

Department for Children and Families  
Economic Services Division  
280 State Drive  
Waterbury, VT 05671-1020

Agency of Human Services

[fax] 802-241-0460  
[toll free] 800-775-0506

Date:

Client's Name:

Client's Date Of Birth:

Subject: Notification regarding the emergency housing program night counts

Dear

This notice is to provide you with important information regarding your eligibility for emergency housing assistance through hotel or motel accommodations.

Under Vermont law, the maximum number of days an eligible household may receive Emergency Housing in a hotel or motel within a 12-month period is 80 days. Your household is part of a special group covered by Executive Order No. 03-25, which may allow you to get more than 80 days of housing assistance through June 30, 2025. However, any days you use under this executive order still count toward your 80-day limit.

Please note, Emergency Housing nights are counted on a rolling basis. There is no reset of the 80-day limit. Each day used in the past 12 months counts toward your 80-day limit, regardless of the calendar year. The only days of emergency housing assistance that do not count toward your 80-day limit are days that you were housed during emergency winter housing from December 1 through March 31.

To help you keep track of your eligibility status, please see the specific data we have on record for your household. This information is accurate as of:

- **Number of emergency housing nights used through** \_\_\_\_\_ **the end of your current Emergency Housing grant:**
- **Earliest date you may be eligible again if you have used all 80 days:**

(Please note: this date assumes that you will use all of the days on the current grant and excludes any days between the end of the current grant and 7/1/25.)

We understand that this information may impact your current housing plans, and we are committed to providing as much support as possible during this transition.

If you have any questions, need additional support, or would like help understanding your future eligibility date, please contact the Economic Services Division at: 1-800-775-0506 Monday through Friday, 8:00 AM to 4:30 PM.



## **Right to a Fair Hearing**

If you disagree with the decision in this notice, you may ask for a fair hearing. A fair hearing is your chance to tell your story to the Human Services Board. The Human Services Board will review the facts of your case in a fair and objective manner. The Human Services Board will decide whether the decision should be upheld or reversed.

If you want to request a fair hearing call the Benefits Service Center at 1-800-479-6151 or the Human Services Board at 1-802-828-2536. You must ask for a fair hearing within 90 days of the date of this notice. You may ask someone you trust to help you ask for a fair hearing.

## **Requesting an Expedited (Speedy) Fair Hearing**

While the Board does its own scheduling, normally you can expect your hearing to be held within approximately thirty (30) days after you request it.

If you request a fair hearing and wish to have the hearing quickly, you may have an expedited (speedy) Fair Hearing (usually within 10 days). The procedures are:

1. The Department for Children and Families will review the denial of your application on the day you ask for an expedited fair hearing. If DCF believes that your application was incorrectly denied, you will be given the benefits for which you applied. If DCF agrees with the denial, a DCF representative will communicate your request to the Human Services Board.
2. The Human Services Board will schedule a fair hearing as soon as possible using the Human Services Board rules. A copy of those rules will be given to you. For an expedited fair hearing, the procedures explained on this page will be followed instead of any conflicting (for example, time and dates of hearings, issue of decision).
3. A Hearing Officer for the Human Services Board will decide if the Department acted correctly in denying your application and will make a recommendation to the Department.
4. If the Hearing Officer decides that the Department was wrong to deny your application, the Department will give you the benefits for which you applied. Otherwise, you will not receive any benefits. Please be aware that the Department cannot guarantee that temporary housing, as ordered by the Hearing Officer, will be available.

## **Do You Need Free Legal Help?**

You may be able to get free legal help from Vermont Legal Aid. Call Vermont Legal Aid at 1-800-889-2047.

## **Rights of People with Disabilities**

Is it hard for you to do the things we ask you to do? We can make changes to help you. Changes are called "reasonable accommodations" under the ADA (Americans with Disabilities Act).

Here are some of the changes we can make:

- Someone can write down your answers if you can't.
- We can give you more time or help you get the documents you need to give us.
- You can have a support person with you when you talk to us.
- We can send documents with a larger print so you can read them.
- We can meet with you by telephone so you do not have to come into the District Office.

## **Do You Have Questions?**

If you have any questions, or want more information, please speak to your worker.