



25 High Street
 Caribou, ME 04736
 Telephone: (207) 493-4234
 Fax (207) 376-0178
www.caribouhousing.org



INFORMAL REVIEW/HEARING PACKET

WHAT CAN I DO IF I DISAGREE WITH A HOUSING AUTHORITY DECISION?

If you disagree with this decision, you may submit a written request for an informal review/hearing to resolve disputes with the housing authority without legal action and to detect Caribou Housing Authority errors.

WHAT TYPES OF DECISIONS MAY I APPEAL?

You may appeal any decisions related to the following:

Informal Review (Voucher Applicants)	Informal Hearing (Voucher Participants)
<ul style="list-style-type: none"> • Withdrawal from the waiting list • Denial of participation in the voucher program • Not meeting eligibility requirements • Termination, denial or delay of assistance because of ineligible immigration status 	<ul style="list-style-type: none"> • Determination of annual adjusted income and calculating of the housing assistance payment (HAP) • Determination of utility allowance • Family voucher size determination under the housing agency's subsidy standards • Termination of assistance • Termination of FSS contract, withholding supportive services, or forfeiture of the escrow account

The housing authority must give an opportunity for an informal hearing before termination of assistance.

HOW CAN I REQUEST AN INFORMAL REVIEW/HEARING?

You may request an informal review/hearing by completing a "Request for an Informal Review Hearing" form and delivering, faxing, mailing, and or e-mailing it to the Caribou Housing Authority within ten (10) business days of the date of the "Intent to Deny" or "Intent to Terminate" notice. The request **must be** received by the Housing Authority on or before the 10th business day following the intent notice. The written request should specify the family's objection to the decision and the factual basis for the object.

Upon receipt of your request, Caribou Housing Authority will contact a Hearing Officer to schedule the review/hearing. You will be notified in writing, at least 10 business days prior to the scheduled review/hearing, the date, time, and location.

If you have any questions or need assistance with completing the form, please contact the Caribou Housing Authority.

REVIEW/ HEARING DEADLINE

If you do not request a review/hearing by the date stated in your Intent letter, you will forfeit your right to a review/hearing and will be denied/terminated on the date given.

ATTENDANCE AT REVIEW/HEARING

You will be contacted, in writing of the date, time and location of your scheduled review/hearing.

If you cannot make it to the review/hearing date, per the scheduled letter, you do have the right to request to reschedule. Your request to reschedule must be in writing and received by the Caribou Housing Authority no later than two (2) business days prior to the scheduled date.

Please make sure that you attend your review/hearing, or the denial/termination will remain in effect.

PRE-HEARING RIGHT TO DISCOVERY

Families and the Housing Authority have pre-hearing discovery rights.

Right to Discovery by Family:

The family has the right to examine before the review/hearing any documents or evidence in possession of the housing authority, and the family's expense to obtain a copy of such documents prior to the review/hearing. Requests for such documents and evidence must be received no later than 3 business days prior to the date of the review/hearing. If, upon request of the family, the authority does not make available such documents, the housing authority may not rely on the document at the review/hearing.

Right to Discovery by the Authority:

The housing authority must be given the opportunity to examine before the review/hearing any family documents relevant to the review/hearing. If the family does not make the document(s) available to the housing authority at least 3 business days prior to the date of the review/hearing, the family may not rely on the document(s) at the review/hearing.

Both parties have the right to question any witnesses.

A Hearing Officer will conduct the hearing. The review/hearing shall concern only the issues for which the family received the opportunity for review/hearing.

CAN I ASK FOR HELP WITH MY APPEAL?

Legal counsel or another chosen representative may represent you at your own expense. The organization listed below is the most common legal counsel and/or fair hearing counsel in the local area:

Pine Tree Legal Associates

373 Main Street

Presque Isle ME 04736

Phone: (207) 764-4349

Fax: (207) 764-2425

****If you or anyone in your household is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the Caribou Housing Authority.****



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REQUEST FOR AN INFORMAL REVIEW/ HEARING

Head of Household: _____

Address: _____

City: _____ Phone Number: _____

I AM REQUESTING A:

- Informal Review (for Applicant only)
- Informal Hearing (for Participant only)

A copy of the documents relied upon for the denial/termination of my Voucher has been provided to me. I further understand that I may only bring witnesses, legal counsel, or other parties to the informal review/hearing if I have listed their names on this form. I intend to bring the following witnesses, legal counsel or other parties to the informal review/hearing.

Name of person who will be attending the hearing:	Purpose (witness, attorney, family member, caseworker, other)

In the space below, please give the reason you are requesting an informal review/hearing:

CERTIFICATION

WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentation to any Department or Authority of the United States.

x. _____
 Signature of Head of Household Date

****CHA will notify you of the outcome of this request within ten (10) business days of this request****

****If you have any questions or need assistance with completing the form, please contact the Caribou Housing Authority.****



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REQUEST TO RESCHEDULE INFORMAL REVIEW/HEARING

Head of Household: _____

Address: _____

City: _____ Phone Number: _____

I AM REQUESTING FOR THE CARIBOU HOUSING AUTHORITY TO RESCHEDULE:

- Informal Review (for Applicant only)
- Informal Hearing (Participant only)

Please state the reason(s) for requesting to reschedule the informal review/hearing:

CERTIFICATION

WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentation to any Department or Agency of the United States.

X. _____
Signature of Head of Household Date

****CHA will notify you of the outcome of this request within ten (10) business days of this request****

****If you have any questions or need assistance with completing the form, please contact the Caribou Housing Authority.****