Re:      OAH Case No. \_\_\_\_\_\_\_\_\_\_\_\_\_

Please be advised that the notice of adverse action in the matter captioned above is insufficient on its face. If an Administrative Review were to be held, the adverse action would be overturned because the notice issued does not meet the standards under the Homeless Services Reform Act of 2005 (HSRA).

For the sake of time and efficiency, please rescind this notice as soon as possible and restore all rights to the client within the program. Notify me when the notice is rescinded, and I will ask the client to withdraw the request for a Fair Hearing.

If I do not receive confirmation that the client’s services have been reinstated and that the notice has been rescinded by [deadline date], then I will move forward with scheduling the Administrative Review hearing.

Please consult your DHS Program Manager or Liaison to determine next steps regarding the client’s services. Please let me know if you have any additional questions or concerns regarding the Administrative Review process.