MOVING OUT OF DIRECT PROVISION
A Step-By-Step Process

DORAS LUIMNÍ
2018

Published in August 2018.
Doras Luimní
Central Buildings
51a O’Connell St
Limerick
Phone: 061 310 328
Email: info@dorasluimni.org
Web: www.dorasluimni.org

This project is co-financed by the European Commission under the Asylum, Migration and Integration Fund 2014-202 and is supported by the Department of Justice and Equality.
MOVING OUT OF DIRECT PROVISION

Booklet Overview

This booklet is intended to support individuals who have received a positive declaration regarding their application for International Protection and are starting the process of moving out of Direct Provision and into independent accommodation.

If you need any help during this process, please visit the Doras office during opening hours or call to make an appointment.

Contact Us

Published in August 2018.
Doras Luimní
Central Buildings
51a O’Connell St
Limerick
Phone: 061 310 328
Email: info@dorasluimni.org
Web: www.dorasluimni.org
**IRISH RESIDENCE PERMIT (IRP)**

**What is an IRP?**

This card is proof that you have legal permission to reside in Ireland. Your IRP will be requested when applying for Social Welfare, and by potential employers.

**Everyone aged 16 or older must hold an IRP.**

Children aged 15 or younger do not need one, however they must register with the Garda National Immigration Bureau (GNIB) and obtain an IRP as soon as they turn 16.

**How To Apply**

Bring your:
- International Protection declaration from Minister
- Temporary Residence Card
- The letter from Irish National Immigration Service (INIS) stating your application has been approved
- Letter from your DP Centre as proof of residence

Once you have registered, your IRP will be issued within 2-4 weeks.

**Where to Apply**

Local Garda National Immigration Bureau (GNIB)
Henry Street Garda Station, Limerick City Centre

---

**SOCIAL WELFARE**

As an individual with a Stamp 4 IRP, you may have access to a number of Social Welfare payments. To find out which payment you are eligible for, ask at your local Social Welfare (Intreo Centre).

**Your local Intreo Centre is:**

Dominick Street, Limerick City

---

**Unemployment (Jobseeker’s Allowance)**

When you receive your IRP (or GNIB card), go to your local Intreo Centre to register as unemployed, also known as a “jobseeker”.

You will be given an application form and a date and time to return for an appointment. You must bring the completed form and all requested documents with you to the scheduled appointment, or your application will not be approved.

Should you require help completing the forms, any Doras staff member can assist you at our Drop-In Centre on Monday, Tuesday and Thursday mornings.
SOCIAL WELFARE (cont’d)

Child Benefit

Every child who is considered “habitually resident” (usually living) in Ireland is entitled to a child benefit payment. Child Benefit is €140 per month per child.

Child Benefit is paid to parents or guardians of children under 16. It can also be paid for children under 18 years of age if they:
- are in full-time education or training
  OR
- have a disability and cannot support themselves.

The Child Benefit scheme is run by the Department of Employment Affairs and Social Protection (DEASP).

Children Born in Ireland

- **If your child is born in Ireland** and you do not already have a Child Benefit claim for another child, you will be sent a claim form to fill.
- **If you are already claiming Child Benefit for another child**, your new baby will be automatically added to the claim.

How to Apply

You can collect the form at your local Intreo Centre. **If your child was not born in Ireland**, you must complete a Child Benefit application and post it to the Child Benefit Section.

**Address**: Department of Employment Affairs and Social Protection, Social Welfare Services Office, St Oliver Plunkett Road, Letterkenny, Co. Donegal, F92 T449

FINDING A HOUSE

Once you have received your positive declaration from the Minister, it is advised that you immediately begin researching housing in your area. Please remember, however, that **you will not be eligible for rent assistance until you have received your IRP (see first section) and have completed the appropriate forms**.

*Limerick City & County Council is located at City Hall, Merchant’s Hall, Limerick City*

Apply for Housing Assistance

1.) To receive any rent support, you must first apply for Council Housing. Applications can be collected from and submitted to the Council office.

2.) You will receive a decision by post within **12 weeks after submission**. Please note that it may take longer than 12 weeks, particularly if you have not submitted ALL of the documentation, or if the Council requests extra documentation from you.

3.) When you are approved for Council Housing, you will be offered Housing Assistance Payment (HAP). An application will be posted to you, which **must** be signed by your landlord.
FINDING A HOUSE (cont’d)

How to Find Housing

Finding an affordable, suitable house in Ireland can take time.
Regularly check www.daft.ie. This is the main website in Ireland for finding apartments and houses.

The free weekly Limerick Post newspaper, issued every Thursday, lists available properties for rent in Limerick.

If you are having difficulty finding housing, Focus Ireland may be able to help. Limerick office: 7A Catherine Place. (061) 405 300.

Discrimination

A landlord cannot refuse to rent to you on the basis of:
- your work history
- your immigration status
- your country of origin
- your religion
- your social welfare payments

If any of this information is requested by your landlord, you do not have to answer.

For more information, or if you have had an experience you feel was racist or discriminatory, please visit www.ihrec.ie or speak to us in Doras.

Financial Assistance

When you find suitable housing, you may be entitled to receive some extra financial support from the Community Welfare Officer for the area into which you are moving. To find the time and date of Community Welfare Officer clinics, visit: http://www.welfare.ie/en/Pages/otheroffice/community-welfare-office-limerick.aspx

RENTING A HOUSE

When you have found suitable accommodation, you will meet with the landlord and sign your rental (lease) agreement. Most leases last for one year – if you would like to renew your lease after that time, you must notify your landlord a few months in advance of the end date. For information on your rights as a tenant and the responsibility of your landlord, contact www.threshold.ie

Tenant Responsibilities & Household Costs

As the tenant, you have a number of responsibilities while you are renting accommodation.

- **Paying rent**: Rent can be paid monthly, every two weeks or weekly. You will also have to pay an additional 1 month rent before you move in, as a refundable deposit to cover any damage or costs when you move out again.

  For financial assistance, speak to staff in your local Intreo Centre or the Community Welfare Officer (CWO).

- **Paying all household bills, including**: Electricity, TV licence + TV provider, internet, heating (electricity / gas / oil / coal) and waste (bins). Your landlord will give you a list of suggested or required utility providers when you sign the lease.

- **Keeping the premises clean**: While you are living there. When moving out of the property, you must leave it in the same order as it was when you first moved in or you may lose your deposit.

- **Giving appropriate notice**: If you want to move out of your house or apartment, you are required to tell your landlord one month in advance.
RENTING A HOUSE (cont’d)

Household Bills

When you are renting a room, apartment or house, you are responsible for paying all household bills, unless you are explicitly told by the landlord that it is included in the rent.

“Heating and electricity can be expensive – the more you use, the more you pay.”

Household bills can include: electricity, TV licence + TV provider, internet, heating (electricity / gas / oil / coal) and waste (bins). Ask your landlord which providers he/she normally uses.

To cut back on usage, turn lights, appliances and heating down or off at night or when you leave the house.

Your landlord will tell you whether you need to register with a waste (bin) provider. If you are not given a bin schedule, contact your bin provider and they will send you one.

In an apartment building, bins are sometimes included in your rent and a common bin is provided. You are obliged by law to dispose of waste in a correct manner.

If you need help to budget for all of your household bills, please contact the Money Advice and Budgeting Service (MABS) – www.mabs.ie

Address: Riverstone House, 23 – 27 Henry Street, Limerick.

Landlord Responsibilities

The landlord is also responsible for addressing the following issues while you are living in his or her property:

Registering your tenancy with the Residential Tenancies Board - www.rtb.ie
This is used for record-keeping only, your identity will not be registered.

Making sure that all appliances are working, such as washing machine, heating, plumbing etc. If an appliance in your property stops working, you need to notify your landlord immediately and they must fix or replace it.

Giving notice in writing, at least one month before asking you to move out of the property. Your landlord is required to give you back your deposit in full once you leave the premises, as long as the property is clean and undamaged.

Giving you a checklist of all items and furniture that are part of the property before you move in. Check the list and make sure that all items on the list are that they are in good working order. Take pictures immediately of any part of the property or any items that you think are damaged or very used and email them to your landlord.
FINDING WORK

Support Services

INTREO The Intreo Centre offers employment advice services and can help you to find relevant training, up-skilling courses and employment activation programmes.

PAUL Partnership provide support to people who are looking for employment. Staff can help you with writing a CV, interview techniques and how to register for self-employment to start your own business.

PAUL Partnership also provide information and guidance on relevant employment opportunities, as well as training courses for employment and enterprise. Address: Tait centre, Dominick Street, Limerick. Visit www.paulpartnership.ie

Where to Look for Work

PAUL Partnership: Jobs Bulletin produced every month and available in the PAUL Partnership office and online

Local employment agencies: Adecco; CPL; FRS recruitment; HAYS recruitment agency.

Websites

www.jobs.ie
www.irishjobs.ie
www.indeed.ie
www.monster.ie
www.activelink.ie

Newspapers

Check free weekly newspapers such as the Limerick Post and I Love Limerick.

EDUCATION & TRAINING FOR ADULTS

Please note that most courses start in September and have strict application deadlines.

Vocational Training

Vocational training prepares you for a specific career or trade.

Vocational Training Opportunities Scheme (VTOS) is provided by Limerick & Clare Education and Training Board (LCETB), available through the Intreo Centre while you are receiving unemployment assistance.

Third Level Education

If you are hoping to apply for a place at third level education institutions, there are a number of options regarding tuition fees, grants and free courses. Visit: http://www.citizensinformation.ie/en/education/returning_to_education/

You can also access third level education courses via Springboard. See www.springboardcourses.ie for more information, and speak to your Intreo welfare officer before applying.

University

For information on third level courses in Limerick, please visit the University of Limerick website at www.ul.ie and the Limerick Institute of Technology website at www.lit.ie

SUSI offers grants for University fees. Visit www.susi.ie for further
SCHOOL & CRÈCHE FOR CHILDREN

“Crèche and school places are limited, so remember to apply early. Some schools take applications as early as 12 months beforehand.”

Crèche

Children who are not yet school-age can attend crèche.

Crèche is not free – you may have to contact more than one crèche to find one that suits you financially. However, if you receive a Social Welfare payment, some hours of childcare may be paid for by the Department of Social Protection.

Visit www.limerickchildcare.ie for more information on this and to find local crèches.

Primary & Secondary School

All children between the ages of 6 and 16 must attend school.

To find schools in Limerick, visit www.schooldays.ie.

If you are unable to find a school place for your child, Túsla will help you find a place or secure home tuition. www.tusla.ie

Most schools require students to purchase school equipment, such as books and uniforms. If you cannot pay, ask your local Intreo Centre about the Back to School Clothing and Footwear Allowance, or an Exceptional Needs Payment.

BANK ACCOUNTS & DRIVING LICENCES

Bank Account

To open a bank account, you must go in. Most banks will require a small initial lodgement at the time of account creation.

Required documents often include:
- Irish Residence Permit
- Proof of Address (such as utility bill or lease agreement)
- Identification (Passport or certified copy, Travel Document, or affidavit.)
- International Protection Declaration
- Public Services Card

If you have any difficulty opening a bank account, contact Doras or the Irish Human Rights and Equality Commission (IHREC).

Driving Licence

If you have been in Ireland for more than 1 year, you will need an Irish driving license in order to drive a car.

1. Theory Test

Theory test revision materials and booking information can be found at www.theorytest.ie. Test fees begin at €45.

2. Learner Permit

Required documentation and booking info can be found at www.ndls.ie. Permit fee is €35.

3. Driving Lessons

You must attend 12 driving lessons from a certified driving instructor. Lessons average at €35 each.

4. Driving Test

Booking and required documentation can be found at www.rsa.ie. Test fee is €85.

5. Driving Licence

Required documentation can be found at www.ndls.ie. Licence fee is €55.
FAMILY REUNIFICATION

How To Apply

To apply for family reunification, you must submit an application within 12 months of receiving your positive declaration.

For more information on applying for family reunification, including details of eligibility requirements, please visit www.inis.ie

If you require support or assistance with your application for family reunification, please speak to our legal office at Doras Luimní.

Who Can You Apply For?

Under the current legislation, you are permitted to apply for the following family members:

- Your children
- Your spouse *

* You must have been married to your spouse at the time your asylum application was made.

What Documents Do You Need?

- Your International Protection declaration
- Applicant’s passport
- Marriage certificate (if applicant is spouse)
- Birth Certificate (if applicant is child)

Be advised that the Department of Justice may require further documentation prior to making a decision.

USEFUL CONTACTS

Doras

Central Buildings
51a O’Connell Street
Limerick City
Phone: 061 310 328
Email: info@dorasluimni.org
Website: www.dorasluimni.org

Intreo Centre Limerick

Intreo Centre Limerick
Dominic St
Limerick City
Phone: 061 212 200
Website: www.welfare.ie

Citizen’s Information Centre

Ground Floor
Riverstone House
Henry St
Limerick City
Phone: 076 107 5780
Email: limerick@citinfo.ie
Website: www.citizensinformation.ie

Limerick City and County Council

Corporate Headquarters
Merchant’s Quay
Limerick City
Phone: 061 556 000
Website: www.limerick.ie/council

Threshold (Housing Rights Advice)

21 Stoneybatter
Arran Quay
Dublin 7
Phone: 1800 454 454
Website: www.threshold.ie

Focus (Homeless/Housing Service)

Catherine Place
Limerick City
Phone: 061 405 300
Email: help@focusireland.ie
Website: www.focusireland.ie
Who we are

Doras Luimní is an independent, non-profit, non-governmental organisation working to support & promote the rights of migrants living in Ireland.

Contact Us

Published in August 2018.
Doras Luimní
Central Buildings
51a O’Connell St
Limerick

Phone: 061 310 328
Email: info@dorasluimni.org
Web: www.dorasluimni.org

Opening Hours

Monday: 9:30 – 12:30 & 14:00 – 16:30
Tuesday: 10:30 – 12:30 & 14:00 – 16:30
Wednesday: CLOSED
Thursday: 9:30 – 12:30 & 14:00 – 16:30
Friday: CLOSED

This project is co-financed by the European Commission under the Asylum, Migration and Integration Fund 2014-202 and is supported by the Department of Justice and Equality.