

**REQUEST FOR AN LMH INFORMAL HEARING/REVIEW  
(FOR LMH HCVP PARTICIPANT/APPLICANT ONLY)**

Please select one of the following and fill in your name:

I, \_\_\_\_\_ am a participant of LMH HCVP and I disagree with the *termination* letter I received. I am requesting an informal hearing.

**OR**

I, \_\_\_\_\_ disagree with my *denial* of admission into the LMH Housing Choice Voucher Program. I am requesting an informal review.

Please give the reason of the violation(s) on your termination letter or denial letter. State briefly why are you requesting a hearing/review?

---

---

---

---

---

Participant/Applicant Name: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Street Address, City, State, Zip: \_\_\_\_\_

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

Do you prefer a morning or afternoon hearing/review?  a.m.  p.m.

Note: You will be scheduled per your above preference if times are available; otherwise, you will be scheduled for the first available time. Notice of scheduled hearing/review will be mailed to your street address above.

*Email this completed form, as an attachment, to the LMH staff that sent you the Termination/Denial Notice; or drop off in person at LMH, 424 Jackson St., Toledo, OH 43604.*

**If you have any questions regarding this request, please contact the LMH staff that sent you the Termination/Denial Notice.**

*If you need this document in a different language or LARGER FONT, or if you need a reasonable accommodation (persons with disabilities), please call 419-259-9448 or TRS: Dial 711. Advance notice of seven days is required in order to arrange for interpreter services.*

## **Decisions Subject to Informal Review**

The LMH must give an applicant the opportunity for an informal review of a decision for denying assistance (24CFR982.554(a)). Denial of assistance may include any or all of the following (24CFR982.552(a)(2)):

- Denying listing on the LMH waiting list
- Denying or withdrawing a voucher
- Refusing to enter into a HAP contract or approve a lease
- Refusing to process or provide assistance under portability procedures

## **Informal Reviews are not required for the following reasons (24CFR982.554(c)):**

- Discretionary administrative determinations by the LMH
- General policy issues or class grievances
- A determination of the family unit size under the LMH subsidy standards
- An LMH determination not to approve an extension or suspension of a voucher term
- An LMH determination not to grant approval of the tenancy
- An LMH determination that the unit is not in compliance with the HQS
- An LMH determination that the unit is not in accordance with the HQS due to family size or composition

## **Decisions subject to Informal Hearing:**

Circumstances for which the LMH must give a participant family an opportunity for an informal hearing are as follows:

- A determination of the family's annual or adjusted income and the use of such income to compute the housing assistance payment
- A determination of the appropriate utility allowance (if any) for tenant-paid utilities from the LMH utility allowance schedule
- A determination of the family unit size under the LMH's subsidy standards
- A determination to terminate assistance for a participant family because of the family's actions or failure to act
- A determination to terminate assistance because the participant has been absent from the assisted unit for longer than the maximum period permitted under LMH policy and HUD rules
- A determination to terminate a family's Family Self-Sufficiency contract, withhold supportive services or propose forfeiture of the family's escrow account (24CFR984.303(i))
- A determination that a family has failed to fulfill its obligations under the Homeownership Program
- A determination that the family has an ineligible student under the student rule provisions

## **Circumstances for which an informal hearing is not required are as follows:**

- Discretionary administrative determinations by the LMH
- General policy issues or class grievances
- Establishment of the LMH schedule of utility allowances for families in the program
- An LMH determination not to approve an extension or suspension of a voucher term
- An LMH determination not to approve a unit or tenancy
- An LMH determination that a unit selected by the participant is not in compliance with the HQS
- An LMH determination that the unit is not in accordance with HQS because of family size
- A determination by the LMH to exercise or not to exercise any right or remedy against an owner under a HAP contract
- Resolution of tenant-landlord disputes