



# Your Service Family Accommodation

## Additional Needs Adaptations - guidance

### Identify a need and make a request

#### New requests

Applicant completes MOD Form 1132 (Application Form to Occupy Service Family Accommodation (SFA)), indicating the requirement for additional needs adaptations and attaching Medical / Occupational Therapist (OT) reports.

#### Additional requests

Applicants who are already housed in Service Family Accommodation (SFA) who identify a new disability within the family that may require adaptations should submit the request in writing to the Additional Needs Focal Point (ANFP) at the relevant Housing Information Centre (HIC). The request should be supported by an authoritative Medical / Occupational Therapist (OT) Report.

If no accompanying Report is provided the HIC Focal Point (FP) will advise the applicant that the application will not progress until a report is received at the HIC.

**Note:** In cases involving Service personnel injured on active duty, and where the initial OT Report cannot be produced in due time, private OTs can be engaged through Military Liaison Officers (MLOs) and funded from the Help For Heroes Fund. Where dependants are involved, a previous Medical / OT Report can be used in the absence of a current report.

### Identify a suitable property

Once suitable SFA have been identified, the OT and occupant will be invited to visit the SFA to meet the Housing Officer (HO), DIO Ops Accn Tech FP and MODern Housing Solutions (MHS) FP.

Where practicable, three properties will be identified and the HIC will consider:

- Retention of current SFA pending completion of work at the new property.
- Consideration of SFA which have already been partially or wholly adapted.
- Try and ensure the SFA is in a single Local Authority (LA) area (to ensure that only one OT and one set of LA procedures is involved). If an OT is not available within one month, the previous Medical / OT Report is to be used.
- Whether temporary accommodation (partially adapted) could be allocated pending completion of works at the new SFA.
- Consider SFA which have already been partially or wholly adapted, which are marginally outside the normal travel to work area.

### Making a decision

The decision as to which SFA is allocated is to be based solely upon the DIO Ops Accommodation Tech FP and MHS FP's opinion as to which property can best be adapted to meet the Medical / OT Report recommendations.

Additional work outside the recommendations of the OT / Medical Report is unlikely to be approved. For example, if the report recommends that a shower be installed, this may be an over-bath shower rather than a stand alone shower cubicle.

### Making an offer

Once an SFA has been identified and selected, the HIC FP will advise the incoming occupant and an offer will be made.

### Making adaptations

A programme of work, including start and completion dates, will be notified to the HIC FP; who will use the information to advise the occupant and book a date and time of Move-In.

Throughout the works process the MHS FP should maintain regular dialogue with DIO Ops Accommodation Tech and HIC FPs to ensure any potential problems are identified and managed at an early stage to enable the HIC FP to fully inform the occupants of progress.

### Ensuring the work meets requirements

Once the adaptations are complete the DIO Tech FP and MHS FP will inspect the work and jointly confirm it has been satisfactorily completed - in accordance with the requirement.

### Applicant moves in to adapted SFA