withdraw from sponsoring the member as an immigrant or taking any action that might lead to deportation
 - Other words, actions, or gestures that threaten the member or lead the member to fear for his or her safety
- One or more incidents of stalking or harassing behaviour



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List of Qualified Professionals

1. Doctor
2. Registered nurse or a registered practical nurse
3. Lawyer
4. Law enforcement officer
5. Minister of religion authorized under provincial law to perform marriages
6. Registered early childhood educator
7. Teacher
8. Guidance counselor
9. Individual in a managerial or administrative position with a housing provider
10. Indigenous Elder, Indigenous Traditional Person or Indigenous Knowledge Keeper
11. Member of the College of Midwives of Ontario
12. Indigenous person who provides traditional midwifery services
13. Registered social worker
14. Registered social service worker
15. Psychotherapist, registered psychotherapist or registered mental health therapist

Note to Person completing the Confirmation of Abuse

You are being asked to confirm that the applicant (listed on page 3) has either been a victim of domestic violence or human trafficking (defined on page 1) using the indicators of abuse listed on page 7.

Please also attach a letter of support outlining the instances of abuse. A sample letter can be found at the back of this application.

☐ I am working with the applicant around the issue of human trafficking or domestic violence in my professional capacity and it is my professional assessment that the applicant is a victim of abuse based upon the indicators of abuse listed on page 7 by the abuser listed on page 4 (if domestic violence).

If my profession is not listed in the above list, I understand that I must have this Confirmation of Abuse signed by a person who has the authority to bind my agency or organization.

Name of person confirming abuse: _____

Profession: _____

License/Registration number: _____

Signature

Date



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Agency/Organization information

Name of Agency/Organization: _____

Street Name/Number: _____

City/Prov: _____

Postal Code _____ Phone Number _____

Name of person who has authority to bind the Agency/Organization (if applicable)

(please PRINT) _____

Signature

Date

The Request for Special Priority Status form and supporting documentation can be submitted with your Rent-Geared-To-Income application and can be mailed, emailed or delivered to:

**City of Kingston, Social Housing Registry Program
362 Montreal St. Kingston ON
K7K 3H5**

Any questions:

Email theregistry@cityofkingston.ca;

613-546-2695 – Housing Registry

Next Steps

Within 7 business days of receiving this form, you will be advised if your application is incomplete in writing or by phone and what is required for the application to be complete.

The Registry has 10 business days to determine eligibility for Special Priority Status. You will receive a letter within 5 business days from the decision being made.

If Special Priority Status is denied, you will receive a letter along with a Request for Internal Review which must be returned within 30 days.

Notice with Respect to the Collection of Personal Information

Personal information as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), including (but not limited to) names, addresses and phone numbers, contained on this form is collected under the authority of the Housing Services Act, SO 2011, c 6 and subject to the Municipal Freedom of Information and Protection of Privacy Act, S.O. 1990, c.M.56. The information will be used to determine eligibility for the purpose of assessing an applicant's eligibility for Special Priority Status.

Agency Letterhead

Sample Letter for Person Confirming Abuse – on their letterhead

Date:

The Social Housing Registry
362 Montreal Street
Kingston, On K7K 3H5

RE: Special Priority: Abuse Domestic Violence/Human Trafficking

Applicant's full name

To the Housing Registry:

Paragraph 1 - include the nature of the relationship between the applicant and the professional and how long you have been working together with respect to the issue of abuse.

Paragraph 2 – state the current or previous connection between the client and the individual who abused the applicant and whether you are confirming human trafficking or domestic violence. In the case of human trafficking, identify whether if they are still being trafficked or have been trafficked within the last 3 months. In the case of domestic violence, state the relationship between client and the name of the abusive individual and whether they are still living together.

Paragraph 3 – include specific indicators of abuse. Indicators should be clear and demonstrate the risk to client's personal safety. While it is not necessary to have details of each incident, the information should demonstrate how they meet provincial definition of abuse as seen on page 7.

Paragraph 4 – include any other information you consider relevant.

Signature of person confirming abuse

Print full name, position/title