



REQUEST FOR AN INFORMAL HEARING/REVIEW
(FOR HCVP PARTICIPANT/APPLICANT ONLY)

Date: _____

Please check one of the following:

() I, _____ am a participant on the HCVP and I disagree with the termination letter I received. I am requesting an informal hearing.

OR

() I, _____ disagree with my denial of admission into the Housing Choice Voucher Program. I am requesting an informal review.

Why are you requesting a hearing/review? Please give the reason of the violation(s) on your termination letter or denial letter:

Three horizontal lines for providing reasons for the request.

Participant/Applicant's Name Telephone No.

Street Address City, State, Zip Code

Email Address

Do you prefer a morning or afternoon hearing/review? ___a.m. ___p.m.

Please Note: You will be scheduled per your above preference if times are available; otherwise, you will be scheduled at first available time.

How would you prefer to be notified of date and time of hearing/review? ___US Mail ___Email

If you have any questions regarding this request, please contact the LMHA staff that sent you the Termination Notice.

If you need this document in a different language or LARGER FONT or if you need a reasonable accommodation (persons with disabilities), please call 419-259-9448 or TRS: Dial 711. Advance notice of seven days is required in order to arrange for interpreter services.

Decisions Subject to Informal Review

The LMHA must give an applicant the opportunity for an informal review of a decision for denying assistance (24CFR982.554(a)). Denial of assistance may include any or all of the following (24CFR982.552(a)(2)):

- Denying listing on the LMHA waiting list
- Denying or withdrawing a voucher
- Refusing to enter into a HAP contract or approve a lease
- Refusing to process or provide assistance under portability procedures

Informal Reviews are *not* required for the following reasons (24CFR982.554(c)):

- Discretionary administrative determinations by the LMHA
- General policy issues or class grievances
- A determination of the family unit size under the LMHA subsidy standards
- An LMHA determination not to approve an extension or suspension of a voucher term
- An LMHA determination not to grant approval of the tenancy
- An LMHA determination that the unit is not in compliance with the HQS
- An LMHA determination that the unit is not in accordance with the HQS due to family size or composition

Decisions subject to Informal Hearing:

Circumstances for which the LMHA must give a participant family an opportunity for an informal hearing are as follows:

- A determination of the family's annual or adjusted income and the use of such income to compute the housing assistance payment
- A determination of the appropriate utility allowance (if any) for tenant-paid utilities from the LMHA utility allowance schedule
- A determination of the family unit size under the LMHA's subsidy standards
- A determination to terminate assistance for a participant family because of the family's actions or failure to act
- A determination to terminate assistance because the participant has been absent from the assisted unit for longer than the maximum period permitted under LMHA policy and HUD rules
- A determination to terminate a family's Family Self-Sufficiency contract, withhold supportive services or propose forfeiture of the family's escrow account (24CFR984.303(i))
- A determination that a family has failed to fulfill its obligations under the Homeownership Program
- A determination that the family has an ineligible student under the student rule provisions

Circumstances for which an informal hearing is not required are as follows:

- Discretionary administrative determinations by the LMHA
- General policy issues or class grievances
- Establishment of the LMHA schedule of utility allowances for families in the program
- An LMHA determination not to approve an extension or suspension of a voucher term
- An LMHA determination not to approve a unit or tenancy
- An LMHA determination that a unit selected by the participant is not in compliance with the HQS
- An LMHA determination that the unit is not in accordance with HQS because of family size
- A determination by the LMHA to exercise or not to exercise any right or remedy against an owner under a HAP contract
- Resolution of tenant-landlord disputes