

**FOUR SQUARE COMMUNITY ACTION AGENCY  
DENIAL OF ASSISTANCE  
APPEAL PROCESS**

Anyone denied assistance for any agency program has the right to appeal.

You have the right to an informal hearing concerning the denial of services. You have ten (10) days from the date of the denial of services to request a hearing. The request must be in writing. The appropriate Four Square staff representative will respond in writing to you to inform you of the hearing date, time, and location of the hearing.

For more information please contact:

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Executive Director

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