

**OCAB COMMUNITY ACTION AGENCY, INC.**  
**APPEALS AND FAIR HEARING PROCESS**

1822 Joe S. Jeffords Highway, Orangeburg, SC 29115  
Phone: (803) 536-1027

**Purpose.** Applicants who are denied assistance/services, or whose applications are not acted upon with reasonable promptness, have the right to request review and a fair hearing. This process combines OCAB's denial notice procedure with the statewide appeal and fair hearing procedures.

**1. Notice of Denial**

When OCAB denies assistance/services, it will provide the applicant with a Notice of Denial identifying the reason(s) for the decision. Reasons may include failure to meet program income eligibility requirements, insufficient evidence to make a determination, or another stated reason.

**2. First-Level Appeal to OCAB**

- An applicant who disagrees with the denial may submit a written appeal requesting review and a formal fair hearing.
- OCAB must receive the written appeal within 30 calendar days of the Notice of Denial of Assistance/Services.
- OCAB's designated Appeals Officer is Tasha Pringle. OCAB will complete an initial review of the appeal and schedule a formal fair hearing within five (5) business days of receiving the written appeal.

|                               |                                                                                            |
|-------------------------------|--------------------------------------------------------------------------------------------|
| <b>Appeals Officer</b>        | Tasha Pringle                                                                              |
| <b>Mail/Deliver Appeal To</b> | OCAB Community Action Agency, Inc.<br>1822 Joe S. Jeffords Highway<br>Orangeburg, SC 29115 |
| <b>Phone</b>                  | (803) 536-1027                                                                             |
| <b>Email</b>                  | tpringle@ocabcaa.org                                                                       |

**3. Appeal to the South Carolina Office of Economic Opportunity (OEO)**

- If the appeal is denied at the Community Action Agency level, the applicant may file a written appeal with OEO within 20 calendar days of receiving OCAB's written hearing decision.
- The written appeal should be submitted to: Attention: Legal Counsel, South Carolina Department of Administration, Office of Economic Opportunity, 1205 Pendleton Street, Suite 366, Columbia, SC 29201.

**4. Further Appeal After OEO Decision**

If OEO denies the appeal, the applicant may file a written appeal within 20 calendar days of receiving OEO's written hearing decision. The South Carolina Department of Administration's Chief Legal Counsel will select a Hearings Officer to conduct the hearing within 30 days of receipt of the appeal, using the informal disposition procedures identified in S.C. Code §§ 1-23-310 to 1-23-400 of the State Administrative Procedures Act.

## **5. Funds Pending Final Decision**

Funds in question must be obligated (set aside) until a final decision is reached. If the applicant is successful, the funds or services will be provided. If the applicant is unsuccessful, the funds may be made available to other eligible participants.

## **What to Include in Your Written Appeal**

- Applicant's full name, address, and telephone number.
- A copy of the Notice of Denial, if available.
- A brief statement explaining why the applicant disagrees with the denial.
- Any documents or information the applicant wants considered during the review/hearing.

**Questions about an OCAB appeal may be directed to**

**Tasha Pringle at [tpringle@ocabcaa.org](mailto:tpringle@ocabcaa.org) or (803) 536-1027 ext. 101.**