

**After you have turned in your application, it will be staffed by at least 2 staff members. Once reviewed, a letter of approval/denial will be sent to the applicant.**

**If approved, the letter will include information on specific documentation needed for the services the applicant applied for.**

**If denied, the letter will state the reason(s) why the application was denied.**

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### APPEALS PROCESS

Appeals must be made in writing and submitted to the Social Services Program Manager. This must be done within fifteen (15) business days after the receipt of the letter of notification. The appeal will be considered by the Social Services Program Manager, who shall issue a written decision within ten (10) business days. When the request for a hearing is granted, the location will be convenient to both parties. A written notice will be given or mailed to you.

The written notice of the hearing date and location shall include:

- A statement of the issue(s)
- Your right to be heard in person, or to be represented by an authorized representative at no expense to the Tribe
- Your right to present both oral and written evidence, and written statements prior to or during the hearing
- Your right to confront and cross examine witnesses at the hearing
- You shall have the right of one continuance of no more than ten (10) calendar days in respect to the hearing
- You have the right to examine add copy, at a reasonable time before and during the hearing, the case record as it relates to the proposed action being contested.
- The Human Services Director or designated representative(s) shall provide a written decision within ten (10) business days of the completion of the hearing. The written decision shall consist of the following:
  - A written statement covering the evidence relied upon and reasons for the decision.
  - You have the right to further appeal any decision not to your liking in accordance with procedures for appeals from administrative actions to be determined by the Tribal Council.

An interested party wishing to make such an appeal may request additional assistance in preparation of the appeal at no cost to the Tribe. Upon determination at the hearing in your favor, program assistance will be reinstated to the date of termination or suspension