

KI BOIS COMMUNITY ACTION FOUNDATION, INC.

APPLICANT APPEALS PROCEDURE

In order to ensure equal access for services or resources provided by KI BOIS Community Action Foundation, Inc. that are available under programs funded by local, state or federal agencies, an appeals procedure has been established by the KI BOIS CAF, Inc. Board of Directors.

The Applicant Appeals Procedure shall guarantee that each person seeking services shall:

1. Have the right to formal application for services or resources upon request;
2. Be afforded an opportunity to have private and confidential interviews pertaining to the case;
3. Not be denied assistance on the basis of race, color, gender, creed, religion, age, political preference, or physical affliction;
4. Receive timely approval or disapproval of the application; and
5. Receive written notification of appeal and appeal procedures.

Procedures for filing an appeal by an applicant upon denial of services or resources are:

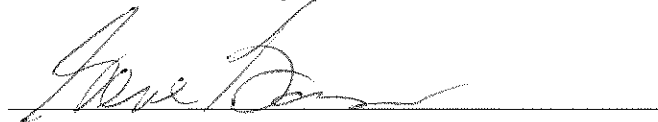
1. A written request by the applicant to the Program Director for a review of the denial of the application for services or resources. This must occur

within 30 days of the denial. The Program Director must submit their decision in writing to the applicant within ten days of the request.

2. If the applicant still has been denied access to services or resources by the Program Director, they may send a written appeal to the Executive Director within 10 days of the denial to request a hearing and further review of the denial. The Executive Director must initiate the appeal review within 10 days of the receipt of the appeal. An examination of the application, the eligibility requirement, and funding availability will be completed within 3 days of the initiation of the appeal to the Executive Director. If the applicant requests a hearing, this also will occur within 3 days of the initiation of the review. A final decision by the Executive Director will be sent to the applicant in writing by return receipt mail. Applicants shall have access to records relevant to the appeals process.
3. An applicant still denied access to services or resources by the Executive Director shall have the right to appeal to the funding source of the program.

The notice of right to appeal shall appear in all application forms used to determine applicant eligibility for services or resources by KI BOIS Community Action Foundation, Inc. The notice of right to appeal will be displayed on bulletin boards in program sites.

KI BOIS Community Action Foundation, Inc. Board of Directors

A handwritten signature in cursive script, appearing to read "Gene Bass", is written over a horizontal line.

Gene Bass, Chairperson

Adopted this the 25th day of February, 2013.