

## YMCA Exeter Stage 3/4: Applicant Reference Form



**YMCA Exeter's Exwick Neighbourhood and Sidwell Studios Accommodation make up our "Stage 3/4" provision. They are positive communities of young people who have successfully completed their journey through supported accommodation.**

Found in the centre of Exeter, Sidwell Studios is designed purposefully to support those in employment to access work, shopping and local services whilst keeping the rent and cost of living as low as possible.

Our Exwick Neighbourhood provides a quieter and even more affordable setting with great bus routes, access to parking, and a carefully matched housemate.

Both accommodation options are described as a "community" as they recognise that living in supported accommodation provides many opportunities to build positive relationships; including both the support received from professional staff and the encouragement from other young people on the same journey.

Our residents, supported by Tenancy Officers, maintain the best parts of these relationships by facilitating activities, events, and regular groups that are interesting, fun, and social.

As each property is slightly unique in layout, we recommend looking at our website for more details about furniture and fittings. Virtual and/or in-person tours are arranged for all applicants.

YMCA Exeter's Stage 3/4 Accommodation is designed to meet the needs of young people who:

- Are currently living in Supported Accommodation (or similar), \*
- Are in employment or ready to enter into employment, \*
- Have a proven ability to successfully manage living independently
- Are willing and able to engage in the stage 3/4 community and with support staff.
- Seeking Single Person only accommodation.

\* We recognise that there are circumstances and situations that do not fit neatly into these two descriptions, and we welcome applications where these situations are given explanation and detail where the provider feels that this is appropriate.

## Guidance on completing this Reference Form

This form is best completed by the Support Worker or Service Coordinator of the Supported Housing project that the young person currently lives at. The form, in most parts, asks for a written comment on the skills and abilities the young person has gained during their stay at your supported accommodation and then also asks for this to be **evidenced** through some suggested documents that would have been produced during the time the young person has spent with you.

As many supported housing providers have different formats to their support plans, rent accounts, etc, we have not been prescriptive about the exact documents required, but hope that you are able to locate similar documents that give the supporting evidence for each section as required.



In each section is a icon which outlines the kind of evidence required. If you have any questions about how to do this, or what is expected, please feel free to contact us.

## General information

<b>Name of applicant</b>			
<b>D.O.B</b>			
<b>Gender</b>			
<b>Telephone number(s)</b>			
<b>Email address</b>			
<b>Is the applicant a British Citizen?</b>		<b>If not, what is their immigration status?</b>	
<b>Which accommodation is this young person applying for?</b>	Exwick Neighbourhood	Sidwell Studios	
<b>If unsuccessful for your first choice, would this young person like to be considered for another YMCA project?</b>			

## Address History

If the applicant has lived at their current address for less than 12 months, please give details of their previous addresses:

Address	Dates/time at address	Reason for leaving

## Section 1: Behavioural and Occupancy Agreement related warnings

Please provide any warnings that this young person has received whilst in your supported accommodation in the past 12 months, along with any notes on how they have responded to these warnings since.

Date	Reason for Warning	Response since warning



Where possible, please provide copies of the warnings as issued and any related documents such as Behavioural contracts, response or appeal letters, etc.

## Section 2: Employment Information

Please give information about this young person's current employment, voluntary work or study. Our Stage 3/4 accommodation is designed to enable young people to have affordable accommodation whilst working in lower paid work, however if this young person is not currently in work please give details about their current study, plans for employment or meaningful occupation.

Date from	Date to (or current)	Job Title or Course of study	Salary / Voluntary	If left, reason for leaving.



Any supporting evidence from work, which could include letters of commendation from employer, college or Volunteering placement.

## Section 3: Rent Account

Please comment on this young person's rent payment history at your accommodation. We are aware of the issue than can occur with managing the benefit system, part time work and entering into employment. Please provide explanation and details where rent accounts may appear to be in arrears or inconsistent.



Please provide a minimum of 3 months Rent Account history. Please feel free to provide more (up to 12 months) if this supports the application or provides more helpful information. Please ensure that the rent accounts you provide include all elements of the rent including any Housing Benefit, Universal Credit Housing Payments and rechargeable amounts (damages, etc)

## Section 4: Assessment of Support Needs

As our Stage 3/4 accommodation is designed for young people who have reached the end of their Supported Housing Journey, please give details of how the applicant has progressed and evidence that supports them being ready to live in independent accommodation, in each of the areas below.

### Managing Money and Personal Administration:

Please comment on how well you believe that this young person manages their money and is able to prioritise and afford the accommodation they are applying for. Have they been confidently able to claim benefits in the past and how would you describe their understanding of budgeting and money management?

Please also refer to any debts or current demands on their finances that you are aware of:



Any records of debt management or repayment plans, showing these are maintained. Evidence of savings. Records or examples of good money management and planning.

### Self-Care: Cooking / food shopping / cleaning and keeping tidy

Please comment on how well this young person keeps their accommodation with you, how well they look after themselves, and how proficient they are to shop and eat healthy and well within their budget.



Any records from your support notes over the past 6 months in regard to cleanliness, tidiness of their accommodation, shopping or Healthy eating. Records of room checks over the past 3 months or more.

**Active engagement with Support: *Engaging with current service provider.***

Please comment on how well this young person engages with the support provided within your service; including their engagement with staff, attending resident meetings or groups.



Please provide the most recent Support plan made with this young person, records of previous successful actions from previous support plans and any further supporting evidence such as certificates, module completions, records of achievement, etc.

**Active engagement with External Support Agencies**

Please comment on how well this young person engages with any external support services, for example counselling, relapse prevention services, etc.



Please provide any supporting letter from an external agency or record of attendance.

**Active engagement in the Community**

Please comment on how well this young person engages with any community groups, recreational activities, social activities, etc.



Please provide any supporting letter from an external groups or records of attendance.

## Further needs and information.

Does this Young Person have any criminal convictions or cautions, or have any court dates or police investigations pending?	<b>Yes/No</b> If Yes, Please provide further details including any engagement with services.
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Does this Young Person currently have, <b>or in the past</b> have had issues any issues with Substance use?	<b>Yes/No</b> If Yes, please provide details including any engagement with services.
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Does this young person have any <b>medical conditions</b> ?	<b>Yes/No</b> If Yes, please provide details.
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Does this young person have any <b>emotional or mental health needs</b> ?	<b>Yes /No</b> If Yes, please provide details.
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## Other relevant Support agencies

If this young person engages with other services who could also support their application, please give the details of those agencies and a named contact we could approach.

Name of agency	Name of worker	Email address or Contact number



Is there anything else you'd like to tell us about this young person?

This form was completed by: [your name] \_\_\_\_\_

Your Email address: \_\_\_\_\_

Your Contact Number: \_\_\_\_\_

On behalf of the Supported Housing provider: \_\_\_\_\_

Signed: \_\_\_\_\_

Please sign this form and return it to us along with all supporting evidence documents; either by email to [applications@ymcaexeter.org.uk](mailto:applications@ymcaexeter.org.uk) or by post at:

Stage 3 / 4 Applications,  
YMCA Exeter,  
39/41 St. David's Hill,  
Exeter, EX4 4DA.

If you have any questions, you can contact us at the email address [Office@ymcaexeter.org.uk](mailto:Office@ymcaexeter.org.uk) or by calling us on 01392 410530.

If you would like us to visit your project to talk to you or give a presentation to your young people about Sidwell Studios, our Exwick Neighbourhood or other YMCA Exeter accommodation/services we would be happy to arrange this for you, **so please ask us!**