

Your Right to Appeal Your Emergency Transfer, Suspension or Termination

If you disagree with our decision to immediately transfer, suspend, or terminate your shelter or supportive housing, you can appeal through a Fair Hearing. Before the Fair Hearing, you have a right to an Administrative Review. The Administrative Review is optional and less formal than a Fair Hearing. If you want, you can choose to have both.

You have the right to appeal this emergency transfer, suspension, or termination within 90 days of the receipt of written notice of the emergency action, **but you do not have the right to stay in your shelter or housing while you appeal, unless DHS orders the program to allow your return.** **STAY IN TOUCH WITH THE DIRECTOR OF YOUR PROGRAM TO FIND OUT THE DHS DETERMINATION.**

Immediate Review by DHS:

- Within 24 hours, DHS will determine if this Emergency Action can be upheld.
- If the Emergency Action is *not* upheld, the provider will allow you to return.
- If the provider decides to terminate your services as a non-emergency termination, the provider will issue you a new Notice of Termination.

To Request a “Fair Hearing”, you need to:

- Call the Office of Administrative Hearings, at 727-8280 *or* mail your request in writing to the Office of Administrative Hearings, 441 4th Street, N.W., Suite 540 South, Washington, D.C. 20001; **OR**
- Tell a staff member where you reside that you want a Fair Hearing. By law, he or she must help you make your request; **OR**
- Call the Family Services Administration, at 541-3914, or send in your request in writing to the Family Services Administration, 2146 24th Place, N.E., Washington, D.C. 20018.

To Receive an “Administrative Review”:

- You do not need to request an Administrative Review. Once you request a Fair Hearing, you will be scheduled for an Administrative Review.
- A notice will be sent to you notifying you of the time, date, and place for the Administrative Review.
- If you do not appear at the Administrative Review, you will still have a Fair Hearing. The Office of Administrative Hearings will send you a notice telling you the time, date and place for the Fair Hearing.

At Your Fair Hearing or Administrative Review:

- You have the right to be represented by a lawyer (see below), relative, or any other person of your choice who is not an employee of the D.C. Government; to bring witnesses or evidence that helps your case; and in some cases, have the cost of transportation to the Hearing or Review paid for yourself and your witnesses.

Free legal representation may be available from:

- *The Washington Legal Clinic for the Homeless at (202) 328-5500*
- *Legal Aid Society of the District of Columbia at (202) 628-1161*
- *Bread for the City at (202) 265-2400 OR (202) 561-8587*

Discrimination claims:

- If you think you have been discriminated against because of your race, religion, color, sex, national origin, disability, personal appearance, age, marital status, sexual orientation or another basis, you may call the D.C. Office of Human Rights at 727-4559 within 365 days of the act.