

**HOUSING CHOICE VOUCHER PROGRAM (HCVP)
HEARING REQUEST FORM**

NAME: _____ PHONE: _____

ADDRESS: _____

EMAIL: _____

REASON FOR APPEAL (IF KNOWN):

- | | |
|---|---|
| <input type="checkbox"/> Removal from Waitlist | <input type="checkbox"/> Reasonable Accommodation Denial |
| <input type="checkbox"/> Denial of Eligibility | <input type="checkbox"/> Determination of Utility Allowance |
| <input type="checkbox"/> Termination of Voucher | <input type="checkbox"/> Denial of Hardship Exemption |
| <input type="checkbox"/> Determination of Household Income | <input type="checkbox"/> Determination of Unit Size |
| <input type="checkbox"/> Rent Increase/Total Tenant Payment | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> I have a disability and need a reasonable accommodation for the hearing. | |

Requested accommodation: _____

- ☐ I need an interpreter for the hearing.

Language: _____ Dialect: _____

- ☐ I am filing a late appeal but have good cause for late filing.

Good cause reason: _____

SIGNATURE

DATE

RETURN THE 1ST PAGE OF THE HEARING REQUEST FORM TO:

hcvhearings@co.pg.md.us

Please note that you can ask for a reasonable accommodation to use HAPGC housing or services. This can include auxiliary aids or services, materials in an alternative format, or help in completing paperwork or changes to your housing based on your disability. Contact the 504 Coordinator at (301)883-5576 or email dhcd-504@co.pg.md.us for assistance.



INFORMAL HEARING INSTRUCTIONS & INFORMATION

What can I do if I disagree with a decision by the Housing Authority of Prince George's County (HAPGC)? Program participants have a right to request an informal hearing if they disagree with a decision. “ HAPGC offers informal hearings for certain HAPGC determinations that reduce or adversely impact voucher benefits, including termination from the program. The purpose of the informal hearing is to consider whether the HAPGC's decisions are in accordance with the law, HUD regulations, and HAPGC policies.

How and when should I submit a hearing request? Your request for a hearing must be in writing. (You may, but are not required to, use the HAPGC's standardized “Hearing Request Form.”) A request for informal hearing must be delivered to the HAPGC either in person or by first class mail, by the close of business day, no later than 10 business days from the date of the HAPGC's decision or notice to terminate. (If you make the request by mail, make sure to send it well before the 10th business day, to ensure that it is delivered on time.) Under some circumstances, you may file a late appeal if you have good cause.

How and when will I find out about my hearing date? The HAPGC will schedule and send written notice of the informal hearing to your residence within 15 business days.

What if I have a conflict and need to reschedule my hearing date? The family may request to reschedule the hearing for good cause, or if it is needed as a reasonable accommodation for a person with a disability. Good cause is defined as an unavoidable conflict which seriously affects the health, safety or welfare of the family. A reasonable accommodation is defined as a change, exception, or adjustment to a rule, policy, practice, or service. Requests to reschedule a hearing must be made orally or in writing prior to the hearing date. At its discretion, the HAPGC may request documentation of the “good cause” prior to rescheduling the hearing.

Can I access my file or other documents before the hearing? The family generally has a right to review their tenant file. Before a hearing, the family must be given the opportunity to examine any HAPGC documents that are directly relevant to the hearing. The family must be allowed to copy any such documents at their own expense (\$.30 per page). The family must request discovery of HAPGC documents no later than two (2) business days prior to the scheduled hearing date. If the HAPGC does not make the document available for examination on the request of the family, the HAPGC may not rely on the document at the hearing.

Do I need an attorney or representative at the hearing? An attorney or representative is not required for your participation at the hearing. However, at its own expense, the family may be represented by a lawyer or other representative at the informal hearing.

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9200 Basil Court – Suite #107 | Largo, Maryland 20774 | 301.883.5501

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What does a hearing look like? An informal hearing is a proceeding in which you will be provided an opportunity to explain why you believe the decision you are challenging is incorrect (HAPGC will be given the same opportunity at the hearing). The hearing will take place before a Hearing Officer assigned by HAPGC; because it is informal, there is neither a judge nor a jury.

Who will conduct the hearing? Informal hearings will be conducted by a Hearing Officer approved by the HAPGC. The Hearing Officer may not be the person who made or approved the decision being challenged, or a subordinate of that person.

Can I present evidence at the hearing? The family must be given the opportunity to present evidence and question any witnesses. In general, all evidence is admissible at an informal hearing. HAPGC may also present evidence at the informal hearing.

How and when will I receive the Hearing Officer's decision? The Hearing Officer will issue a written decision no later than 30 business days after the date of the hearing. The written decision must provide an explanation for its basis, and factual determinations relating to the individual circumstances of the family must be based on a preponderance of the evidence presented at the hearing. A copy of the hearing decision must be furnished promptly to the family.

What happens if I disagree with the Hearing Officer's decision? If you disagree with the Hearing Officer's decision, you may seek judicial review of the decision by filing an Administrative Mandamus with the Circuit Court for Prince George's County. You have 30 days from the date you receive the decision to file for judicial review.

Additional information about the informal hearing process can be found in Chapter 16, Part III of HAPGC's Administrative Plan.

Additional information about reasonable accommodations can be found in Chapter 2, Part II of HAPGC's Administrative Plan

A copy of the Administrative Plan is available for public review and is posted on-line at:

ha.mypgc.us

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