**Homes for All Member Corrective Action**

Member Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Site:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions**: If a member has violated the Member Service Agreement or Standard of Conduct, please use the following form to document the situation. This form can also be used to redirect a member’s approach to their service. Both the supervisor and member should sign and date the plan of action and the form should be emailed to the Homes for All Program Director. If you feel you need mediation assistance from program staff, please add that information to this form and we will contact you to set up a date to visit you and the member.

**1) Describe the situation and violation of the Member Service Agreement or Standard of Conduct.**

**2) Describe why the behavior/incident/violation is an issue for the Supervisor and/or the Service Site.**

**3) Specify what the Supervisor wants the Member to do instead (be specific and get input from the Member).**

**4) Clarify consequences for repeating the violation.**

**Member comments or request for assistance from Homes for All staff (if more space is needed, please use and attach a separate page):**

Signatures acknowledge that the Member and Site Supervisor have discussed issues and challenges and will work together toward a solution. Member understands that after three write-ups, the Member may be suspended or released from the Homes for All program and Service Site.

Member Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_