



INFORMAL HEARING: HOUSING ELIGIBILITY

Program Termination Right:

Informal hearings provide the applicant a means to hear the details of the reasons for application rejection/housing termination, and an opportunity to present evidence to the contrary. The hearing provides an opportunity to present written or oral objections to the decision of the Housing Authority.

Housing Authority Hearings may not be requested for TANF/FEP eligibility. TANF/FEP eligibility is not decided by the Housing Authority.

Requesting a Hearing:

A request for an informal hearing must be made in writing and delivered to the Housing Authority either in person or by first class mail, by the close of the business day, no later than 10 business days from the date of the HACSL's notification of denial of admission/termination.

Representation and Interpretive Services:

Families are encouraged to attend hearings with their case manager. The family is also entitled to have an interpreter, at no cost, during the hearing. Families wishing interpretation services should coordinate this request with their case managers and HACSL.

In addition, families are entitled to have legal representation during the hearing. If requested, legal representation cost will be paid by the family.

At the Hearing:

Families requesting a hearing will be joined by their case managers and, if requested, an interpreter. A group of three Housing Authority staff, not affiliated with the Family Employment and Housing Program, will listen to the complaint against the family and the family response. Families are encouraged to work with their case managers and bring any documentation which supports their case to the hearing.

Hearing Decision:

After listening to both sides, the Hearing Committee will meet privately and decide the outcome. Their decision will be based solely on the information presented during the hearing.

The Housing Authority will provide the family with a written notice of the final decision, based solely on the facts presented at the hearing, within 14 calendar days of the date of the informal hearing.

Signature
All Participants over age 18

Signature
All Participants over age 18

Signature
Interpreter

Signature
HACSL FEHP Coordinator

Signature
Case Manager

