DATE

HoH Name

Address

CSZ

**RE: TERMINATION OF SECTION 8 ASSISTANCE**

Dear X,

You are hereby advised that your Section 8 voucher will be terminated for program violations, and this termination will take effect on DATE. Section 8 assistance will not be paid after this date.

The HOUSING AGENCY is taking this action because you have breached the following provisions of your Section 8 voucher agreement and/or Family Obligations:

* Family Obligation #X: I understand that my housing assistance can be terminated for engaging in or threatening abusive or violent behavior toward PHA staff.

On DATE, you called the office and spoke to several staff members. While speaking to them you used profane, abusive, demeaning, and threatening language. When speaking to one of the assistant rental administrators you threatened to find where they work and beat them up, and when you were speaking to a different employee you said, “You’re lucky I can’t come into the office or I’d be in jail.” You also made several similar comments and threats when speaking with me.

If you disagree with this action, you must submit a written request for an informal hearing within ten (10) working days of the date of this letter, to (HEARING REQUEST INFO HERE).

Once your request is received, you will be contacted to discuss your case and the timeline for scheduling your requested hearing.

In the hearing, your case will be heard by an impartial hearing officer who is not a PHA employee. The hearing officer will issue a decision within ten (10) working days of the hearing. The hearing officer will decide whether to uphold the PHA’s decision, or whether to overturn that decision. This decision will be based solely on the information that is presented at the hearing, and will include findings, conclusions, and a clear summary of the reasons for that decision.

You have the right to an attorney or other advocate of your choosing at any stage of this process. You also have the right to examine any PHA documents that are directly relevant to the PHA’s decision.

**A COPY OF THE SECTION 8 INFORMAL HEARING PROCEDURE AND REASONABLE ACCOMMODATION NOTICE IS ATTACHED.**

If you have any questions, please contact me.

Sincerely,

STAFF MEMBER

ENCLOSURES: VAWA, LEP INSERT