**Rapid Rehousing - Termination of Assistance Policy**

The termination of assistance policy is a specific component of a Housing First approach which aims to minimize barriers to maintaining housing. Assistance is terminated as a last resort and in severe cases which jeopardize safety, or are non-compliant with regulations, laws, or the signed lease agreement.

The program may terminate assistance to a program participant who violates program requirements or conditions of occupancy.

Program will:

Provide the participant with a written copy of any participant responsibilities and the termination process before the participant begins to receive assistance and staff will review the policy and possible termination causes verbally with all participants upon entry.;

Provide 14 days written notice to the participant containing a clear statement of termination reasons;

Appeal process:

Termination is last resort and determined collectively between direct service staff, program supervisor, and program manager. If notice is given and assistance is terminated, participant can appeal the termination in writing within 7 days to:

**Lutheran Social Services, Homeless Programs**

**Attn: Derek Moran, Housing Director**

**6737 W. Washington Street, Ste. 2275**

**West Allis, WI 53214**

or by email to Derek Moran:

**derek.moran@lsswis.org**

Final written decision will be provided within 5 days.