

Date

Dear

AGENCY NAME has reviewed your HCV Application. At this time, Agency Name is unable to issue you a voucher due to information on your criminal background record. According to the Division of Housing's policy, an applicant will be denied until additional documentation is received if any of the following circumstances apply:

- Any household member has ever been convicted of drug-related criminal activity for the production or manufacturing of methamphetamine.
  - Any household member is currently registered as a sex offender under a state registration requirement.
  - Any household member's current use or pattern of use of illegal drugs, or current abuse or pattern of abuse of alcohol that may threaten the health, safety, or right too peaceful enjoyment of the premises by other residents.
  - Any household member has been evicted from federally-assisted housing in the last three years for drug-related criminal activity.
  - Other:
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AGENCY NAME is offering the opportunity for an informal review to your family. If you feel that the information above is inaccurate, you have the option to provide additional information. Additional information could include documentation showing current or previous enrollment in treatment, documentation showing the item(s) listed above are incorrect, resolved, have been reduced to a lower offense, or dismissed. Please provide this documentation to AGENCY NAME by **Date**.

If you would like a copy of your criminal background report, or if you or anyone in your household is a person with disabilities and you require a specific accommodation, please contact xxxxx.

You have the right to request reasonable accommodation if applicable. If you have any questions, or if you or anyone in your household is a person with disabilities, and you require a specific accommodation in order to participate in the housing assistance program, please contact AGENCY NAME at number. Please read the reasonable accommodation information enclosed.

Failure to provide additional documentation will result in the denial of your housing application.

Sincerely,

**This document has been sent both certified and via regular USPS delivery.**