



Samish Indian Nation Right to Appeal- Low Income Home Energy Assistance Program

TIME TO FILE AND APPEAL

- A. An appeal of a Tribal Department's final decision by a tribal member must be received by the Tribal Offices within 30 days from the date the final decision was issued.
- B. No extensions of time for filing an appeal may be granted by the Board or Tribal Council.

HOW TO FILE AND APPEAL

- A. A tribal member shall make an appeal of a final decision in writing if their Low-Income Home Energy Assistance Program (LIHEAP) application was denied or if their application was not processed in a timely manner. For purposes of this section, timely manner shall be defined as follows: Once the completed LIHEAP application and supporting documentation has been received, your application will be processed within five (5) business days.
- B. An Appeal of a Tribal Department's final decision by a tribal member must be received by the Tribal Offices within 30 days from the date the final decision was issued.
- C. The written request shall include:
 - 1. A copy of the final decision.
 - 2. Detail the reason(s) the tribal member believes the decision of the Tribal Department was in error; and
 - 3. Include the address and telephone number where the tribal member may be contacted.
- D. The written request must indicate whether the tribal member desires a hearing before the board. If the tribal member does not request a hearing, the decision of the board will be based solely on the documents submitted by the tribal member and the tribal department.
- E. The written request for an appeal and a hearing (if requested) shall be mailed or delivered to the Tribal Administrative Offices at P.O. Box 217 Anacortes, WA. 98221 and be labeled "Confidential Administrative Appeal"