

## **SIF APPEAL PROCESS**

### **I. Informal Appeal Process**

- 1) Within 14 days of a claim being denied the claimant shall notify the SIF Committee in writing that the claimant would like his/her claim to be reconsidered. The notice must contain any additional facts that may be relevant to the claimant's claim.
- 2) The SIF Committee shall reconsider the claim at the next meeting and notify the claimant in writing of its decision.

### **II. Formal Appeal Process**

- 1) The claimant shall have 90 days from the date on the written letter to the claimant denying the claim to appeal that decision to the SIF Appeal Committee to be established pursuant to paragraph 3 below.
- 2) The appeal shall be in writing on the form attached hereto. A copy of the form shall also be attached to the letter stating the claim has been denied, along with a copy of this appeal process. The appeal application shall be delivered to the VSTA to the attention of the President.
- 3) Upon receipt of an appeal, if the President decides that:
  - a. no reason exists for reconsideration of the claim, the claimant will be so advised in writing by the President and no hearing of the appeal will be held and the decision of the SIF Committee will stand, or
  - b. a reason exists for reconsideration of the claim, then an SIF Appeal Committee to hear an appeal will be established consisting of the VSTA President or designate, the Chair of the SIF Committee or designate from the SIF Committee, the executive rep to the SIF or designate from the SIF Committee, and two Executive members.
- 4) A time, place and date for the hearing of the appeal should be set that is within 45 days of receipt of the notice of the appeal application. Notice of the hearing must be given in writing to the claimant and each member of the SIF Appeal Committee at least 14 days prior to the date of the hearing.
- 5) If the claimant or an advocate for the claimant is not present to make the claimant's appeal to the SIF Appeal Committee at the hearing a written submission will be accepted.
- 6) The SIF Appeal Committee shall make a decision and the claimant will be notified in writing within ten days of the date of the hearing with written reasons for its decision.
- 7) The decision of an SIF Appeal Committee shall be final and binding upon both the claimant and the SIF Committee.