



HOUSING AUTHORITY OF THE CITY OF SAN BUENAVENTURA

HOUSING CHOICE VOUCHER PROGRAM 2015 Proposed changes to the Administrative Plan

*New policy and clarifications are highlighted in **yellow** and underlined

*Current policy removed using ~~striketrough~~

Chapter 12

TERMINATION OF ASSISTANCE AND TENANCY

12-II.F. TERMINATION NOTICE [HCV GB, p. 15-7]

If a family's assistance is to be terminated, whether voluntarily or involuntarily, the PHA must give the family and the owner written notice that specifies:

- The reasons for which assistance has been terminated
- The effective date of the termination
- The family's right to an informal hearing as described in Chapter 16

If a criminal record is the basis of the termination, a copy of the record must accompany the notice. A copy of the criminal record also must be provided to the subject of the record [24 CFR 982.553(d)].

HACSB Policy

When termination is initiated by the HACSB, the notice to terminate will be sent to the family and the owner at least 30 calendar days prior to the effective date of the termination. However, if a family vacates the unit without informing the HACSB **or if a family is evicted by judicial process**, 30 days notice will not be given. In these cases, the notice to terminate will be sent at the time HACSB learns the family has vacated the unit **or been evicted from the unit**.

When a family requests to be terminated from the program they must do so in writing to HACSB (see section 12-I.C.). HACSB will then send a confirmation notice to the family and the owner within 10 business days of the family's request, but no later than the termination effective date (as requested by the family).