

May 3, 2021

[REDACTED]

This letter is to inform you that as of 11am on June 2, 2021 you are being discharged from the Washington County COVID Shelter.

You are being exited from the Washington County COVID Shelter due to:

- ☐ Failure to meet weekly with your Stepping Stone Case Manager
- ☒ Failure to develop and/or actively engage in your Housing Plan
- ☐ Other:

You may appeal your discharge within seven (7) days of the date of this letter, in writing to Stepping Stone's Program Director. Your appeal must explain why you were unable to fulfill the item(s) checked above and what you will do to fulfill the item(s) going forward. Stepping Stone's Program Director will respond within three (3) business days of receiving your appeal.

Regards,

[REDACTED]  
[REDACTED]  
[REDACTED]

**Appeal Process:**

1. Resident must provide written notice to Stepping Stone's Program Director of their intent to appeal the exit decision within seven (7) days of the 30-day notice provided to them.
2. The request to appeal must explain why you contest the reasons given for the discharge, and include current contact information.
3. Appeal will be heard by Stepping Stone's Program Director with a decision made within three (3) business days of the receipt of the appeal.
4. If the appeal is denied, the discharge decision is final and original exit date applies.
5. If the appeal is granted, a written agreement between Stepping Stone and the resident outlining the conditions of the agreement will be identified. Agreement will include:
  - a. New discharge date
  - b. Conditions of agreement
  - c. Resident Expectations/Zero Tolerance Behaviors