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To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors, Circuit Managers,
Heads of educational institutions and unions

Short summary: *This circular introduces the procedure for the delinking of the housing allowance to State employed spouses of employees of the state.*

SUBJECT: THE DELINKING OF THE PAYMENT OF HOUSING ALLOWANCES TO STATE EMPLOYED SPOUSES OF STATE EMPLOYEES

1. Introduction

1.1 Public Service Coordinating Bargaining Council (PSCBC) Resolution 1 of 2018, dated 08 June 2018, agrees to the delinking of housing allowances where both spouses are employees of the State.

2. Implementation

2.1 State employed spouses of employees on salary levels 1 to 5 will be eligible to receive a home owners allowance with effect from 01 September 2018.

2.2 State employed spouses of employees on salary levels 6 to 12 will be eligible to receive a home owners allowance with effect from 01 September 2019.

2.3 It must be noted that only those Occupational Specific Dispensation (OSD) and salary levels 11 and 12 employees who are **not on the total cost to company package** qualify for the payment of a housing allowance.

3. Criteria for eligibility

3.1 The Department of Public Service and Administration (DPSA) confirmed on 10 July 2018 that the Housing Determination issued on 10 October 2012 regarding the qualifying criteria, is still applicable. Employees must note the following requirements:

- 3.1.1 The employee's name must appear on the title deed.
- 3.1.2 The lease agreement must be in the name of the employee.
- 3.1.3 The Permission to Occupy (PTO) certificate must be in the employee's name.
- 3.1.4 The name of the spouse must also appear on the PTO certificate.
- 3.1.5 A sworn affidavit must be submitted stating that the employee and his or her spouse and/or dependent children occupy the house.

3.2 The minimum requirements of the PTO certificate are as follows:

- 3.2.1 The PTO certificate must be on a letterhead or be stamped, thereby identifying the tribal authority.
- 3.2.2 The signature, full name and surname of the tribal authority must appear on the PTO certificate.
- 3.2.3 A certified copy of the identity document (ID) of the employee to whom permission is granted to construct a home on the allocated stand.
- 3.2.4 The PTO certificate must clearly indicate the portion of land/allotment, the extension, the ward and the district where it is allocated.

4. Requirements for accessing the housing allowance

- 4.1 In terms of clause 4.1.4 of PSCBC Resolution 7 of 2015 it is **mandatory for all employees to enrol with the Government Employees Housing Scheme (GEHS) should they wish to utilize the services offered through the GEHS**, including but not limited to the housing allowance.
 - 4.2 Employees may enrol in one of the following ways:
 - 4.2.1 Online at www.gehs.gov.za
 - 4.2.2 By calling the Enrolment Call Centre on 0861 12 34 34
 - 4.2.3 Contacting the Directorate: Service Benefits for assistance
 - 4.3 In order to be eligible for the payment of the housing allowance, employees must complete and submit the Government Employee Housing Allowance application form.
 - 4.4 An employee will start receiving the housing allowance as from the month that he or she has submitted a completed GEHS application form together with the supporting documentation as stipulated on the application form.
5. Kindly bring the contents of this circular to the attention of all employees.

SIGNED: BK SCHREUDER
HEAD: EDUCATION
DATE: 2019-04-08