

Housing Choice Voucher Program Rent Change Informal Hearing



A Housing Choice Voucher participant may appeal income and rent determinations made by AHFC. The appeal process is found in federal regulations at 24 CFR 982.555. The CFR is available at www.gpo.gov.

Requesting an Informal Hearing: If you believe AHFC's income or rent calculations are incorrect, you have the right to request an informal hearing. Participant written requests must be postmarked or received by AHFC within ten (10) business days of the date of the AHFC notice. If AHFC mailed the letter, participants have an additional three (3) calendar days to submit a written request.

Prior to the hearing, AHFC will invite you to a meeting called an "administrative review" to try to resolve the disagreement. You may accept or decline the invitation. If you are not satisfied with the outcome of this meeting, you are still entitled to the hearing.

The Informal Hearing Process: AHFC will provide you with a hearing within 30 calendar days of your request. The hearing may not be delayed unless approved for good cause by the Public Housing Division Director or designee.

A friend, lawyer, or helper(s) may assist you at the hearing. Attorney fees or other expenses are at your expense. Prior to the hearing, you may review any AHFC records in your file. AHFC possesses a similar right to examine documents you plan to submit.

At the hearing, you may present written or oral objections to AHFC's decision, call any witnesses you would like, and give the hearing officer any documents you think are relevant. The hearing officer may consider

evidence without regard to its admissibility under the rules of evidence applicable to judicial proceedings.

The hearing officer will provide a written decision within ten (10) business days of the hearing, stating the reasons for his or her decision. AHFC will promptly furnish you a copy of the finding.

Your Section 8 Benefits Pending Your Hearing: AHFC will not increase your rent portion until after the hearing officer's decision unless you failed to attend a reexamination appointment with AHFC at least 30 days before the date of your annual anniversary.

Outcome of Hearing: If the hearing officer finds that your rent portion was originally calculated correctly by AHFC, you must reimburse AHFC for any overpayments made to your landlord during the pendency of your hearing request. Your payment is due 30 days from the date of the hearing officer's decision.

If the hearing officer finds that your rent portion was calculated incorrectly by AHFC, you will be reimbursed for any overpayments made to your landlord. You will be reimbursed within 30 days of the hearing officer's decision.

Reasonable Accommodation: AHFC will provide a reasonable accommodation to enable persons with disabilities to participate in the informal hearing process. Ask your local AHFC office for assistance with this process.

If you wish to request a Rent Change Informal Hearing, please fill out this form and return it to AHFC in accordance with the deadlines described above.

Your Printed Name

Telephone Number

- I would like to meet with AHFC at an Administrative Review
 I do not want to meet with AHFC at an Administrative Review; I just want an Informal Hearing.

I do not agree with AHFC's rent calculation because:

Your Signature

Date

