

Public Housing Informal Review for Applicants

Pages 26-27 In Admissions and Continued Occupancy Policy

8.5 *INFORMAL REVIEW*

- A. If the Superior Housing Authority determines that an applicant does not meet the criteria for receiving public housing assistance, the Superior Housing Authority will promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reason(s) for the decision and state that the applicant may request in writing an informal review of the decision within 10 business days of the denial. The Superior Housing Authority will describe how to obtain the informal review.

The informal review may be conducted by any person designated by the Superior Housing Authority, other than a person who made or approved the decision under review or subordinate of this person. The applicant must be given the opportunity to present written or oral objections to the Superior Housing Authority's decision. The Superior Housing Authority must notify the applicant of the final decision within 10 calendar days after the informal review, including a brief statement of the reasons for the final decision.

- B. The applicant may request that the Superior Housing Authority provide for an Informal Hearing after the family has notification of an INS decision on their citizenship status on appeal, or in lieu of request of appeal to the INS. This request must be made by the applicant within 30 calendar days of receipt of the Notice of Denial or Termination of Assistance, or within 30 calendar days of receipt of the INS appeal decision.

For the applicants, the Informal Hearing Process above will be utilized with the exception that the applicant will have up to 30 calendar days of receipt of the Notice of Denial or Termination of Assistance, or of the INS appeal decision.