**EMERGENCY FOOD & SHELTER PROGRAM (EFSP)**

**LRO BOARD OF PORTAGE COUNTY**

APPEALS PROCESS POLICY

Any agency may appeal an allocation decision by the LRO Board of Portage County by submitting an appeal in writing to the LRO Board Chairman within 20 (twenty) days from the date of the allocation decision of the Board. The notice must be signed by both the Chief Volunteer Officer (CVO) and the Chief Professional Officer (CPO) of the organization making the appeal. The LRO Board Chairman will then convene a meeting of the LRO Board within 10 (ten) days to consider the appeal. The LRO Board Chairman will notify the CVO or CPO of the appealing agency by phone the same day of the decision of the LRO Board and also in writing within 7 (seven) days.

In the case of an appeal for the purpose of providing previously unavailable information or correction of erroneous information, the process will end with the notification of the decision of the board to the appealing agency.

However, in the case of an appeal for the purpose of contesting alleged prejudice, violation of law or National Board guidelines, fraud, or misuse of Federal funds, the appeal will be forwarded for consideration by the United Way of Portage County Executive Committee and/or its Board of Trustees. The LRO Board grants the power and authority of United Way’s Executive Committee and/or Board of Trustees to rule on the appeal and will abide by its decisions as long as they are consistent with the law and the National Board guidelines. If the appealing agency is not satisfied with the decision of the United Way Executive Committee and/or Board of Trustees, it may then appeal to the Emergency Food & Shelter National Board.