

# **Catholic Charities Diocese of Palm Beach, Inc.**

## **Policy and Procedures Manual**

No. of Policy 9005

**SUBJECT:** TERMINATION OF SERVICE AND AFTERCARE

**POLICY:** Termination of service is an orderly process carried out between the person served and the organization in which any necessary aftercare plans are developed.

**PROCEDURES:**

- 1) Voluntary termination of service is a planned process between the service provider and person served at such time as agreed upon goals have been achieved.
- 2) Involuntary discharge is a process of agency termination of a client, generally due to non-compliance with program requirements or client responsibilities. When a client is discharged involuntarily, an Involuntary Discharge form would need to be discussed with the client and signed by the client and caseworker. The form must include the reason for involuntary discharge and appropriate referrals to community resources. A copy should be given to the client, a copy placed in the client's file, and another is to be forwarded to the division director.
- 3) When needed, an aftercare plan is formulated with the person or the parent or legal guardian of a minor either directly or through referrals and is developed sufficiently in advance of termination to ensure that an orderly process takes place insofar as possible.

**AUTHORIZED DATE:** 04/29/05

**REVISED DATE:**