
	Peel Cheshire Homes (Brampton) Inc.		OPERATIONAL POLICY # DC1
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	Revised: December 3, 2025	Section: Direct Care	
	Signed: 	Subject: Acceptance into Services	

3. The Application Form will be reviewed by the Screening Committee which will consist of the: Executive Director, Residential Operations Manager, and the Residential Supervisor
4. Applicant interview process: Managers will ask questions to determine the level of care needed
5. Second interview with a committee of current residential clients to determine personality fit
6. When the decision has been made the applicant will be advised of the decision. If the decision is for acceptance the applicant will be required to sign a Tenancy Agreement and Service Agreement, as well as complete a Risk Assessment and Care Plan prior to moving into Peel Cheshire Homes Brampton. If the decision is against admission, reasons for the decision will be included in the denial letter.

At the point the applicant is eligible for the Outreach Program:

1. The applicant will be assessed by The Workplace Resource Manager only when there's a potential for availability of service in the foreseeable future.
2. The decision of acceptance into the Outreach Program is at the discretion of the Workplace Resource Manager and may include consultation with the Executive Director. A letter will be sent advising the applicant that they have been accepted to the program and been placed on the Agency's waiting list for availability of service. Should the applicant not meet the Agency's criteria they will be advised in writing.

Application Selection Criteria

The selection of the applicants for placement in either program is not on a first come, first serve basis. Applicants who are living in particularly difficult circumstances will receive priority for placement.

High priority will be given to applicants who are in the circumstances, such as:



1. The imminence of institutional or facility placement if the applicant does not receive personal support and homemaking services in a supportive housing setting. For example, the applicant's caregivers are no longer able to provide appropriate levels of personal support at home.
2. The applicant is in, attempting to leave, or has left an abusive situation.
3. The applicant is being discharged from or has been requested to leave an institutional setting (i.e. hospital) or is considered homeless.

Maintenance of Wait Lists

The length of the waiting period cannot be predicted as it will vary from case to case in either program. The length of the waiting period for the Supportive Housing Program will be an extended period of time, likely measured in years as opposed to months. The wait list for the Supportive Housing Program will be updated on an annual basis and if a response is not received the applicant will be removed from the wait list. The wait lists for both programs will be revised as per the change in the circumstances of an applicant.

Applicants are encouraged to inform the Residential Operations or Workplace Resource Manager in cases of any change in circumstances such as, but not limited to:

- Change in the applicant's status (medical or general); or
- The applicant's needs are being met through another agency; or
- The applicant wishes to withdraw their application

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Any employee who fails to follow the guidelines set out in this policy may be subject to disciplinary action up to and including termination of employment.