

New England Farm Workers' Council
FUEL ASSISTANCE PROGRAM
473 Main Street, 3rd Floor
Fitchburg, MA 01420
978.342.4520 Fax 978.343.8615

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

NOTICE OF APPEAL RIGHTS

You may appeal to **New England Farm Workers' Council (NEFWC)** at 473 Main St., Floor 3, Fitchburg, MA 01420 for any of the following reasons and according to the following schedule:

1. If you have been denied assistance or you disagree with the amount of assistance, you may appeal within 20 working days of receipt of any notice of eligibility or ineligibility. (This is further subject to a final date of **Friday, June 25, 2010** for all appeals to New England Farm Workers' Council.
2. If you have not received any decision on your application (eligible or ineligible) after forty (40) days from the date of your application, you may appeal. The last day to appeal to New England Farm Workers' Council is **Friday, June 25, 2010**.
3. If your household has had a change in either income or household size since your original application date, you may request another review of New England Farm Workers' Council's previous decision of eligibility (amount of assistance) or ineligibility. (The change in either income or household size must occur before **May 1, 2010**.) The last day to appeal to New England Farm Workers' Council is **Friday, June 25, 2010**.

New England Farm Workers' Council will schedule an informal face-to-face hearing only if you request it on an appeal form provided by New England Farm Workers' Council or if New England Farm Workers' Council deems it necessary. New England Farm Workers' Council will reach a decision and send you written notice within ten (10) working days after the hearing.

If you do not have a face-to-face hearing, you may still be required by New England Farm Workers' Council to submit new or additional documentation in support of your appeal. New England Farm Workers' Council will reach a decision and send you written notice within twenty (20) working days of receipt of your appeal or within twenty (20) working days of receipt of complete documentation, if new or additional documentation has been requested. No appeal will be accepted by New England Farm Workers' Council after **Friday, June 25, 2010**.

You may, within twenty (20) working days after receiving a written decision from New England Farm Workers' Council, file an additional appeal in writing to: Department of Housing and Community Development (DHCD), Division of Community Services (DCS), Community Services Unit (CSU), 100 Cambridge Street, Suite 300, Boston, MA 02114. No appeal will be accepted by DHCD after **Friday, August 27, 2010**.

PRIOR TO APPEALING TO DHCD, YOU MUST APPEAL TO New England Farm Workers' Council BY FRIDAY, JUNE 25, 2010.