

Participant Conference/ Termination Checklist

Family Name _____ Agency Name _____

<p><i>Please have participant acknowledge each action with their initials and date.</i></p> <p><input type="checkbox"/> Step 1: Participant Conference #1 at Agency</p> <p style="text-align: center;">_____ _____ Participant Initials Date</p> <p><input type="checkbox"/> Step 2: Participant Conference #2 at Agency</p> <p style="text-align: center;">_____ _____ Participant Initials Date</p> <p><input type="checkbox"/> Step 3: Final Participant Conference at Agency</p> <p style="text-align: center;">_____ _____ Participant Initials Date</p> <p><input type="checkbox"/> Step 4: Final Violation (Timeline entered into Elite, and all termination documentation sent to DOH for review)</p>	<p>-OR- steps do not apply due to:</p> <p><input type="checkbox"/> Legal Eviction</p> <p><input type="checkbox"/> Voucher Expired</p> <p><input type="checkbox"/> Deceased</p> <p><input type="checkbox"/> Relinquishment</p> <p><input type="checkbox"/> Other _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Summary of Termination Request (include forwarding address for termination letter):

For DOH Use Only

Termination Review Outcome: _____

Proceed with Termination Other _____
 Need more documentation/info Schedule additional participant conference

Notes: _____

Authorized Signature _____ Date _____