

Chapter 14: SUBSIDY TERMINATION

14.1: Subsidy Termination

Rental Assistance may be terminated if a participant violates conditions of occupancy, or program rules. Program regulations recommend that the LAA exercise judgment and take into consideration extenuating circumstances so that participants are only terminated for the most serious rule violations. Termination from the SPC program does not exclude clients from applying to the program in the future.

Before a housing subsidy can be terminated, the LAA must provide the CAA with a Subsidy Termination Request Form (Form F25). The CAA will review the reasoning and supporting documentation of a termination request to determine if a termination is warranted. If the CAA supports a termination, the LAA must submit a 30-day written notice to the landlord and client, containing a clear statement regarding the reason for termination and an opportunity for appeal. A Sample Move-Out Letter with Appeals can be referenced in Appendix A8. If an individual chooses to appeal, assistance must continue through the entire appeals procedure.

A Termination Form (Form F28) must be completed for each participant leaving the program. Ideally, this form is done within 30 days of the participant's exit. See Appendix 4: Termination Letter with Appeals for a sample termination letter.

Additionally, a Move-Out Form (Form F14) must be completed for each household member leaving the program. Ideally, this form is done within 30 days of the participant's exit.