



Notice of Cessation of Housing Subsidy and Program Exit

Head of Household Name

Date Notice Issued

FRSP Provider Agency and Address

Your financial housing subsidy provided under the Family Re-Housing and Stabilization Program (FRSP) will be ending.

- Your cessation of subsidy is effective as of _____ (MM/DD/YYYY). (Must be at least 30 calendar days from the date the next rental subsidy is due to the landlord.)
- Your last rental assistance subsidy payment will be in the amount of \$ _____ for the month of _____.

This action is being taken pursuant to Chapter 78 of Title 29 (Public Welfare) of the DC Municipal Regulations, entitled Family Re-Housing and Stabilization Program, for the following reason(s):

_____ Assistance Cap: You cannot be recertified to continue receiving services at the end of your period of FRSP assistance. You will reach the twelve (12) month limit, or the end of the extension period approved by the Department of Human Services or its designee, for receiving FRSP assistance on _____ (MM/DD/YYYY). (D.C. Official Code § 4-754.36b; 29 DCMR §7808.1)

_____ Program Transfer: You no longer require FRSP assistance because you will be transferred to another provider that eliminates the need for FRSP assistance. (D.C. Official Code § 4-754.34; 29 DCMR §7807.1, 7807.9)

Name of Program Transferred To: _____

_____ Termination: You have engaged in conduct prohibited by the Homeless Services Reform Act of 2005, as amended (HSRA), and your provider has made a reasonable effort, in light of the severity of the act or acts leading to the termination, to transfer you to another provider. (D.C. Official Code §4-754.36)

Specifically, the factual basis for this action (including dates) is:

(If you need additional space, please attach a separate sheet.)

You Have the Right to Appeal Our Cessation Decision

If you disagree with this decision, you have the right to appeal it through an Administrative Review and a Fair Hearing for ninety (90) calendar days following the receipt of this notice. This process is described on the back or is attached. You have a right to continuation of the FRSP placement pending the outcome of any Fair Hearing requested within fifteen (15) days after receipt of this notice. This cessation decision and your appeal rights will be explained to you by the staff person listed below.

By signing this, I am acknowledging only that I received a copy of this Notice and information about my appeal rights.

Head of Household (printed) (Staff Witness If Client Refused to Sign)

Date

Head of Household Signature (Staff Witness If Client Refused to Sign)

Date

Staff Name (printed)

Date

Staff Name Signature

Date

Your Right to Appeal Your Cessation of Housing Subsidy

If you disagree with the decision to cease your FRSP assistance, you can appeal through a Fair Hearing. Before the Fair Hearing, you have a right to an Administrative Review. The Administrative Review is optional and less formal than a Fair Hearing. If you want, you can choose to have both. Cessation of your FRSP assistance has no impact on your rights as a tenant under your lease agreement with your landlord.

To Request a Fair Hearing, you need to:

- Call the Office of Administrative Hearings, at (202) 442-9094 or send in your request in writing to the Office of Administrative Hearings, 441 4th Street, N.W., Suite 450 North, Washington, D.C. 20001; **OR**
- Tell your case manager or other staff member at your provider agency that you want a Fair Hearing; **OR**
- Call the Family Services Administration, at (202) 698-4170, or send in your request in writing to the Family Services Administration, Family Rapid Re-Housing and Stabilization Program (FRSP), 64 New York Avenue, N.E., Washington, D.C. 20002.

To Receive an Administrative Review:

- You do not need to file a separate request for an Administrative Review. Once you request a Fair Hearing, you will automatically be offered an opportunity for an Administrative Review by the Family Services Administration.
- A notice will be sent to you by mail or e-mail notifying you of the time, date, and place for the Administrative Review.
- If you do not appear at the Administrative Review, you will still have a Fair Hearing. The Office of Administrative Hearings will send you a notice telling you the time, date, and place for the Fair Hearing.

At Your Fair Hearing or Administrative Review:

- You have the right to be represented by a lawyer (see below), relative, or any other person who is not an employee of the D.C. Government, and to bring witnesses or evidence that helps your case.

Free legal representation may be available from:

- *Legal Aid Society of the District of Columbia at (202) 628-1161*
- *The Washington Legal Clinic for the Homeless at (202) 328-5500*
- *Bread for the City at (202) 265-2400 or (202) 561-8587*

DO NOT MODIFY THIS NOTICE

Developed in Accordance with the Homeless Services Reform Act of 2005, as amended (12/21/2018)

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