



Emergency Food and Shelter Program Appeals Policy

PHASE 39, Phase ARPA-R and Phase 40

EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM (EFSP)

APPEALS FOR FUNDING: The National Board mandates that Local Boards have a *written* appeals process that should meet the following tests:

- Is it available to the agencies upon request?
- Is it available to the public upon request?
- Is it timely?
- Does it include the basis for appeal?

The Local EFSP Board (LB) of funded jurisdictions administered by the Tulsa Area United Way have established the following EFSP Appeals policy:

- Any Local Recipient Organization (LRO) wishing to file an appeal must submit a written notice of appeal within 30 business days from the notice of LB funding decisions.
- The appeal must address issues relevant to the original decision (i.e. provide information not previously available) such as erroneous application information, or allegation of bias, fraud, abuse or violation of federal or National Board guidelines.
- LROs may not appeal the requirements stated on the LRO Certification Form. Organizations must meet these requirements to be considered for funding.
- The Local Board Contact and Local Board Chair will review the notice of appeal for compliance with this appeals policy and notify the LRO in writing within 10 business days if the notice does/does not meet the criteria for consideration by appeal to the Local Board.
- The Local Board will have a total of 60 business days from receipt of a valid appeal to establish an Appeals Committee, deliberate the decision and notify the filing agency.
- The Local Board Contact and or the Local Board Chair will be responsible for coordinating the establishment of an EFSP Appeals Committee consisting of three LB members including:
 - LB Chair (unless the chair has a conflict of interest)
 - Two non-funded LB Members (excluding the Local Board Contact)
 - If three qualifying LB members cannot serve, the Local Board contact will recruit non-board members representing National Board member organizations or organizations in one of the National EFSP recommended expanded service categories.
- The LB Appeals Committee will provide a written response to the filing LRO within 60 business days of filing the appeal.
- The LB Appeals Committee will make a report of the case to the full LB.
- Dependent upon the results of the appeal, the full LB board may need to be convened to

consider impact on the Local Board Plan funding for other LROs.

- The LB Contact will be responsible for notifying the Local Recipient Organizations (LROs) and the EFSP National Headquarters staff if a new board plan and adjusted LRO certifications are required.
- A notice of the right to appeal including contact information for the LB contact and a link to the appeals policy will be included in funding notices to agencies and posted on the EFSP page on the tauw.org website.

Appeals Beyond the Scope of the Local Board:

The first level of appeal is with the Local Board.

- If the Local Board cannot handle an appeal locally, the case should be referred in writing to the National Board, including details on action that has been taken.
- The National Board only considers appeals when there is a significant question of misapplied guidelines, fraud, or other abuse on the part of the Local Board.

Should anyone have reason to suspect that EFSP funds are being used for purposes contrary to the law and guidelines governing this program, the National Board staff must be immediately notified.

- A detailed follow-up letter of actions taken should be forwarded as soon as possible to:

Emergency Food and Shelter Program
701 North Fairfax Street,
Alexandria, VA, 22314

- When reports have been made to the DHS OIG, the case number they provide must be included with all correspondence to the National Board.
- The OIG's preferred method for reporting fraud is to submit their online allegation form from their website www.oig.dhs.gov.
- The address for mailing information is:

DHS Office of Inspector General/ MAIL STOP 0305
Attention: Office of Integrity & Quality Oversight – Hotline
245 Murray Lane SW
Washington, DC 20528-0305

Reference: efsp.unitedway.org

Addendum:

Appeals Notification Statement: To be reviewed/updated annually by Local Board.

On receiving notice of this recommendation, your agency has the right to submit a written notice of appeal to the Local Board within 30 days from date of this notice. The appeal must address issues relevant to the original decision (i.e., provide information not previously available). Please refer to the Appeals Policy posted at http://www.tauw.org/tauw/EFSP_Announce.asp for further explanation of the process. If you have any questions, you may contact the Local Board contact person, Donnie House by phone at 918-295-6615 or by email at dhhouse@tauw.org