



Lake Community Action Agency, Inc. Uniform Application for Services

APPEALS PROCESS (Approved/ Denied Services)

Any applicant or client whose application for assistance is denied or not acted upon with Reasonable Promptness has the right to request a conference with the program director.

If not satisfactorily resolved by the director, the client has the right to appear before the Executive Director of the agency.

At this step, the customer will be required to put his/her request in writing within seven (7) working days.

If not satisfactorily resolved by the Executive Director, the client has the right to request an appearance before the Appeals committee of the Board within ten (10) working days.

All final recommendations and actions will then come before the Board of Directors of the agency.

The client will receive written correspondence on all actions taken.

Applicant's Signature

Date

Staff Signature

Date

RELATED PARTY TRANSACTION DISCLOSURE

I certify that I am not an employee or Board member, nor am I related to an employee or Board member of Lake Community Action Agency, Inc. If you are a related party DO NOT SIGN THIS. It does not disqualify you from services. An additional form will be provided for you to certify your relationship.

Applicant's Signature

Date

Staff Signature

Date