

Your Right to Appeal Your Shelter or Supportive Housing Transfer

If you disagree with our decision to transfer you to another shelter or supportive housing placement, 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 transfer decision within 90 days from the date of the written notice of the transfer, **but you must transfer to the new placement on or after the effective date of the transfer, if it is available, and remain there during your appeal. If you win you will be placed back in the original or a similar placement.**

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 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 with the time, date, and place for the Administrative Review.
- If you do not come to 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.
- You have the right 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 727-4559 within 365 days of the act.