



MEMO

POLICY #: 010303-1-I-SWCBS

JEB BUSH
GOVERNOR

TO: Area Agency on Aging Executive Directors

FROM: Susan M. Tucker, Deputy Secretary

DATE: January 2, 2003

SUBJECT: Notice of Instruction: Notice of Termination, Suspension or Reduction in Services

CC: Senior Managers, Contract Managers DOEA

Attached is the model letter for Notice of Termination, Suspension or Reduction in Services that has been revised as of December 2002. This form has been revised as a result of a stipulation filed in a legal action and approved by the hearing officer.

This form complies with all requirements of 42 CFR 431.210 and 431.211 and should be used to advise clients currently being provided services of any adverse action taken. When appropriate, this letter should be provided to the client in English and Spanish.

This form should be provided to those individuals charged with informing the client of an adverse determination by the state. The form may be reprinted on the individual agency's letterhead. The language contained in this form letter is the minimum required by law and any additions may only expand not reduce the requirements as set forth.

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