



ESG Termination of Assistance Notice

1. Your application for financial assistance for the Emergency Solutions Grant Program (ESG) has been denied. Eligibility to participate in this program cannot be determined because of your failure to provide the following document(s): _____
2. Your participation in ESG has been terminated, because the following reason(s):
 - ☐ Income exceeds the maximum allowable for participation in ESG
 - ☐ Assets that you failed to report at intake
 - ☐ No attempts to stay current with your obligations
 - ☐ No attempts to find employment
 - ☐ Other members residing in your household that were not identified at intake
 - ☐ Provided information at intake that could not be verified
 - ☐ Received duplicated benefits from another source
 - ☐ Other reason(s) not listed above _____

Your assistance is terminated as of _____.
Date

Program Applicant/Participant Responsibility

You have the right to an appeal if you feel this decision was made in error. To appeal you must follow the process as indicated below:

1. Present the reason(s) why you feel the decision was in error, either verbally or in writing, to the assigned case manager within three (3) business days of the notice of termination. If the case manager cannot or will not reassess the decision, then
2. Present the reason why you feel the decision was in error, either verbally or in writing, to the manager in charge within five (5) business days. The decision of the manager in charge will be the final decision.

ESG Agency Responsibility

1. Document the specific reason that the program applicant/participant has been denied or terminated from participation in ESG.
2. Notify the Community Services Division (CSD), in writing, of the termination and program applicant/participant's request for an appeal and the eventual outcome of the appeal process.

Applicant/Participant

Date

Case Manager

Date

