

APPEALS PROCESS AND PROCEDURES

Youth who have received the maximum number of violations for program infractions and are subsequently given notification of termination from the program will be given the right to appeal such decision. Following are the procedural steps for filing an Appeal with the DCFS Transitional Housing Program Appeals Committee.

- STEP 1: Following written notification of termination from the Transitional Housing Program Social Worker/Case Manager, participant has 3-5 days to file an Appeal.
- STEP 2: Participant must complete the attached Notice of Appeal form. The form must be filled out completely and clearly indicate why participant feels that Termination from the Transitional Housing Program is unwarranted.
- STEP 3: Participant must attach any supporting documentation to the Notice of Appeal form. Supporting documents include any information or documentation participant feels would assist in determining the merit of the Appeal.
- STEP 4: Participant must send the Notice of Appeal form and supporting documentation to the Appeals Committee Coordinator:
- DCFS Transitional Housing Program
Elizabeth Esteban, CSW III
YDS Ombudsman
425 Shatto Pl., 6th Fl.
Los Angeles, California 90020
Phone (213) 351-5720
Fax (213) 487-4431
- STEP 5: Within 10 business days following receipt of the Notice of Appeal, the Appeal Committee Coordinator will schedule an Appeal Review and notify participant in writing when and where the review will be held. To ensure proper notification, mailing address and/or telephone number must be accurately completed on the Notice of Appeal form submitted.

Failure to appear for a scheduled Appeal Committee Review will result in forfeiture of participants Appeals Rights and full enforcement and effect of the Termination Notice as documented.

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- STEP 6: The Appeals Coordinator will notify the Transitional Housing Program staff of the Notice of Appeal Request and will request submission of copies of records supporting the decision to terminate participant.
- STEP 7: The Social Worker/Case Manager will be informed of the date and time of the scheduled Appeals Review and asked to attend.
- STEP 8: Following the Appeals Review a decision will be rendered by the Appeals Committee within 5 business days. A Notice of Appeal Result form documenting the Appeal Review Committees decision will be forwarded to the Transitional Housing Program Administrator and participant. The Notice of Appeal Result will recommend Reinstatement with or without conditions or Denial of Appeal.
- STEP 9: Transitional Housing Program staff and participant will adhere to the decision rendered by the Appeals Review Committee.
- STEP 10: Participant will be reinstated with or without conditions or Terminated within 30 days.

County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
TRANSITIONAL HOUSING PROGRAM (THP) FOR HOMELESS YOUNG PEOPLE

NOTICE OF APPEAL REQUEST

Name of Appealer: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Message #: _____

Effective Termination Date: _____

Reason(s) of Termination: _____

THP Social Worker: _____

Reason(s) you feel you were unfairly terminated from the Transitional Housing Program: (Attach separate sheet if necessary)

Supporting documents attached: Yes No

List supporting documents: _____

PARTICIPANT'S SIGNATURE

DATE