

Notice of Termination



Client Name _____

Date Notice Issued _____

FRSP Provider Agency and Address _____

You are being terminated from the Family Re-Housing and Stabilization Program (FRSP). Your termination will be effective at 5:00 p.m. on _____ (MM/DD/YYYY). (This date must be *at least* 30 calendar days from the date of this notice.)

This action is being taken pursuant to Section 22 of the Homeless Services Reform Act of 2005 (D.C. Official Code § 4-754.36, effective October 22, 2005), as amended, and Chapter 78 of Title 29 (Public Welfare) DC Municipal Regulations, entitled Family Re-Housing and Stabilization Program.

In accordance with D.C. Official Code § 4-754.36, the Provider has considered suspending you in accordance with D.C. Official Code § 4-754.35, and has made a reasonable effort, in light of the severity of the act or acts leading to the termination, to transfer you in accordance with D.C. Official Code § 4-754.34.

Based upon the totality of the circumstances in your case, the Provider has determined to terminate your FRSP services (including case management and rental assistance) for the following reason(s).

- _____ Possessing a weapon illegally on the Provider’s premises, including the premises of the property subsidized by FRSP. D.C. Official Code § 4-754.36(a)(2)(A).
- _____ Possessing or selling illegal drugs on Provider’s premises, including the premises of the property subsidized by FRSP. D.C. Official Code § 4-754.36(a)(2)(B).
- _____ Assaulting or battering any person on the Provider’s premises, including the premises of the property subsidized by FRSP. D.C. Official Code § 4-754.36(a)(2)(C).
- _____ Endangering your own safety or the safety of others on the Provider’s premises, including the premises of the property subsidized by FRSP. D.C. Official Code § 4-754.36(a)(2)(D).
- _____ Intentionally or maliciously vandalizing, destroying, or stealing the property of any person on Provider’s premises, including the premises of the property subsidized by FRSP. D.C. Official Code § 4-754.36(a)(2)(E).
- _____ Failing to accept an offer of appropriate permanent housing after two offers, and the Provider has made reasonable efforts to help you overcome obstacles to obtaining permanent housing. D.C. Official Code § 4-754.36(a)(2)(F).
- _____ Knowingly engaging in repeated violations of the provider’s Program Rules, and the Provider has made reasonable efforts to help you overcome obstacles to obtaining permanent housing. D.C. Official Code § 4-754.36(a)(2)(G).

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 Termination 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 FRSP services pending the outcome of any Fair Hearing requested within fifteen (15) days after receipt of this notice. This termination decision and your appeal rights will be explained to you by the person listed below.

A Copy of This Notice of Termination was provided to the client, by:

___ Hand delivery (or) ___ First Class Mail to _____

Date _____

Provider's Program Director Name and Title (printed)

Date

Provider's Program Director Name, Signature

Date

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

Client Name (printed)

Date

Client Name Signature

Date

Staff Witness Name (printed) (If Client Refused to Sign)

Date

Staff Witness Name Signature (If Client Refused to Sign)

Date

DO NOT MODIFY THIS NOTICE

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

Your Right to Appeal Your Shelter or Supportive Housing Termination

If you disagree with the decision to terminate your assistance associated with FRSP, 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. **Termination 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 of your choice 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*

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