

## Notice of Termination from the BSS Plus ESG-CV Program

«Today's Date»

«Title» «FName» «LName»

«Street\_Address»

«City», Texas «Zip»

Dear «Title» «LName»:

This correspondence is to give notice that effective \_\_\_\_\_[Date of termination], your Best Single Source Plus ESG –CV services have been terminated. The reason for your termination is:

- Extended lack of contact
- Failure to attend case management appointments as scheduled
- Failure to make progress towards program goals as agreed
- Failure to adhere to the Program Agreement
- Failure to make payments as agreed
- Failure to meet or maintain eligibility requirements
- Presumed abandonment of services or property
- Other: \_\_\_\_\_

Additional comments:

\_\_\_\_\_

\_\_\_\_\_

You or your household members can present written or oral objections to this termination to a person other than the individual (or subordinate of the individual) who made or approved this termination decision. Also, I have included a copy of our agency's grievance procedure for your reference.

Sincerely,

«Your Name»

«Your Title»

«Your Agency»

«Your Signature»

**Program Manager's signature» (required)**