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MVCAP EAP APPEAL PROCESS

You have the right to appeal this decision within 30 days of receiving this notification.

1. **Local Level Written Appeal** – Within 30 days of receipt of this letter, submit your appeal in writing (letter or email) with supporting documentation attached to:

Monique Walker, Director of Energy Assistance Programs
Miami Valley Community Action Partnership
719 S. Main Street
Dayton, Ohio 45202 -or- via email at: appeals@mvcap.com

- a. The appeal review will be completed within 30 days from the date of your appeal request.
 - b. You will be notified in writing (letter or email) within ten days of the decision.
2. **Local Level Hearing** – If you were denied during the written appeal, you may request a formal hearing within 30 days of the denial of the written appeal. You must submit a request for a formal hearing in writing (letter or email) to the CEO of Miami Valley Community Action Partnership.

Lisa Stempler, CEO
Miami Valley Community Action Partnership
719 Main Street
Dayton, Ohio 45402
-or- via email at: appeals@mvcap.com
Subject line: HEAP or PIPP Appeal

- a. MVCAP will schedule a hearing within 30 days of receiving the written request.
 - b. The hearing shall be held at a mutually convenient place or held virtually.
 - c. MVCAP shall appoint a hearing officer who may be a staff member who was not involved in the decision.
 - d. You will be notified of the decision in writing (letter or email) within ten days of the formal hearing.
3. **State Level Appeal** – If you wish to pursue a further appeal, you must submit a written State Level Appeal to the Ohio Department of Development within 30 days of the final hearing decision rendered by MVCAP. The appeal request may be mailed to:

Ohio Department of Development
Office of Community Assistance, Appeals
P.O. Box 2169
Columbus, Ohio 43216
-or- via fax at: (614) 387-2718, Attention: Appeals
-or- emailed to: heapappeals@development.ohio.gov

Darke County
Julie Lecklider, Director
1469 Sweitzer Street
Greenville, OH 45331
937-548-8143

Greene County
Penny Madry-Johnson, Director
469 Dayton Avenue
Xenia, OH 45385
937-376-7747

Montgomery County
Administrative Office
719 S. Main Street
Dayton, OH 45402
937-341-5000

Preble County
Janelle Caron, Director
308 Eaton-Lewisburg Rd.
Eaton, OH 45320
937-456-2800



- a. Development will review appeals that have been denied at both the Local Level Written Appeal and Hearing process and that contain new information or information not considered during the Local Level Written Appeal or Hearing process.
- b. The appeal request must contain the following information:
 - i. Client's name, address, telephone number
 - ii. Client number (if available)
 - iii. Reason for appeal
 - iv. Supporting documentation
 - v. Client's signature
- c. The decision on the appeal will be made within 30 days of receipt of the appeal request. You will be notified within ten days of Development's decision.

- 4. Federal Level Appeal** – If you wish to appeal the State Level Appeal determine, you can submit a Federal level Appeal to the U.S. Department of Health and Human Services/Administration for Children and Families. Complaints must be in writing and the complaint must identify the provision of the act, assurance or certification that was allegedly violated, and must include all relevant information known to you. The appeal must be mailed to:

U.S. Department of Health and Human Services/Administration for Children and Families
Office of Community Services/Division of Energy Assistance
Low Income Home Energy Assistance Program (LIHEAP)
Mary E. Switzer Building, 5th Floor
330 C Street SW
Washington, D.C. 20201
-or- fax to (202) 401-5661

All appeal decisions made by the U.S. Department of Health and Human Services/Administration for Children and Families are final