

11.15 Appeals

1. An applicant receiving an adverse determination regarding eligibility for assistance or regarding the amount of assistance to be granted may file a written request for review with the General Assistance Director within (10) days of the adverse determination. A review of the application with staff shall be conducted and the Director shall cause a second Notice of Decision to be issued within five (5) days of the receipt of the written request for review. The decision shall be mailed to the applicant by regular mail to the applicant's last known address.
2. An appeal from the decision of the Director shall be made by filing a written request for a hearing with the Executive Director of Linn County Community Services. A written request for hearing must be received at the office of the Executive Director within ten (10) days of the date shown on the Director's Notice of Decision at the address provided on the Notice. The Executive Director shall schedule a hearing as soon as practicable, but no later than fifteen (15) days after receipt of the request for the hearing. The Executive Director shall issue a written decision within ten (10) days of the hearing. The decision shall be mailed to the applicant by regular mail to the applicant's last known address.
3. An Appeal from the decision of the Executive Director shall be made by filing a written notice of appeal to the Linn County Board of Supervisors. A notice of appeal shall be filed with the office of the Linn County Auditor within ten (10) days of the date shown on the Executive Director's decision at the address provided in the decision. The Board shall schedule a hearing as soon as practicable, but no later than fifteen (15) days after receipt of the notice of appeal. The Chairperson shall issue a written decision within ten (10) days of the hearing. The decision shall be mailed to the applicant by regular mail to the applicant's last known address.
4. The Director may adopt additional procedures, not inconsistent with this chapter, to ensure an orderly appeal process and consistent administration. Every applicant shall be provided a written copy of their appeal rights as well as the procedures to be followed. Such information shall be provided by the director.