

# Maryland HAF Appeal Policy & Form

This policy and form should be used by Maryland Homeowner Assistance Fund (HAF) applicants who want to appeal a program determination.

## **You can appeal when you believe there is an error with:**

- A denial or ineligibility determination,
- The amount of assistance you are receiving,
- Any other program determination.
  - *Appeals that challenge federal program requirements will be denied.*

## **You can appeal within 30 days of determination:**

- An applicant must submit a completed Appeal Form and any supporting documentation directly to the program within **thirty (30) days** of the original determination.
- Appeals received **after** the 30-day window will be denied. If you do not submit an appeal within 30 days, the program will assume you have accepted the program determination.

## **Make sure to submit the following with your Appeal:**

- Additional facts, circumstances, or evidence to justify your Appeal.
- If you were denied for failing to provide missing/correct documentation within the 10-day deadline, you must submit any corrected documents with the Appeal Form.
- ***For documentation to be considered, it must be submitted with your Appeal Form.***

## **What will be accepted?**

- The program may accept or reject new documentation based upon its accuracy and relevance to the appeal.
- Appeals may be denied or approved in whole or in part after a thorough review of the determination, the information already included in an Applicant's file, and relevant new documentation submitted.
- An appeal is not an opportunity to resubmit a complete application or a request for additional assistance.

## **To file an Appeal**

- Mail or email the following completed form, **along with all supporting documents**, to the address or email provided at the top of the form on the following page.
- Please note: Appeals submitted by mail must be postmarked or emailed within the **thirty (30) days** of the initial application determination.

## **What you can expect:**

- The Program will review and address the Appeal within fifteen (15) business days of its receipt, when feasible.
- You will receive written notification of the Program's determination via email or mail.

**Note:** *If your First Appeal is denied, you may submit a **Second Appeal** within **45 days** of the first Appeal determination.*

- Missing/ corrected documentation may be accepted at Second Appeal, if submitted timely and appropriately.
- Further instructions on how to submit a second appeal will be provided as part of the first appeal determination.

## MARYLAND HAF APPEAL FORM

Please include any supporting documentation for the appeal with submission of this form.

<b>Written appeals must be mailed to:</b> ATTN: Maryland HAF Program 7800 Harkins Road Lanham, MD 20706	<b>Emailed appeals must be sent to:</b> appeals.haf.maryland.md@tetrattech.com
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Date	Click or tap here to enter text.
Application Case ID #	Click or tap here to enter text.
Full Name	Click or tap here to enter text.
Property Address Line 1	Click or tap here to enter text.
Property Address Line 2	Click or tap here to enter text.
Current Mailing Address Line 1 (N/A if same as above)	Click or tap here to enter text.
Current Mailing Address Line 2	Click or tap here to enter text.
Applicant Submitting the Appeal	<input type="checkbox"/> <b>Borrower</b> <input type="checkbox"/> <b>Co-Borrower</b>

Select one of the following options for which you are requesting appeal:

- Eligibility Determination
- Award/Payment Amount of Grant
- Award/Payment Amount of Loan
- Other:

Provide an explanation of the basis for the appeal:

Click or tap here to enter text.