

# CLIENT DENIAL OR TERMINATION APPEALS FORM

Blue Valley Community Action Partnership offers all clients an opportunity to appeal any denial or termination of services. We will inform clients of the cause of the denial or termination, (See below).

Client name: \_\_\_\_\_ Date: \_\_\_\_\_

Cause of Denial/Termination:	Program/Comment/Clarification
<input type="checkbox"/> Lack of Adequate BVCA Resources	_____
<input type="checkbox"/> Federal/State Regulation Limitations	_____
<input type="checkbox"/> Over Income Limits	_____
<input type="checkbox"/> Structure unsound for work to be performed	_____
<input type="checkbox"/> Does not meet age or other program limits	_____
<input type="checkbox"/> Failure to meet obligations of program	_____
<input type="checkbox"/> Insufficient slots/positions available	_____
<input type="checkbox"/> Insufficient credit or references	_____
<input type="checkbox"/> Insufficient income to repay loan	_____
<input type="checkbox"/> Immigration status	_____
<input type="checkbox"/> Insufficient income to support rental costs	_____
<input type="checkbox"/> Failure to pass criminal history check	_____
<input type="checkbox"/> Other causes (see explanation)	_____

Staff member name: \_\_\_\_\_ Staff signature: \_\_\_\_\_

## APPEAL

All clients may appeal, by first asking a program staff member to allow them to submit additional information or explanation as to their situation. If this does not change the termination or denial, the client may file a written appeal to Blue Valley Community Action Partnership at P.O. Box 273 Fairbury, Nebraska 68352 or via email to [changinglives@bvca.net](mailto:changinglives@bvca.net) within ten working days of the denial or termination. The appeal should indicate all information requested below on this form:

Client signature: \_\_\_\_\_ Date of appeal: \_\_\_\_\_

Client address or email: \_\_\_\_\_

Date of denial/termination: \_\_\_\_\_ Program involved: \_\_\_\_\_

Client may submit additional information. A response to the formal appeal will be emailed or mailed within 30 calendar days of receipt of said appeal.