
SENIOR HOUSING SELECTION CRITERIA (RANKING)

POLICY

The Osage Nation Housing Department will maintain a waiting list for the Senior Housing Program. The list will be comprised of applicants for the Senior Housing Program who have been determined to be eligible. All eligible applicants will be placed on the waiting list in order of priority.

The Osage Nation Housing Department reserves the right to close the waiting list and suspend the taking of new applications at any given time. The Osage Nation Housing Department may also set submission deadlines for inclusion in a particular project or funding year.

It is the responsibility of each applicant to update their application as information changes. Applicants are required to update their applications, or recertify, at least annually. Applicants who fail to update their application annually will be deemed inactive and removed from the waiting list.

Eligible applicants may only be removed from the Senior Housing Program waiting list for failure to provide an annual recertification or because the applicant requests, in writing, to be removed from the waiting list.

RANKING

Each application will be ranked, scored, and placed on the waiting list. Ranking on the Senior Housing waiting list will be determined by the number of points earned as follows:

- Age ranking one (1) point for each year over the age of 54
- Disability/handicap 20 points
- Veteran status 10 points
- Osage preference 30 points
- Family size 1 point for each person in the household

*Age ranking points are only assessed for the oldest person in the household. Disability, veteran status, and Osage preference are only applied once. Other than Osage preference, all points are applied equally regardless if the point applicable member of the household is Osage, a Federally recognized tribe, or non-native. Those applicants with an equal number of ranking points will appear on the waiting list in the order in which their completed application was received.

After ranking, eligible applicants will be categorized according to the following priority groups, with group one having the highest priority. After all of the applicants in group one have been served, group two applicants will be served, and so forth.

Group One – Osage households aged 64+

1. Disabled
2. Veteran
3. Member

Group Two – Osage households aged 55+

1. Disabled
2. Veteran
3. Member

Group Three – Native households aged 64+

1. Disabled
2. Veteran
3. Member

Group Four – Native households aged 55+

1. Disabled
2. Veteran
3. Member

Applicants under the age of 55 may be placed in a Senior Housing unit, at the discretion of the Housing Director, when extenuating circumstances exist creating a risk to the applicant's health or safety which could be improved through placement.

The waiting list shall be updated on a continual basis as new applications are presented and/or current applicants recertify or update their application information. It is the responsibility of each applicant to update their application as information changes. Applicants are required to update their applications, or recertify, at least annually. Applicants who fail to update their application annually will become inactive and removed from the waiting list.

Housing Department staff will notify waiting list applicants ten (10) business days prior to the date of annual recertification, and ten (10) business days after the annual recertification date has passed. Finally, Housing Department staff will notify waiting list applicants twenty (20) business days after the annual recertification date has passed to ensure that the Osage Housing Department has done all it can to keep eligible applicants from losing their place on the waiting list.

Eligible applicants may only be removed from the Senior Housing waiting list for failure to provide an annual recertification or because the applicant requests, in writing, to be removed from the waiting list.

PROCEDURE

- Completed applications (applications containing all required and requested supporting documentation and other information) will be date/time stamped on the day the application is completed by applicant.
- Ranking form will be filled out and calculated within ten (10) business days of the date the application was stamped complete.
- Applicant's name will be added to the appropriate location on the waiting list according to ranking score and chronology.
- The Senior Housing waiting list will be updated as applications are completed and/or recertification's made.
- Housing Department staff will sign and date each ranking form that they are responsible for calculating and placing on the waiting list.
- Each applicant will receive three ranking forms for their application produced by three different NAHASDA funded employees of the Osage Nation.