

Occupancy Agreement

I agree to:

1. Abide by my lease, including paying my rent portion on time.
2. Report changes in income, household members, significant health problems or legal involvement to my housing specialist immediately.
Income and household member changes may impact my program eligibility.
3. Report maintenance directly to the landlord first and involve my housing specialist as needed.
4. Provide complete, current, and correct information or documentation to verify eligibility.
5. Cooperate with inspections with 48 hours notice.

I understand that:

1. My housing specialist will engage with me through phone calls and home visits throughout the year.
2. If I do not respond to two phone calls and a letter for my yearly HQS Inspection, my housing specialist will coordinate with my landlord to gain access to my unit to complete the inspection.
3. My utility allowance check will be mailed directly to the utility company. This account must be in my name.
4. The utility allowance check is not necessarily a complete payment for monthly usage, and I am responsible for any amount over the monthly allowance.
5. This agreement is renewed annually at my recertification

I have read and/or had explained to me the above statements. I understand and accept the Occupancy Agreement and will fulfill the responsibilities and obligations it requires. I have received a copy of "Report Your Concerns"

CLIENT NAME: _____

SIGNATURE

DATE

CO-HEAD OF HOUSEHOLD

DATE

STAFF NAME

DATE

Permanent Supportive Housing Program Termination of Services Policy

POLICY: Permanent Supportive Housing programs provide housing and supportive services to assist homeless persons with a disability to live independently. It is the responsibility of the program to exercise good judgment and examine all extenuating circumstances in determining when program violations are serious enough to result in termination from the program.

Rental assistance payments can only be made for units that pass the Department of Housing and Urban Development Housing Quality Standards (24 CFR 982.401) during an initial inspection and within 30 days of an annual inspection.

Failure to comply with the federal regulations of the program will result in termination from the program. Per the federal regulations, participants must:

- Receive an annual assessment of needs; and
- Provide all required documentation to verify program eligibility initially, annually, and as changes occur.

Termination will also occur when the qualifying member of the household:

- Is institutionalized or incarcerated for 90 days or more;
- Voluntarily exits the program; or
- Dies.

Termination may occur if the participant moves outside of Cincinnati/Hamilton County without prior approval by the housing provider. See CoC Policy titled "Increasing Mobility Options for Homeless Individuals and Families with Tenant-Based Rental Assistance" for additional information.

PROCEDURE: Participants will be provided a written copy of the program rules and the termination process upon entry into the program. In the spirit of the *supportive* aspects of the program, and within the fidelity of a Housing First* framework, the participating agency will document reasonable efforts and interventions that demonstrate attempts to encourage participants' compliance with program rules and expectations. In some severe cases, (e.g. violence, or serious threats of violence, toward program staff, volunteers, or other participants), termination from the program may be immediate. Participants who repeatedly and/or seriously violate program rules or conditions may be terminated from the program.

When termination is deemed necessary, the participant will be provided notice that clearly states the reason for termination. The program must deliver all termination-related notices in writing. The participant will be given the opportunity to dispute the termination orally or in writing with a person other than the staff member (or a subordinate of that person) who made or approved the termination. Notice of the final decision will be provided to the program participant in a timely manner. Site-based projects should follow their written procedures for filing an eviction. The termination process must be consistent with federal regulations and the agency policy.

*Housing First is a homeless assistance approach guided by the belief that people need basic necessities like food and a place to live before attending to anything less critical, such as getting a job, budgeting properly, or attending to substance use issues. Additionally, Housing First is based on the theory that client choice is valuable in housing selection and supportive service participation, and that exercising that choice is likely to make a client more successful in remaining housed and improving their life.