

YWCA IS ON A MISSION

Terminating a family's assistance from the YWCA Family Shelter program should only occur in rare and severe cases. All possible alternatives must be explored before terminating assistance. Violations of the YWCA Code of Conduct (presented to and signed by participant at program intake) can result in termination from the program. If it has been decided that termination is the only option, the following process will be initiated.

1. Provide program participant a letter indicating termination of assistance, reason for termination that includes facts and sources of facts. In addition, participants will be given a copy of YWCA's grievance procedure.
2. Participants can request and have the right to have the case reviewed by staff that did not make the decision to terminate assistance. Participants may present their objections orally or in writing.
3. When a participant completes the review process, staff will provide written notice of the final decision to the program participant.

If you have any questions regarding YWCA Family Shelter's Termination Policy, you can contact the shelter case manager or the housing director.

Participant Signature: _____ Date: _____

Case Manager Signature: _____ Date: _____

eliminating racism
empowering women
ywca

YWCA Madison

101 E. Mifflin Street, Suite 100 | Madison | WI 53703

P 608.257.1436

F 608.257.1439

ywcamadison.org

