

## DENIAL OR TERMINATION APPEAL FORM

In the event that an individual feels they have been unfairly treated or discriminated against during the process of application or at any other time during program participation, they may informally appeal the decision by contacting the program issuing the denial or termination for their consideration. Note: There is no appeal process for non-renewal of a lease via BVCA's Housing program. Individuals are asked to refer to section "6. TERMINATION OF LEASE" in their signed lease agreement.

If the informal appeal does not change the termination or denial, the individual may file a formal appeal in writing 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 (10) business days of the denial or termination. Blue Valley Community Action Partnership's administrative staff will then act to support or overturn the action within thirty (30) business days of the receipt of the appeal.

Should the appealing individual be dissatisfied with the result of the formal appeal, they may appeal to the BVCA Board of Directors' Program Committee as a final appeal. This must be done within 10 business days of the administrative staff's response to the formal appeal. The individual should include a letter to Blue Valley Community Action Partnership's CEO requesting such an appeal. The CEO will schedule an appeal before the committee at Blue Valley Community Action Partnership's next Board of Directors Meeting.

The appeal should indicate all information requested below on this form and should include any additional information or explanation of their situation:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Denial/Termination: \_\_\_\_\_ Service Denied or Terminated: \_\_\_\_\_

*Feel free to use this space for additional information or explanation. Additional documentation may also be attached.*