

Human Services Fund Appeal Process & Procedures

The Human Services Fund (HSF) Administrator notifies applicants to the HSF in writing of the Human Services Advisory Committee's (HSFAC) award recommendation. Upon notification of a funding recommendation, if an applicant chooses to appeal the recommendation, the procedures provided below must be followed.

1. Within seven business days of the date of the award recommendation notification, the Human Services Planning (HSP) Manager must receive an appeal in writing providing an explanation and rationale for the appeal based on new information or significant circumstances not available and not considered at the time of the application.
2. The HSP Manager reviews the appeal request to determine if the appeal meets the appeal requirements established.
3. The HSP Manager notifies the applicant in writing if the request meets the requirements for an appeal and next steps, if any within seven business days.
4. If the appeal requires HSFAC review, the HSP Manager notifies the applicant in writing
5. The HSFAC considers all qualified appeals within 30 business days.
6. The HSFAC makes a recommendation regarding the appeal based on the information provided and any additional information deemed to be relevant.
7. The HSF Manager provides the applicant with written notice of the appeal decision within 14 business days of the HSFAC's appeal determination.
8. Applicants may request a second and final appeal to the Director of the Department of Human Services within fourteen business days of the date on the appeal decision letter, by submitting a written request to the Director, who takes all previous information into consideration and provides a determination
9. The Director provides a written and final recommendation to the applicant within 14 business days of the date of the second appeal request.

Only appeals submitted in writing within the required timeframes, providing explanation and rationale for the appeal based on new information or significant circumstances not available and not considered at the time of the application, will be eligible for consideration through the appeal process.

Send correspondence to:
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Attention: Human Services Planning Manager