

# WAYNE COUNTY HUMAN SERVICES AGENCY HOUSING DEPARTMENT

BRIAN W. SMITH, CHAIRMAN  
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*HSA Deputy Administrator*

HEATHER MISZLER  
*HSA Housing Coordinator*

## **Emergency Rental Assistance Program (ERAP)**

### **Right to Appeal**

**Applicant:** \_\_\_\_\_

#### **Eligibility Requirements:**

- Household income does not exceed the 80% Area Median Income (AMI) for Wayne County
- Qualify for unemployment benefits OR experienced a reduction in income, incurred significant costs, or experienced other financial hardship due directly or indirectly to COVID-19 that threaten the household's ability to pay the costs of the rental property on or after March 13, 2020.
- Demonstrate a risk of experiencing homelessness or housing instability, which may include past due rent and utility notices and eviction notices;

#### **County Appeal Process:**

If the application is denied or termination of services occurs, it is our policy to allow the applicant an opportunity to provide a program appeal objecting the decision made. The applicant may present their appeal in writing at 314 10<sup>th</sup> Street, Honesdale, PA 18431. The appeal will be escalated and reviewed by the Housing Coordinator and the HSA Administrators. A final decision will be made and mailed to the applicant within 10 business days. Once the appeal has been completed, no further appeals will be granted at the county level. If the applicant still chooses to appeal the county decision, they may continue the appeal process at the state level.

#### **State Appeal Process:**

The applicant may also choose to appeal the ERAP program decision at the state level to the DHS Office of Hearings and Appeals, P.O. Box 2675, Harrisburg, Pennsylvania 17105. The Department of Human Services will provide, in writing, all decisions resulting from an appeal to the client, the county and the ERAP provider.

#### **Discrimination Right to Appeal:**

Wayne County does not discriminate against any person because of race, color, religious creed, ancestry, national origin, age, sex, gender, disability, lifestyle, or sexual orientation. Any person who asserts that denial or termination of services is based on discrimination because of any of these reasons has a right to appeal to the Pennsylvania Human Relations Commission. The Harrisburg Regional Office services complaints for Wayne County under the Pennsylvania Human Relations Commission. You can file a complaint by calling (717) 787-9780, going online to <https://phrc.pa.gov/> or by mail 333 Market Street, 8<sup>th</sup> Floor, Harrisburg, PA 17101-2210

I have been provided a copy of this policy for my records to reference the eligibility requirements, appeal processes, and right to appeal due to discrimination.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date