

MODULE 3.2

Liveable Housing

EASY READ GUIDE
APPLYING FOR
HOME MODIFICATIONS

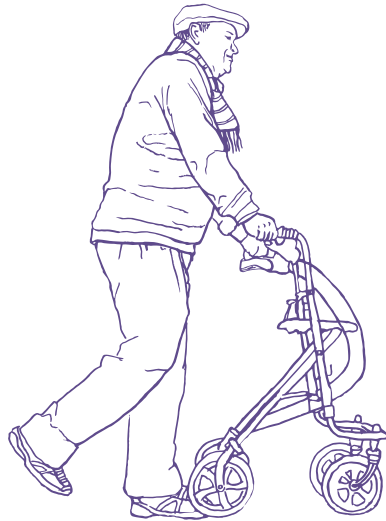


Working with Older Tenants

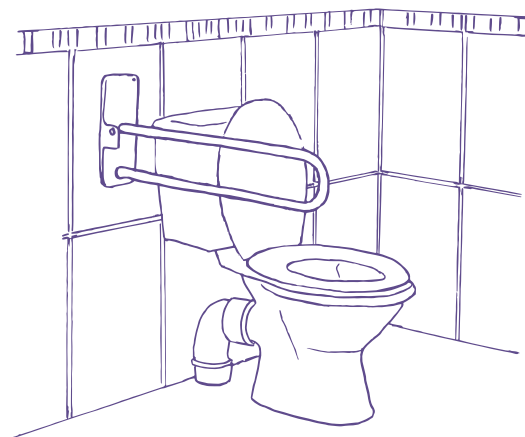
A TOOL KIT FOR THE NSW COMMUNITY HOUSING INDUSTRY ASSOCIATION



[CHP name] has a policy on alterations and disability modifications. You can find the policy here [add hyperlink]



[CHP name] understands that you may need to make changes to your home to help you manage because of illness, injury, age or disability. This is called a disability modification.



A minor modification is one that does not require structural changes to your home.

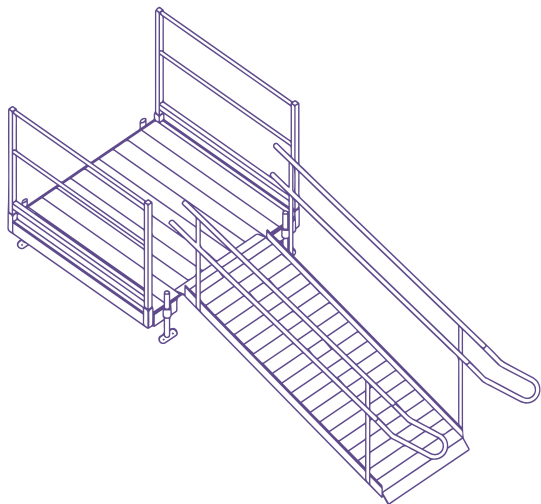
Examples of minor disability modifications include:

- handheld shower sets
- Lever style taps
- Grab rails

Each minor disability modifications would usually cost [\$\$\$] or less (including GST and installation)



We need an Occupational Therapist Report to support our decision making about your request for minor modifications.



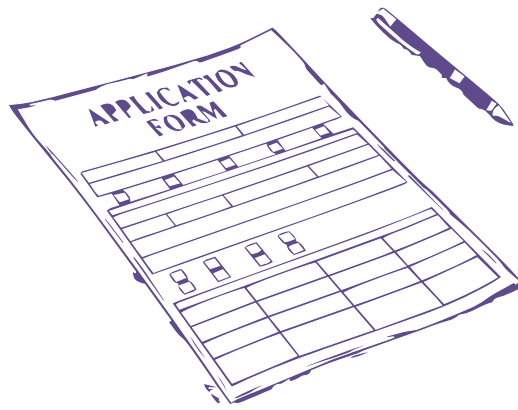
A major disability modification is one that requires structural changes to your home and where the cost is likely to exceed [\$\$\$] (including GST and installation).

Examples of major disability modifications include:

- Widening doorways
- Modifying the kitchen, bathroom or laundry
- Replacement of floor coverings
- Providing entrance & exit ramps
- Installing hoists



[CHP name] needs an Occupational Therapist Report before we can make major disability modifications. We will work with the occupational therapist and yourself and/or your advocate to assess the proposed major modifications to achieve the best possible outcome for you.



If you are seeking a disability modification to your home, you need to submit a request for disability modifications using [\[this form\]](#). You must also provide the Occupational Therapist Report and any information you have about your NDIS or aged care package.



[\[CHP name\]](#) will look at your request and get back to you within [\[xx days\]](#).

If you live in a leasehold property, [\[CHP name\]](#) will seek approval from the owner or agent of the property before making any modifications.



If your request is approved, [\[CHP name\]](#) will undertake any disability modifications agreed to.



If your application is denied, [CHP name] will meet with you and / or your advocate to discuss other options including moving to a new home which already meets your needs



[CHP name] Disability Modifications policy is an appealable policy. If you do not agree with the decision we have made, you can ask for a formal review. A copy of our policy and information brochure is available here [CHP website].