

## Appeal Summary Template

### **Background:**

This section should include a concise summary of the background to each issue that has been appealed. Examples of information that should be included in this section include:

- The Officer's finding of fact that led to the Officer making the decision,
- A summary of what that decision was, when it was made and when and how it was communicated to the Household, and
- A summary of the finding of the Officer or Regional Manager's Review including the date of the decision.

This section should not include any information that is not relevant to the decision that was made by the Officer.

### **Grounds of appeal:**

This section should state as accurately as possible the grounds of appeal raised by the Household and the remedy sought by the Household.

### **Analysis:**

This section should explain to the Appeal panel members how the Officer in making his or her decision applied the policies. Examples of information that should be included in this section are:

- A reference and quote of the sections relied on by the Officer in making his or her decision,
- A discussion of how the referenced sections are applicable in the case,
- If applicable, a discussion of any items raised by the Household that are not included in the rationale for the Officer's decision, and
- A statement of what the Department's position is, i.e. *"It is the Department's position that the Officer was within her authority to refuse assistance because..."*.

Note where there is more than one ground for appeal, this section should address how the Department responds to each of the grounds.

### **Conclusion:**

This section should summarize the Department's position on the appeal.

*"It is the Department's position that the Officer's decisions that are the subject matter of this appeal have been made correctly under the Public Housing Rental Subsidy Policies. Accordingly, the Department concurs with the decision of the Officer or Regional Manager's Review to dismiss the Household's Public Housing Rental Subsidy. The Department respectfully submits that the Officer or Regional Manager's Review should dismiss the appeal for the reasons outlined in this summary."*