

DENIAL OR TERMINATION APPEAL FORM

In the event that an individual feels they have been unfairly treated or discriminated against during the process of application or at any other time during program participation, they may appeal the decision to the staff member issuing the denial or termination for their consideration. If this does not change the termination or denial, the individual may file a formal appeal in writing to Blue Valley Community Action Partnership at P.O. Box 273, Fairbury, Nebraska 68352 or via email to changinglives@bvca.net within ten (10) business days of the denial or termination. Blue Valley Community Action Partnership will then act to support or overturn the action within thirty (30) business days of the receipt of the appeal.

Should the appealing individual be dissatisfied with the result of the formal appeal, they may appeal to the BVCA Board of Directors' Program Committee as a final appeal. The individual should include a letter to Blue Valley Community Action Partnership's CEO requesting such an appeal. The CEO will schedule an appeal before the committee at Blue Valley Community Action Partnership's next Board of Directors Meeting.

The appeal should indicate all information requested below on this form and should include any additional information or explanation of their situation:

Signature: _____ Date: _____

Address: _____

Phone Number: _____ Email: _____

Date of Denial/Termination: _____ Service Denied or Terminated: _____

Feel free to use this space for additional information or explanation. Additional documentation may also be attached.