

**SECURITY DEPOSIT GUARANTEE PROGRAM
NOTICE OF ACTION**

CAN Region _____

_____ (date)

Dear (Applicant)

This is to inform you that your application for a Security Deposit Guarantee has been denied for the following reason(s):

- Your household does not meet at least one of the financial eligibility factors
- Your household does not meet at least one of the categorical eligibility factors
- The rent for the dwelling unit for which you are requesting a security deposit guarantee is not considered affordable by program guidelines
- More than 60 days have passed since you applied and you have not provided the information requested for the application to be completed. If you provide the information to complete your application within 10 working days of the postmark date of this letter, we will reprocess your application.
- Other¹: _____

If your household’s situation changes, you may reapply.

This is not an entitlement program. The state has the right to close the program at any time if funding is not available.

You have the right to a desk review about the decision that has been made on your application. Requests for a desk review must be made in writing and sent to the Department of Housing, Individual and Family Support Division, 505 Hudson Street, Hartford, CT 06106. ATTN: Karin Motta.

You must request the desk review within 20 days of the date of this letter or the postmark date, whichever is later. The desk review is an informal process that hopefully can resolve issues without the need for a formal Administrative Hearing. If you are dissatisfied with the results of the desk review, you will be given information so you can have your issues addressed through the formal Administrative Hearing.

If you have questions about this letter, you may contact your CAN Agency Staff at _____.

¹ All “other” reasons must be specific and relate to Connecticut General Status 17b-802 or its accompanying regulation