# CO_1C_BLACK_SLDgood cause determination meeting request

Date:

RE: Good Cause Determination Meeting Required

Dear:

I have attempted to reach you regarding your requirements in the Job Opportunities and Basic Skills (JOBS) program at Community Options, Inc. Currently, you are not meeting the state guidelines of the JOBS program. In the following areas your participation is lacking, therefore authorization for payment of all support services may end.

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| Areas lacking in participation:  |

As a result of the lack of participation, you are invited to participate in a Good Cause Determination meeting. The purpose of this meeting is for you to bring forth justification for why you are or are not meeting the full expectations of the JOBS program. To further discuss this situation please meet with me following the below instructions.

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| Date:Time:Location: |

Please provide a copy of the documentation requested below to help determine if you will be granted good cause.

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| Documentation to bring: |

If it is determined that you had good cause for not participating you will be expected to continue participating in the JOBS program. If you are unable to prove there is good cause for your lack of participation, Community Options, Inc. will make a recommendation to your Eligibility Worker that your case be sanctioned.

If you wish to reschedule the good cause determination meeting, please call me before 5 pm on the Good Cause Determination meeting date listed above. You must speak directly with a Community Options, Inc. staff to reschedule your appointment. Thank you for your time and attention to this matter.

Sincerely,

Employment Specialist

Cc: Eligibility Worker