
Document Type: ¹	☒ Policy & Procedure	☐ Process Guideline	Adopted:	5/4/2023
	☐ Plan	☐ System Description	Last Reviewed:	3/3/2026
			Retired:	

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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.
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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 that include the following:
 - 1.1.1.1. Reasons for denial:
 - 1.1.1.1.1. Does not meet CBRA eligibility requirements
 - 1.1.1.1.2. A lack of availability or funding needed to admit a new client into the CBRA program. Applicants will be notified of their option to be placed on the waitlist.

1.1.1.2. Reasons for termination:

1.1.1.2.1. A confirmed permanent or long-term absence from their unit.

1.1.1.2.2. Relocation to a service area without an agency providing CBRA subsidies.

1.1.1.2.3. No longer eligible for recertification.

1.1.1.2.4. The participant requests that subsidies are terminated.

1.1.1.2.5. Harmful behaviors that jeopardize the safety of staff or others after all appropriate efforts have been made by staff to resolve the issues. Efforts must be documented and should be reviewed with the lead grantee prior to termination.

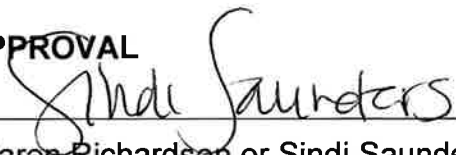
1.1.1.2.6. Evidence of fraud or attempts to defraud have been confirmed.

1.1.2. Provide the notification process of denial or termination.

1.1.3. Ensure all households are made aware of the grievance process.

1.1.4. Describe the rights of the participant to appeal grievance and termination decisions including contact information and timeframes appeals must be submitted.

APPROVAL



Karen Richardson or Sindi Saunders, Co-Directors



Date