



Óglaiú Náisiúnta Na hÉireann

(ONE)

**POLICY
SETTING OUT
ELIGIBILITY CRITERIA
AND APPLICATION
PROCESS FOR HOSTEL
ADMISSION**

August 2020

Óglaigh Náisiúnta na hÉireann (ONE)

HOSTEL ADMISSIONS POLICY

1. Purpose

The purpose of this policy document is to explain to ONE staff, clients and members of the eligibility criteria and method of application for admissions to ONE Hostels. The policy also allows for the development of processes and procedures for the smooth relationship between ONE staff and Hostel clients.

2. Eligibility Criteria

In order to be accommodated in an ONE Hostel a client need to meet the following criteria:

- a. Have served in the Defence Forces for a period of at least one (1) year.
- b. Be homeless or likely to become homeless.
- c. Be registered on the local authority housing waiting list in the area in which the hostel is located.
- d. Meet with the terms of any Memorandum of Understanding/Service Level Agreement agreed between ONE and the relevant local authority.
- e. Agree to adhere to ONE House Rule while residing in the hostel.

3. Method of Application for Clients to access ONE Accommodation

- a. Client will arrange Interview with relevant House Manager
- b. Clients may also be referred for interview by suitable agency

4. Client Contributions to Accommodation/Services

- a. Each client will be expected to contribute towards their accommodation and services (including meals) provided by ONE during their period of residence in an ONE hostel.
- b. This contribution will be set individually for each client and based on the means of that client.
- c. Clients will be informed of their expected contribution and will receive a quarterly statement of contributions received.
- d. Client contributions will be reviewed on a regular basis.

5. ONE House Rules

Clients will agree in writing to adhere to ONE House Rules which will include the following:

- a. Induction Process for new clients
- b. Processes and Procedures to ensure the smooth running of the relationship between staff and clients
- c. A Complaints Procedure

Ollie O'Connor
Chief Executive Officer

Colm Campbell
Chairperson