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Document Scope: (applies to Policy & Procedure only)

- The requirements herein apply only to the GCBH BH-ASO Central Office and its functions.
- The requirements herein apply, verbatim, to GCBH BH-ASO and its subcontractors.¹
- The requirements herein apply both to GCBH BH-ASO and its subcontractors.¹ Additionally, subcontractors must have internal documents outlining their processes for implementing the requirements, insofar as they relate to actions for which subcontractors are responsible.

PURPOSE: To outline the requirement of grantees to have a written termination and denial policy related specific to the Community Behavioral Health Rental Assistance Program (CBRA) program and consistent with the Department of Commerce’s CBRA guidelines.

DEFINITIONS:

- I. Community Behavioral Health Rental Assistance (CBRA): Program to provide a rental subsidy for high-risk individuals with behavioral health conditions.
- II. Subgrantee: An organization with which Greater Columbia Behavioral Health, LLC is subcontracted with for the provision of the CBRA program.

POLICY

- A. Ensure GCBH BH-ASO and its subgrantees are following the CBRA guidelines related to the termination and denial of services for those currently enrolled, or applying to, the CBRA program.

PROCEDURE

- 1. GCBH BH-ASO’s Supportive Housing Program Specialist will ensure that all subgrantees have a written policy regarding the termination of current households or the denial of service for households applying to the CBRA program.
 - 1.1. The policy and procedure shall:
 - 1.1.1. Describe the reasons a household would be denied subsidies and/or terminated from the program consistent with the most recent version of the CBRA guidelines;
 - 1.1.2. Provide the notification process of denial or termination;
 - 1.1.3. Ensure all household are made aware of the grievance process.

¹See definitions of document types in AD100, "Development, Approval & Review of Formal GCBH BH-ASO Documents"

²"Network Provider" – An organization with which GCBH BH-ASO is contracted for the provision of direct services.

APPROVAL

Sindi Saunders

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7/22/2024

Date