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### **13. Termination of Participation**

- A. HUD regulations give the Permanent Housing Program authority to terminate assistance to a participant who violates program requirements. Participants will receive and sign written individual program participation agreements. Reasons for termination will be clearly defined. Termination of assistance will occur after in-depth review of the individual situation by the Housing Review Team and approval of Cedar Valley Friends of the Family Housing Director. All participants sign a participation agreement, which outlines non-compliance guidelines, which may lead to termination.
- B. Assistance may be reinstated for a participant whose assistance was previously terminated. Six months following termination, the Housing Review Team, providing that the former participant's current situation complies with all project eligibility criteria, will make the decision for reinstatement.
- C. In terminating assistance to a participant, Cedar Valley Friends of the Family and Permanent Housing Program must guarantee that a formal process is followed which recognizes the rights of individuals receiving assistance to due process of law. This process, at a minimum, must consist of:
  - 1. Written notice to the participant containing a clear statement of the reasons for termination;
  - 2. A review of the decision, in which the 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 participant.
- D. Caseworkers or any other personnel working in the Permanent Housing Program are required to refer participant complaints to the Housing Director.
- E. The Housing Administration will make a determination if the Cedar Valley Friends of the Family grievance procedure must be followed.
- F. Any questions regarding the grievance procedure, as it relates to the Permanent Housing Program, will be considered by Cedar Valley Friends of the Family Executive Director.

### **14. Meetings and Functions of Meetings**

- A. The Housing Review Team will meet as needed to review the intake information of potential participants.
- B. The Housing Review Team will have weekly contact with individual caseworkers within the service area to monitor participant progress.
- C. The Housing Review Team will have contact with all support services providers on a regular basis to assess each participant's need for and utilization of community support services. This meeting will be referred to as a "participant progress staffing." Attendees will include service providers, the participant, Permanent Housing Program caseworker and administrative staff.
- D. Each participant's caseworker will conduct a minimum of eight contacts within the first 6 weeks of acceptance in the program. These contacts could include phone calls, emails, or face to face meetings. The caseworker will conduct a minimum of one in-home monthly meeting with the participant to monitor progress and assess ongoing needs.
- E. Northeast Iowa Permanent Housing Program will be a leader within the local continuum of care and attend all meetings as scheduled. Housing Programs staff will be active on the continuum of care.