



Appeal Form

Emergency Rental Assistance Tuscaloosa County Program

Emergency Rental Assistance Tuscaloosa County Program (Tuscaloosa County ERAP) applicants may contest any determinations or denials based on program policy. However, federal statutory requirements may not be challenged.

Applicants may file an appeal when it is believed there is an error with program eligibility determinations, program award, initial appeal determination, among any other determinations. An applicant must submit a written appeal directly with Tuscaloosa County ERAP within **thirty (30) days** of the determination. If an Applicant fails to file an appeal within the time allotted, said inaction will be deemed as an acceptance of Tuscaloosa County ERAP determination.

Applicants who file an appeal are encouraged to provide individual facts or circumstances, as well as supporting documents to justify their petition. Tuscaloosa County ERAP has the discretion to accept or reject new documentation based upon its relevance to the reconsideration request. Appeals may be denied or approved in whole or in part after a thorough review of the circumstances and information already included in an Applicant's file unless the Applicant submits new documentation.

Tuscaloosa County ERAP will review and address Tuscaloosa County ERAP Reconsideration Request within **fifteen (15) days** of its receipt, when feasible. Applicants will be notified of Tuscaloosa County ERAP's determination.

To submit an appeal please complete the form on the following page and send it electronically to support@tcerap.com or by mail using the address at the end of this form. Please note that the appeals submitted by mail must be postmarked within the **thirty (30) days** of the determination.

All information maintained by a state agency is presumed to be public, subject to specific exceptions in the Alabama Public Records Law or other law. Any information provided may be disclosed to appropriate investigatory or law enforcement authorities. The applicant acknowledges that all information collected, assembled, or maintained by Tuscaloosa County ERAP pertaining to any application, less and except records made confidential by law or court order, are subject to the Alabama Open Records Act. Under the Act, Tuscaloosa County ERAP must provide any interested person reasonable access to all records pertaining to the subject application other than personal identity information protected by law. See, Ala Code §36-12-40.

Date	
Application #	
Full Name	
Property Address Line 1	
Property Address Line 2	
Current Mailing Address (N/A if same as above)	
Current Mailing Address (N/A if same as above)	

Select one of the following options for which you are requesting appeal:

- Eligibility Determination
- Award/Payment Amount
- Appeal denial determination
- Other: _____

Provide an explanation of the basis for the appeal:

Please include any supporting documentation for the appeal with submission of this form.

Written letters mailed to: ATTN: Emergency Rental Assistance Tuscaloosa County 1141 Montlimar Drive, Suite 1000 Mobile, AL 36609	Electronic letters sent to: support@tcerap.com Subject: Emergency Rental Assistance Appeal
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If this form is being submitted to request appeal for an appeal denial determination, please send to the following.

Written letters mailed to: ATTN: Emergency Rental Assistance Tuscaloosa County 1141 Montlimar Drive, Suite 1000 Mobile, AL 36609	Electronic letters sent to: support@tcerap.com Subject: Emergency Rental Assistance Appeal
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