

INSTRUCTIONS FOR APPEALING BANNED PERSONS STATUS ON THE CHARLESTON HOUSING AUTHORITY PROHIBITED PERSONS LIST

The following are instructions on how to submit an appeal for an individual's name to be removed from the Charleston Housing Authority's Prohibited Persons List. These instructions apply to individuals currently named on the Charleston Housing Authority's Prohibited Persons List.

1. The individual who wishes to have their name removed from the banned person should submit a letter in writing to the respective manager. This letter will note the individual's name and address. The letter should state that the reasons why the individual wishes to appeal the banned status.
2. The resident head of household who wishes to have the banned person visit him/her should submit a letter in writing to his/her respective manager. This letter will note the resident's name and address and the banned person's name. The letter should state that the reasons why the resident wishes to appeal the banned person's status.
3. Once the appeal letter is received by the manager, the manager will set a conference date with the Director of Community Security, the appealing individual and/or the appealing resident and the banned person within 10 business days. **Note-** If a resident is appealing the banned status on behalf of an individual, that individual must be present at the conference with the manager.
4. At the appeals conference the resident head of household and/or the banned person, the Manager, and the Director of Community Security will meet at the respective management office and hear all information in regards to the matter. The resident head of household and the banned person will be afforded the opportunity to present any documents or materials supporting their request for the change of status at this conference.
5. The resident and the banned person will be hand delivered a copy of the decision letter from the manager no later than 5 business days after the appeals conference.

*Should the banned person not have a resident he/she wishes to visit, the banned person should write the letter to the respective manager and steps 2 thru 4 above will be followed excluding the resident's attendance.

Should there be any questions in regards to this process, you may call DCS Stephen Wright at (843) 720-3692 (Office) or (843) 343-3244 (Cell).