

## **Your Right to Appeal Your Suspension from Shelter or Supportive Housing**

If you disagree with our decision to suspend 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.

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

- Call the Office of Administrative Hearings, at 727-8280 *or* send in your request in writing to the Office of Administrative Hearings, 441 4<sup>th</sup> 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 24<sup>th</sup> Place, N.E., Washington, D.C. 20018.

### **To Receive an “Administrative Review”:**

- You do not need to file a separate request for an Administrative Review. Once you request a Fair Hearing, you will automatically be offered an opportunity for an Administrative Review by the Family Services Administration.
- 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.

### **In Some Cases, you have the right to stay in shelter while you appeal:**

- To keep your shelter while you appeal, you must ask for an appeal before the beginning date of your shelter suspension.
- If you have already left shelter, you have the right to appeal within 90 days from the date of the written notice of the termination. If you win, we will place you back into the program you were in or a similar one.

### **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 and to bring witnesses or evidence that helps your case.

### **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 727-4557 within 365 days of the act.