

Los Angeles County Development Authority

Informal Hearings and Reviews

HOUSING ASSISTANCE PROGRAMS

WHEN ARE PARTICIPANTS ENTITLED TO AN INFORMAL HEARING?

Participants may request an informal hearing for the following Los Angeles County Development Authority (LACDA) determinations ONLY:

- A determination of the family's annual or adjusted income, and the use of the income to compute the housing assistance payment.
- A determination of the appropriate utility allowance (if any) for tenant-paid utilities from LACDA's utility allowance schedule.
- A determination of the family unit size under the LACDA's subsidy standards.
- A determination that a program family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under the LACDA's subsidy standards, or a LADCA determination to deny the family request for a waiver from the standards.
- A determination to terminate assistance for a participant family because of their action or failure to act.
- A determination to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted by the LACDA policy and the U.S. Department Housing and Urban Development (HUD) rules.

Participants are not entitled to an informal hearing for any other reasons.

HOW DO PARTICIPANTS REQUEST AN INFORMAL HEARING?

In general, a notice will be sent to the participant, explaining the LACDA's determination on one of the above actions, and informing the participant of their right to request an informal hearing.

The participant may request a hearing in writing within 15 days of the date of the notice. The hearing date and time will be set and conducted by a Hearing Officer not involved in the original decision.

The participant has a right to be represented, present witnesses and evidence, and cross-examine the LACDA representatives. The hearing is the sole opportunity for the participant to challenge LACDA's determination.

The Hearing Officer will then make a decision and notify the participant, generally within 10 days of the hearing. The letter will include an explanation of the reasons for the decision. The decision is final.

INFORMAL REVIEWS FOR APPLICANTS

If LACDA denies assistance to an applicant, the applicant will be informed of the decision in writing. If the applicant disagrees with the decision, the applicant must submit written objections to the LACDA's Applications and Eligibility Unit within 15 calendar days of the date of the notice.

The Informal Review will be conducted within 30 calendar days from the date the request is received. The review is the sole opportunity for the applicant to challenge the LACDA's determination. The Informal Review will not be conducted by the person who made or approved the decision under review, nor a subordinate of such person.

The review decision will be provided in writing to the applicant within 30 calendar days after the review. The notice will include the decision of the review officer, and an explanation of the reasons for the decision. The decision is final.

Request for accommodations from person with disabilities will be granted upon verification that the request is reasonable, and they meet the need presented by the disability on a case-by case basis.

WHAT ARE INFORMAL HEARINGS / REVIEWS?

Participants under contract are subject to the policies and rules that govern their rental assistance. LACDA makes decisions that affect participants. In certain cases, the Housing Authority will give participants an opportunity for an informal hearing.

Applicants (those not yet assisted under a contract) impacted by LACDA are, in certain cases, given an opportunity for an informal review. See the inside of this pamphlet for details on informal reviews.

An informal hearing or review allows LACDA to consider the family's individual circumstances, and whether those circumstances may merit further review of a LACDA decision.