

# TERMINATION PROCEDURES

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*See 24 CFR § 576.402 Terminating assistance.*

If a program participant violates program requirements, the recipient or subrecipient may terminate the assistance in accordance with a formal process established by the recipient or subrecipient that recognizes the rights of individuals affected. The recipient or subrecipient must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases.

To terminate rental assistance or services to a program participant, the required formal process, at a minimum, must consist of:

1. Written notice to the program participant containing a clear statement of the reasons for termination;
2. A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and
3. Prompt written notice of the final decision to the program participant.

Termination does not bar the recipient or subrecipient from providing further assistance at a later date to the same family or individual.

**DIRECTIONS:** Each agency submitting a project application should attach their agency Termination Procedures. Make sure that procedure complies with the HEARTH standards for terminating assistance.