

**ADMISSIONS AND CONTINUED OCCUPANCY POLICY
FOR
THE CHARLESTON COUNTY HOUSING & REDEVELOPMENT AUTHORITY**

III. Eligibility for Admission

I. Informal Review

1. If the Charleston County Housing and Redevelopment Authority determines that an applicant does not meet the criteria for receiving public housing assistance, the Charleston County Housing and Redevelopment Authority will promptly provide the applicant with written notice of the determination. The notice will contain a brief statement of the reason(s) for the decision and state that the applicant may request an informal review of the decision within 10 business days of the denial. The Charleston County Housing and Redevelopment Authority will describe how to obtain the informal review.

The informal review may be conducted by any person designated by the Charleston County Housing and Redevelopment Authority, other than a person who made or approved the decision under review or subordinate of this person. The applicant must be given the opportunity to present written or oral objections to the Charleston County Housing Authority decision. The Charleston County Housing Authority will notify the applicant of the final decision within ~~10~~ 14 calendar days after the informal review, including a brief statement of the reasons for the final decision.

2. The participant family may request that CCHRA provide for an Informal Hearing after the family has notification of an Immigration and Nationalization Service (INS) decision on their citizenship status of appeal, or in lieu of request of appeal to the INS. The participant family must make this request within 30 days of receipt of the Notice of Denial or Termination of Assistance, or within 30 days of receipt of the INS appeal decision.

For the participant families, the Informal Hearing Procedure above will be utilized with the exception that the participant family will have up to 30 days of receipt of the Notice of Denial or Termination of Assistance, or of the INS appeal decision.