

Request for Informal Review

ATTENTION: UAC/Terminations

Head Of Household/Applicant Information

Date

Name (print)

Opportunity Home ID

Email Address

Home Phone

Work Phone

Current Address

City

State

Zip Code

I hereby request an informal hearing/review because I disagree with Opportunity Home San Antonio's decision regarding the determination to terminate or deny my family's assistance. I believe I have been wrongfully terminated/denied for the following reason(s).

- ☐ I am submitting a Request for Reasonable Accommodation as I believe my disability is a contributing factor in termination/denial. (Please attach a completed Request for Reasonable Accommodation form).

Please use the Statement Form below to provide additional information.

By signing below, I certify that the information above is true and complete. I understand that I must submit any evidence to Opportunity Home at least one day before my scheduled hearing/review date. I also understand that I may request to review and/or make copies of documents in my Opportunity Home file, Monday through Thursday, from 9 a.m. to 11 a.m., up to one business day before my scheduled hearing date.

Signature

Date

Opportunity Home will notify you of the outcome of this request within 10 business days of submission

For Staff Use Only

The individual requesting is a:

☐ Participant

☐ Applicant

The individual receives assistance under:

☐ Assisted Housing

☐ Public Housing

The individual is requesting:

☐ Hearing

☐ Schedule another inspection in lieu of hearing/review

☐ Review

☐ Warning letter in lieu of hearing/review:

☐ Approve

☐ No Utilities

Hearing/Review

☐ Failed to Attend Recertification Appointment

☐ Deny Hearing/Review

☐ Annual Recertification Packet Received and Forwarded to Operations

☐ Granted for Good Cause

☐ RA Mitigating Circumstances Request From Mailed on **Date:** _____

☐ Rescind

☐ Granted RA Mitigating Circumstances Request

☐ Cancel Hearing/Review

☐ Reschedule Hearing/Review for **Date:** _____ **Time:** _____

