**Procedure for Informal Hearings For Rejected Public Housing Applicants**

1. All families whose public housing applications are rejected by the PHA will receive a letter that informs them of their right to request in writing (or by another method requested by an applicant with a disability) an informal hearing with the PHA’s Hearing officer or designee, within ten calendar (10) days of receipt of the rejection letter.
2. A hearing may be requested as a result of rejection/denial by PHA based on preliminary application information or on results of the final verification and screening process.
3. A hearing may not be requested as a result of an application’s withdrawal because the PHA was unable to reach the applicant at the applicant’s last known address and phone number.
4. Upon receipt of the applicant’s written request, the PHA and applicant will agree on a time for an informal hearing, which will occur within the 30-day period following the denial date.
5. During the hearing, the applicant will be afforded an opportunity to present evidence rebutting the grounds for denial.
6. The hearing will conform to the following procedures:
	1. If the decision to deny admission is based on allegations by a third party, the PHA will attempt to have the third party present.
	2. The PHA staff person who made the decision must be present to provide available facts and to be questioned.
	3. The decision must be based solely on evidence presented at the hearing.
	4. The applicant has a right to inspect his/her file and to copy file materials at the expense of the applicant.
7. If, as a result of information presented by the applicant at the Informal Hearing, the PHA reverses its decision to reject the application, no new application is required, and the applicant will be returned to the appropriate spot on the Waiting List based upon the applicant’s original date and time of application or lottery/application number.
8. If the result of the Informal Hearing upholds the original decision to uphold the applicant’s rejection for housing, no other forms of PHA redress are available to the applicant.
9. If the applicant does not request a hearing within the designated period, he/she waives his/her right to a hearing and the application is cancelled