

## Walworth County Wisconsin Emergency Food and Shelter Program Appeals Process

The appeals process has been established by the Local Board consistent with program requirements.

The Local Board is responsible for the allocation of the local EFSP funds and is the primary decision maker in the review process. The National Board only considers appeals if there is a significant question of misapplied guidelines, fraud, or other abuse on the part of the Local Board.

### APPEALS PROCESS

1. All applicant organizations can find the appeals process information on the United Way of Walworth County website <https://unitedwaywalworth.org/efsp-funds>

2. Agencies must notify the Local Board Chair in writing of their request for appeal within five days of the allocation recommendation

3. One or more of the following criteria must be met in order to be considered for the appeals process:

- New data or information relevant to the request was not available when the original proposal was presented to the Board;
- Factual error in the Local Board's evaluation of the funding request;
- Other legal issues or concerns such as bias on the part of the Local Board, fraud or misuse of funds by other funded organizations, etc.

A restatement or reemphasis of points made in the original proposal does not substantiate a request for appeal.

4. The written request for appeal must contain the following information in order to be considered:

- The original application for funding
- The basic reasons for the appeal
- Supporting documentation for the appeal (i.e. new information, detailed rationale for other appeal criteria);
- Signatures of the Chief Professional Officer/Executive Director and the Chief Volunteer Officer/Board President of the organization.

5. The Local Board Chair will review the written appeal and decide if the appeal meets the criteria and is appropriate. If the appeal is deemed appropriate, the Local Board will hear the appeal within five working days of receipt of the written request.

6. The Local Board will make a decision regarding the appeal following the hearing. A Board member will recuse him/herself if a conflict of interest exists. The agency will be notified of the decision and its rationale within three days of the hearing.

- Agencies making appeals on the basis of fraud or other misuse of funds must be informed of their right of referral to the National Board.
- Other types of appeals CANNOT be referred to the National Board for further review.

7. If the original funding recommendation is modified, the Local Board will notify both the National Board and other organizations within three days of the hearing. If funds are granted in the decision on the appeal, second request checks will be adjusted.

Any questions regarding the EFSP appeals process should be directed to EFSP Board Chair, Katherine Gaulke at [director@UnitedWayWalworth.org](mailto:director@UnitedWayWalworth.org).