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INFORMAL HEARINGS

WHAT IS AN INFORMAL HEARING?

A review of a Housing Authority (HA) decision relating to individual circumstances of the participant in the Section 8 Rent Subsidy Program. The purpose of the hearing is to consider whether the HA decision is in accordance with HA rules/policies and HUD regulations. *(This process is called an informal review for applicants to the Section 8 Program.)*

WHEN CAN AN INFORMAL HEARING BE REQUESTED?

When the participant questions the decisions compliance with applicable rules.

HOW DO I REQUEST AN INFORMAL HEARING?

Participant must submit a written request to the HA and list the decision to be reviewed.

The HA will provide a list of hearing procedures, the rights of the family and the HA when the parties are notified of the hearing date.

DECISIONS THAT CAN BE REVIEWED INCLUDE:

1. The amount of family income and/or tenant rent
2. Denial or termination of assistance, including family actions
3. Termination of assistance due to family absence longer than HA policy
4. The subsidy standard (bedroom size) applied to the family
5. Family's request for an exception to the subsidy standard
6. The utility allowance for the family's unit from the UA schedule

DECISIONS THAT CANNOT BE REVIEWED INCLUDE:

1. Denial of extension of the Certificate of Family Participation
2. A unit does not meet Housing Quality Standards
3. A unit or lease is not approved
4. The unit is not in accordance with HQS due to family size
5. Revision of the utility allowance schedules set by the HA
6. HA sanction against an owner under the contract, including termination
7. Discretionary administrative determinations by the HA
8. General policy issues or class grievances

WHO CONDUCTS THE INFORMAL HEARING?

Any person/s designated by the HA, other than the person who made or approved the decision under review. The person conducting the hearing shall issue a written decision stating briefly the reasons for the decision.

IT IS IMPERATIVE THAT YOU READ AND UNDERSTAND INFORMAL HEARINGS. FAILURE TO ASK QUESTIONS REGARDING THIS DOCUMENT INDICATES YOU UNDERSTAND.