

Regulations on special housing support in Grindavík

I. kafli

General clause

1. gr.

Definition and purpose

Special housing support is a financial support for a rent payment in excess of housing benefit that is provided according to order nr. 75/2016.

Special housing support is intended otherwise for families or individuals who are not able to provide for themselves due to low income and large financial burden.

II. kafli

Application and conditions for payment of special housing support

2. gr.

Application

Social services in Grindavík take care of applications for a special housing support. Application should be in writing on a special form and signed by family members, 18 years old and older, to confirm all information included in it. With the application should come all necessary documents.

When signing the application, the applicant and other family members, give Grindavík's social services permission to obtain information from the public figures, which is necessary while deciding about a position of an application, such as Vinnumálastofnun, tax authorities, Þjóðskrá Íslands, Lánasjóður íslenskra námsmanna and sýslumaður. The same applies to the right to obtain information from other parties, such as recognized educational institutions within the general education system and landlords of residential housing, which are necessary for processing applications. As well as permission to collect necessary information from comparable parties abroad.

If the requested documents have not been received 45 days from application date, the application for a special housing support will be rejected. However it does not apply in cases where the delay of receiving data can be traced to other parties than applicant.

3. gr.

Conditions for an application approval

Applicant must meet all the following conditions for the application to take effect and the conditions must be met while receiving a special housing support:

1. Applicant must live in approved residential housing on the general rental market in Grindavík.
2. Applicant must receive an approved application for a special housing support based on order nr.75/2016
3. Applicant must have reached 18 year old at least on application's day and must have legal domicile in Grindavík when applied.
4. Applicant's and other family member's total income, 18 years old and older, is below upper limit according to article number 5.

5. The applicant's and other family member's total income, 18 years and older, from last year are not higher than 5.126.000 kr.

An application for a special housing support can be approved despite the fact that conditions in 2. tl. 1.mgr. 3. gr. are not fulfilled, when an applicant is looking for an apartment. The application is valid for 3 months from approval date. In those cases the payment of special housing support does not begin until the conditions in 2. tl.1.mgr. 3. gr. are fulfilled.

III. kafli

Amount of payment for a special housing support

4. gr.

Amount of payment for a special housing support

Special housing support is calculated as a certain percentage of a housing benefit, so for every 1000 kr the applicant receives 700 kr for a special housing support, considering reduction under other conditions in 4.gr and considering the effect of income according to 5.gr.

Housing benefit and a special housing support can never be more than 70.000 kr. This amount is reviewed in case of changes in housing benefits according to order about housing benefits nr. 75/2016.

Housing benefit and special housing support can never go over 75 % of the rental amount. Special housing support is not paid when the housing cost with taken housing benefit is 60.000 kr or lower.

Housing rules in these rules refer to the part of the rental amount that is paid for the rental use of the apartment according to 2. mgr. 19. gr. order nr. 75/2016.

4. gr.

In special circumstances such as when the housing maintenance burden is very big or a part of renting amount comparing to income is high, increased housing support may be provided in a addition to the criteria mentioned before. When it is applied it should generally be assumed that the cost of housing, less housing benefit is not lower than 25% of total income.

5. gr.

Impact of income on the basic amount of a special housing support

The calculation of a special housing support should be based on limit showed below as well as amount of people in a household. By word income referred is to total income according to chapter 2, order nr. 90/2003,sbr. and 3. mgr. 17. gr. order nr. 75/2016 about housing benefit.

Income before the lower income limit does not reduce the right for a special housing support. Special housing support falls below the upper income limit in each case, but is proportionally reduced to that extent.

Amount of household members	Lower income limit per year	Higher income limit per year	Lower income limit per month	Higher income limit per month
1	3.100.000	3.875.000	258.333	322.917
2	4.100.000	5.125.000	341.667	427.083

3	4.800.000	6.000.000	400.000	500.000
4 or more	5.200.000	6.500.000	433.333	541.667

6. gr.

Payment of a special housing support

Special housing support is paid for an applicant in a first week of each month and is paid for a rental period of the previous month. The rental time starts later than first day of a month or ends before the last day of the month. Contract between parties about a payment in advance changes nothing here.

It is approved to pay special housing support to a landlord with written request from applicant. Special housing support will collapse from the day when a lease expires. Special housing support will collapse from the beginning of the next month after the conditions of these rules are no longer fulfilled.

7. gr.

Postponement of payments

In case of a postponement in payments of a housing benefit from Vinnumálastofnun, it is permitted to postpone payment of a special housing support until the payment of housing benefit takes place from Vinnumálastofnun.

Social services in Grindavík are as well permitted to postpone a payment of special housing support even if the payment of a housing benefit comes through, but there are objective grounds for it.

In the cases before the applicant should be notified without undue delay that it intends to postpone payment.

IV. kafli

Special housing benefit for 15-17 year old children

8. gr.

Special housing benefit for 15-17 year old children

Special housing support shall be provided to parents or guardians of 15-17 year old children that are renting a room in dormitories or study gardens in this country for studies away from their legal domicile. Special housing support shall be independent of the income and parent's or guardians property and amounts up to 60 % of a rental amount. The amount of a fund can never be higher than 20.000 a month.

The minimum payment of the parents or guardians should be 10 000 kr a month. An application of this kind should be accompanied by a renting contract and confirmation of child's studies.

Provisions 3.-5. gr. do not apply for a special housing support for 15-17 year old children.

V. kafli

Renewal of an application, obligation to provide information and review of the decision

9. gr.

Renewal of an application

In order to maintain an application, the applicant must renew an application within 12 months from the date of application. Renewal should be in writing. When renewing it should be examined whether conditions in article 3.gr. are complied.

10. gr.

Changes in applicant's situation

An applicant should notify social services in Grindavik about all changes in his/hers situation and which can affect the existing assessment of the need of special housing support.

11. gr.

Revision

An applicant must meet the conditions of article 3 from the time when application is approved and while he is receiving special housing support on the basis of a current lease.

Right to receive special housing support may be reviewed at any time and the amount of a special housing support recalculated so that the amount of payment is in accordance with the changes that have taken place in applicant's situation and/ or other people in the household, according to article 14. gr..

If the amount of housing benefit is recalculated e.g. due to new information about amount of people in a household, income, property, housing costs, social services should recalculate special housing support.

If a recalculation according to the second and third paragraphs for changes in the amount of special housing support, special housing support shall be corrected as well, cf. Article 12 of these rules.

12. gr.

Correction of a special housing support

If the amount of a special housing support was higher than the applicant was entitled to on this period, he must repay the amount that was overpaid. Social services in Grindavik have a permission to deduct overpaid special housing support to the same party within the next 12 months.

It is not possible to deduct special housing support bigger than 25% payments each month.

If the amount of a special housing support was lower than the applicant had a right to, the family department needs to pay all that was underpaid.

13. gr.

Incorrect or misleading information

Special housing support that is based on incorrect or misleading information on a behalf of an applicant is reclaimable and family department can reclaim the amount from the applicant. If it is verified, while the application is processed, that information provided by an applicant are incorrect or misleading, the processing of the application is stopped, while the applicant is allowed to correct them or rectify deficiencies.

VI. kafli

Procedure

14. gr. **Survey of circumstances**

A decision in case should be made as soon as it is possible and it shall be ensured that the case is solved before the decision is made.

15. gr. **Cooperation with an applicant**

When processing and application, gathering data and information as well as decision making it should be worked with the cooperation and consult with an applicant as far as it is possible or with his agent. Agent should have a written permission.

16. gr. **Preservation of information, confidentiality and access to data**

Documents concerning the personal interest of an applicant should be preserved in a secret manner. If employees have a knowledge of a personal benefits of an applicant or others , should they keep it confidential according to law or the nature of the case, they are not allowed to discuss those matters with an unauthorized parties without applicant's permission.

An applicant has a right to inspect information from registered documentation that are connected to his case as long as it is in accordance with the law and does not conflict confidentially with others.

17. gr. **Instructions for an applicant**

When processing an application employees shall offer an applicant advice if needed and provide information and instructions about his/her rights than he/her may have elsewhere. Employees shall also inform an applicant about all obligations that may rest on him/ her in connection with an application for special housing support.

18. gr. **Permission to make decisions according to these rules**

Employees of social services in Grindavik make decisions according to these rules on behalf of Social Affairs Committee of Grindavik. Social Affairs Committee has a right to make an exemption from these rules if there are special reasons for it and an applicant needs to make a special request in four weeks from the time that he/she became aware of this decision.

19. gr. **Introduction to a decision about special housing support**

The result of an application for a special housing support should be announced in writing as soon as possible. If an application is fully denied or partly , applicant should receive the answer in writing in which a decision is clearly explained with reference to administrative procedure act (stjórnslag) nr. 37/1993, order about Municipal social services nr. 40/1991 and rules about special housing support .

Furthermore, the applicant has right to appeal to Welfare Appeals Committee (málskots til úrskurðarnefndar velferðarmála).

20. gr.

Appeal to Social Affairs Committee and the Appellate Committee for Welfare Affairs (félagsmálanefndar og úrskurðarnefndar velferðarmála)

A refusal of special housing support in whole or partly may be submitted by Social Affairs Committee in Grindavík should be in writing and not longer than four weeks after the applicant became aware of this decision. An applicant may appeal and it shall be done within three months from notifying of a decision.

21. gr.

Legal basis

These rules are set according to 45. gr. act nr. 40/1991, about social services for municipalities .

22. gr.

Coming into force

These rules provide the implementation of services that municipalities are obliged to provide, according to 1. and 2.mgr. 45. gr. act nr. 40/1991 about social services of municipalities, with subsequent amendments. These rules came into force 1st of January 2017. At the same time the valid rules on special housing benefit in Grindavíkurbær expires.