**Appealing Denial of Application for   
Transitional Housing Program Services**

NOTE: Organizations are welcome to adapt these sample materials to fit your needs and the work you do. You may change wording to match the language your organization prefers (e.g., survivor or service participant). Before using this template, delete any notes in grey and be sure to replace all highlighted sections with you program-specific information.

Thank you for applying to TH Program Name. Please understand that due to the program’s eligibility criteria and overall capacity, we unfortunately cannot accept every applicant. If you have applied for housing and believe you were unfairly denied services, you may appeal the denial decision.

The TH Program Name reserves the right to maintain the original decision if it’s deemed appropriate and ultimately makes all final acceptance and denial decisions. An applicant may only appeal each denial decision once. Denial from the program does not make you ineligible to reapply for services at another time.

Appeal Process Steps:

1. Explain your reasons for an Appeal in writing using the Appeal Form (Please note that this form may be verbally dictated or translated as needed). Submit the Appeal Form, along with all relevant and supporting documentation, to the Program Manager, by mail or in person. (provide address)

2. Your appeal will be reviewed within 48 hours (2 business days) of being received. A meeting will then be scheduled within 5 business days.

3. You may have a support person of your choice accompany you to the Appeal meeting. The TH Program Manager and any other involved program staff will be present. This meeting will give you an opportunity to explain your appeal and why you believe you were wrongly denied services. A final decision will be made within 24 hours (1 business day) of the appeal meeting, and provided to you in writing (or verbally dictated onto audio tape).

1. If a space is available at the TH Program, it will be held until your appeal has been heard and a final decision has been made.
2. If you are not satisfied with the result of your appeal, you may request a meeting with the Executive Director. The Executive Director will hear your appeal within 72 hours (3 business days). Note: Your program can edit this and provide more specific information on what this process will look like. For example, explaining whether the ED will schedule a call or meeting to follow up.
3. A copy of your original Appeal Form and all relevant outcomes will be provided to you and kept on file at TH Program Name.

**Appeal Form   
Appealing Denial into Transitional Housing Program Services**

### Today’s Date:

Name:

Preferred method of safe contact (phone number, mailing address, e-mail address):

If we contact you by phone, is it safe to leave a message?

🞎 Yes 🞎 No

If no, when would be the best day and time to call? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there any special instructions for sending messages, via phone or e-mail (i.e. certain words not to use; certain times of day not to leave messages)?

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Date you applied for housing:

Date you were informed you were not accepted into this TH Program:

Name and Position of Staff Person who informed you of non-acceptance:

Reason you were given for non-acceptance:

Provide a brief description of your appeal. Please include why you believe you should be offered services and attach copies of all relevant or supportive documentation. Use additional pages if necessary.

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Applicant’s Signature Date Program Manager’s Signature Date

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**To be completed by TH Program Staff only:**

Date of Appeal Meeting:

All people present at Appeal Meeting (names and roles/positions):

Result of Appeal Meeting (accepted or denied services):

Explanation of response to the applicant’s Appeal:

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Meeting with Executive Director requested? 🞎 Yes 🞎 No

Date and Result of Meeting with Executive Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Next Steps: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date Applicant informed of final decision/Appeal closed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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