

Notice of Suspension of Shelter or Supportive Housing

Client Name

Date Notice Issued

You are being suspended from: _____

Your suspension will begin at 5:00 p.m. on _____ and end at 5:00 p.m. on _____

- The beginning date of the suspension must be *at least* 15 calendar days from the date of this notice.
- A suspension may not be for more than 30 days from the beginning to end dates.

NOTE: A provider may not suspend an adult from shelter or supportive housing, if to do so would leave unattended a minor child or dependent adult.

This action is being taken pursuant to Section 21 of the Homeless Services Reform Act of 2005 (D.C. Law 16-0035, effective October 22, 2005), for the following reason(s):

_____ Client has failed or refuses to comply with Provider's Program Rules and the Client Responsibilities listed therein. Sec. 21(a); **OR**

_____ Client has engaged in the following behavior, prohibited by Sec. 22(2):

- _____ Possessing a weapon on provider's premises.
- _____ Possessing or selling illegal drugs on provider's premises.
- _____ Assaulting or battering any person on provider's premises.
- _____ Endangering your own safety or the safety of others on provider's premises.
- _____ Vandalizing, destroying, or stealing property on provider's premises.
- _____ Failing to accept two offers of appropriate permanent or supportive housing.
- _____ Knowingly and repeatedly violating the provider's Program Rules:

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 a Suspension

If you disagree with this decision, you have the right to appeal it through an Administrative Review and a Fair Hearing. This process is described on the back or is attached. The suspension and your appeal rights will be explained to you by the person listed below.

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

_____ Hand delivery, by _____
Provider's Program Director Signature and Title Date

By signing this, I am admitting only that I received a copy of this Notice.

Client Signature Date

Witness Name (printed) and Signature (If Client Refused to Sign) Date

DO NOT MODIFY THIS NOTICE

Official document in accordance with the Homeless Services Reform Act of 2005. Revised 2/27/15

Your Right to Appeal Your Suspension from Shelter or Supportive Housing

If you disagree with our decision to suspend your shelter or supportive housing, 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.

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 a staff member where you reside that you want a Fair Hearing. By law, he or she must help you make your request; **OR**
- Call the Family Services Administration, at 202-698-4170, or send in your request in writing to the Family Services Administration, 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 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.

In Some Cases, you have the right to stay in shelter while you appeal:

- To keep your shelter while you appeal, you must ask for an appeal before the beginning date of your shelter suspension.
- If you have already left shelter, you have the right to appeal within 90 days from the date of the written notice of the termination. If you win, we will place you back into the program you were in or a similar one.

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:

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

Discrimination claims:

- If you think you have been discriminated against because of your race, religion, color, sex, national origin, disability, personal appearance, age, marital status, sexual orientation or another basis, you may call the D.C. Office of Human Rights at 727-4557 within 365 days of the act.

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