

# The Arc of San Francisco

## REQUEST FOR FAIR HEARING PROCEDURE

("An opportunity for a fair hearing appeal shall be available to any client or client representative who believes that a decision or action of The Arc of San Francisco staff is illegal, unjust discriminatory or not in the best interest of the client.")

TO: The Executive Director, The Arc of San Francisco  
1500 Howard Street  
San Francisco, CA 94103

FROM: \_\_\_\_\_  
(Client or Client Representative Name and Address)

REGARDING: (Please describe in detail the action/decision taken and the reason you wish to appeal it):

I have discussed this informally with the following agency staff member: \_\_\_\_\_

\_\_\_\_\_

in accordance with Step 1 of your Fair Hearing Procedure. Since no satisfactory solution has been reached, I request that the fair hearing take place.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

SW 10/81, 10/24/88 Reviewed/Approved by the Board of Trustees  
5/94 JC Reviewed - 3/97 MO, 1/04JC, Reviewed/Approved by Board 2/24/04  
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