

Notice of Ineligibility Back @ Home

Participant Name

Date of notification

On _____ you have been notified that you are not eligible to receive Back@Home assistance. You are not eligible for Back@Home assistance for the following reasons:

A copy of this notice was given to the client by:

Hand delivery

Via Mail

Program Director, Re-housing Agency

You have the right to request a review of the eligibility decision

If you disagree with this decision you may request that _____ (agency) conduct an additional review of your case. You may present additional documents or evidence that show you may be eligible to receive assistance. You have 10 days from the date you received this notice to provide additional documentation. A supervisor who has not directly handled your case will review the additional documents and make a final determination.

If you feel you have been discriminated against during this process you may also file a grievance, following this agency's grievance policy.