

TERMINATION POLICY

Programs should terminate assistance only in the most severe cases, utilizing the *housing first* philosophy.

1. Tenant Initiated Termination
Tenants may terminate their Participation Agreement contract at any time by giving at least a 30-day **written notice**. If the tenant chooses not to put their notice in writing and refuses to sign anything indicating they want to withdraw from the program, the case manager will document this fully in the client case notes and the client will be terminated upon request.
2. Lutheran Social Services Initiated Termination
Housing Services assistance may be terminated if a participant substantially violates the client's Program Participation Agreement. Program standards require, however, that Lutheran Social Services exercise judgment and take into consideration extenuating circumstances so that participants are only terminated for the most serious rule violations.

If termination is necessary, Lutheran Social Services must provide a 30-day written notice to the participant and the landlord. This notice from Lutheran Social Services shall include:

- A clear statement outlining the specific grounds for termination,
- Information regarding how to appeal the decision, and
- Information regarding the participant's rights to review documents relevant to the termination.

If a participant chooses to appeal, assistance must continue through the entire appeals procedure.

ABANDONMENT

Abandonment is determined by the client lease terms and/or the terms of the program for which the client is enrolled. If a unit is considered abandoned, the case manager will inform the landlord of the client's terminated program status.

EVICITION

If an eviction takes place, LSS will work with the landlord and the client to make the transition as smooth as possible. Once the eviction has occurred, continued client program enrollment will be at the discretion of the case manager and dependent upon the reason of eviction.