

## Informal Hearing Procedures



When the PHA makes a decision that is subject to informal hearing procedures, the PHA must inform the family of its right to an informal hearing at the same time that it informs the family of the decision.

For decisions related to the family's annual or adjusted income, the determination of the appropriate utility allowance, and the determination of the family unit size, the PHA must notify the family that they may ask for an explanation of the basis of the determination, and that if they do not agree with the decision, they may request an informal hearing on the decision.

For decisions related to the termination of the family's assistance, or the denial of a family's request for an exception to the PHA's subsidy standards, the notice must contain a brief statement of the reasons for the decision, a statement that if the family does not agree with the decision, the family may request an informal hearing on the decision, and a statement of the deadline for the family to request an informal hearing.

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### ***HADC Policy***

In cases where the HADC makes a decision for which an informal hearing must be offered, the notice to the family will include all of the following:

- The proposed action or decision of the HADC.
  - A brief statement of the reasons for the decision including the regulatory reference.
  - The date the proposed action will take place.
  - A statement of the family's right to an explanation of the basis for the HADC's decision.
  - A statement of the family's right to obtain copies of records upon which the decision is based at the expense of the family
  - A statement that if the family does not agree with the decision the family may request an informal hearing of the decision.
  - A deadline for the family to request the informal hearing.
  - To whom the hearing request should be addressed.
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