

Attachment 3: Your Appeal Rights

If you disagree with DDOE's decision on your LIHEAP application, you may appeal the decision by requesting a fair hearing at "OAH", the District's Office of Administrative Hearings. **You MUST request a hearing within 90 calendar days of the date on the attached letter or lose your right to appeal.**

You can ask for the hearing in any one of these ways:

- 1. Call 311** and ask for a fair hearing at the Office of Administrative Hearings, OAH.
- 2. Write** the following address to ask for a fair hearing: OAH - LIHEAP Appeal, 441 4th Street, N.W., Suite 450 North, Washington, D.C. 20001.
- 3. Visit** any one of DDOE's or OAH's offices between 8:30 a.m. and 4:00 p.m. in person and fill out a form requesting a fair hearing:
 - (a) DDOE** has offices at: (1) 1207 Taylor St., NW, Washington, DC 20011; (2) 2100 Martin Luther King, Jr. Ave., SE, Washington, DC 20020; and (3) 1200 1st Street, NE, Washington DC 20002, 5th Floor reception desk;
 - (b) OAH** is at: 441 4th Street, N.W., Suite 450 North, Washington, D.C. 20001, **OR**
- 4. Email** your appeal/hearing request to: Liheap.Appeals@dc.gov;

Hearings: You have the right to be represented by legal counsel or by a lay person who is not an employee of the District at your hearing. You can ask for free legal services that might be available to you. You may bring witnesses. The District will pay reasonable expenses related to the hearing, such as transportation costs for you and your witnesses.

Interpreter: If you or a witness are deaf or have problems reading, writing or understanding English, you can ask OAH to provide an interpreter.

Reasons to appeal your LIHEAP decision: You might appeal for one or more of these reasons: (1) DDOE denied your application; (2) the LIHEAP payment is less than you believe it should be; (3) the payment is less than DDOE told you it would be; or (4) DDOE took no action on your application for 45 calendar days.

Remember, you MUST request a hearing within 90 calendar days of the date on the attached letter or lose your right to appeal. OAH will notify you of the date and time that you must appear for the hearing.