

EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM (EFSP)

APPEALS PROCEDURES

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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?

Each Local Board is required to have a written appeals process available to the public that outlines what steps will be taken if any agency appeals the funding decisions the Local Board has made. The National Board suggests, when possible, that a separate panel of the board hear appeals, apart from the members who made the original allocation decisions. This is an argument for expansion of the board since it allows the body to separate its functions.

The Local Board may set a deadline to receive appeals, such as 30 days after decisions have been made and conveyed to all applicant agencies. All appeals should be considered in a timely manner, and the appealing agency should be notified in writing of the Local Board's decision on the appeal promptly.

An agency filing an appeal should follow the Local Board's written procedures. An appeal should include the basis for the appeal, such as correction of erroneous application information, provision of information not previously available, or allegation of bias, fraud, abuse or violation of federal or National Board guidelines.

The first level of appeal is with the Local Board. 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.

Agencies may not appeal the requirements stated on the LRO Certification Form. Agencies must meet these requirements to be considered for funding.