

Notice of Transfer

Client Name

Date Notice Issued

You are being transferred from: _____

To: _____

Your transfer will be effective at 5:00 p.m. on _____. (This date must be *at least* 15 calendar days from the date of this notice.)

- *If you agree* with this transfer and the placement is available prior to the effective date, you may choose to transfer prior to the effective date.
- *If you don't agree*, but the transfer placement is available, you must move to the new placement on the effective date or thereafter, when it becomes available. From your new placement, you may appeal the transfer as explained on the back of this form.

This action is being taken pursuant to Section 20 of the Homeless Services Reform Act of 2005 (D.C. Law 16-0035, effective October 22, 2005), for the following reason(s):

- _____ You have agreed to the transfer. Sec. 20(a)(1); **OR**
- _____ The provider has found and secured a placement with another program that better meets your needs in accordance with your case management plan. Sec. 20(a)(2) **OR**;
- _____ You have failed or refused to comply with our Program Rules and your client responsibilities. Sec. 20(b) and Sec. 11; **OR**
- _____ You have 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 Our Transfer Decision

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 emergency action and your appeal rights will be explained to you by the person listed below.

A Copy of This Notice of Transfer 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 Date
(If client refuses to sign)

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 Shelter or Supportive Housing Transfer

If you disagree with our decision to transfer you to another shelter or supportive housing placement, 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.

You have the right to appeal this transfer decision within 90 days from the date of the written notice of the transfer, **but you must transfer to the new placement on or before the effective date of the transfer, and remain there during your appeal. If you win you will be placed back in the original or a similar placement.**

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 request an Administrative Review. Once you request a Fair Hearing, you will be scheduled for an Administrative Review.
- A notice will be sent to you with the time, date, and place for the Administrative Review.
- If you do not come to 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:

- *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 727-4559 within 365 days of the act.

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