

Lancaster County, PA
Emergency Food & Shelter Program (EFSP)
LOCAL BOARD APPEALS PROCESS

The Lancaster County Emergency Food & Shelter Program (EFSP) Local Board is responsible for establishing a written appeals process to address participation or funding and to hear and resolve appeals made by funded and non-funded Local Recipient Organizations (LROs). As such, the appeals process, applicable to eligible organizations that have applied for funding under EFSP, is outlined below.

Overview

- The Local Board is the primary decision maker in allocating the county's award of EFSP funds.
- Each LRO may only appeal the final award decision one time per phase.
- Notice of the appeals process and the Local Board's final award decision will be sent to all EFSP applicants.

Eligibility & Documentation Requirements

- Appeals falling into one or more of the following categories will be considered valid and reviewed by the Local Board:
 - Organizational data relevant to the request was not previously available. It will be the responsibility of the organization to prove the information is new and not merely overlooked in the original application; or
 - Misunderstanding or factual error on behalf of the board's interpretation of the organization's application.
- Appeals based on any of the following will **not be** considered valid:
 - A request to restate or reemphasize information provided in the original application; or
 - An organization receiving less than the applied-for amount of funds under any category.
- To be considered, written appeals **must** contain the following information:
 - The organization's name, contact information, a brief overview of the program, and signature of the Executive Director or personnel approved to make this appeal on behalf of the agency.
 - The basis for the appeal; and
 - All supporting documentation related to the basis of the appeal.

Process Timeline

- Organizations wanting to appeal the award decision must notify the Local Board Chair, in writing, ***within five business days*** of the award announcement.
- Upon receipt of the written appeal, the Board Chair will bring it to the attention of the Local Board ***within two business days***.
- If the appeal is valid, the Local Board will hear the appeal ***within ten business days***.
- The EFSP Local Board will make a recommendation regarding the appeal during their deliberations ***within two business days*** of the hearing.

- Where an appeal hearing is deemed to be inappropriate, a letter of this decision will be provided to the organization *within ten business days*.
- All Local Board decisions are final, and the organization will be notified in writing of its decision *within ten business days* of the hearing.

If an original award decision is modified, the Local Board will notify the National Board and any other organization whose funding may be affected.

Where the Local Board cannot handle an organization's appeal based on suspicion of misapplication of EFSP guidelines, fraud, or other abuses, matters will be referred to the National EFSP Board.

Anyone suspecting EFSP funds are being used unlawfully or not aligning with the grant's intent should immediately notify the National Board staff. A letter including details of actions taken should be sent to Emergency Food and Shelter Program, 701 North Fairfax Street, Alexandria, VA 22314.

Additional questions regarding the EFSP appeals process should be directed to the Local EFSP Board Chair.