

REQUEST FOR FAIR HEARING

Fill out this form **ONLY** if you disagree with a decision concerning your benefits. If you disagree with the action of the local department, you are entitled to discuss it with a supervisor. We will help you fill out this form or you can ask for a hearing by calling 1-800-332-6347.

1. Tell us who you are. Fill in the blanks in this box and complete boxes 2-4. Please print clearly.
Name: _____ Date of Birth: _____
Address: _____
City: _____ State: _____ Zip Code _____ Phone Number () _____
Email address: _____ Your local office name: _____

2. Which programs do you want to appeal? (Check all that apply)
Your Representative's Name: _____
_____ Community MA _____ Temporary Cash Assistance (TCA)
_____ Long Term Care MA _____ Supplemental Nutrition Assistance Program (SNAP)
_____ Maryland Children's Health Program (MCHP) _____ Child Care Subsidy (CCS)
Parent or Guardian's Name: _____ _____ Temporary Disability Assistance Program (TDAP)
_____ I receive other benefits _____ Foster Care (FC) and/or Adoptions
_____ I do not receive any other benefits _____ Emergency Assistance (EA)
_____ Qualified Medical Beneficiary (QMB/SLMB) _____ Public Assistance to Adults (PAA)
_____ Other _____ Overpayment of TCA
_____ Over issuance of SNAP
_____ Other _____

3. What are the reasons you want a hearing?
_____ I was not allowed to apply. _____ The amount of assistance I receive is wrong.
_____ My application was turned down. _____ My assistance has been incorrectly suspended, reduced, or terminated.
_____ My application was not handled properly. _____ I do not agree that I should pay back assistance I received.
_____ I am not receiving the services that I need.
If you received a notice about this, what is the date on the notice? _____
Do you provide consent to electronic delivery of this notice to the email address provided? Yes No
Why do you want a hearing? Please tell us what happened. _____

4. I understand if I ask for a hearing within 10 days from the date of the notice and I was receiving benefits, I can still get them while I wait for my hearing unless my benefits period ends. I may have to pay back the benefits if I lose my appeal.
 Check here if you do **not** want benefits while you wait for your hearing.

Signature _____ Date _____

FOR AGENCY USE ONLY

Department: _____ Local Office: _____ Date Appeal Received: _____ Case Name: _____
Case Number: _____
Appeal based on notice sent: _____ Effective: _____ Conference held? Y _____ N _____
Benefits pending? Y _____ N _____ Reason: _____
Case record attached? Y _____ N _____ Reason: _____
Worker: _____ Supervisor's Approval: _____ Date: _____

FOR APPEAL UNIT USE ONLY

Appeal Rep: _____ Date: _____
Category: _____ Transmitted by: _____

HOW TO HAVE A HEARING IF YOU THINK WE ARE WRONG

- **How do I request a hearing?**

Fill out the form on the front of this page.

You can:

Mail, Fax or take the form to your local social services office **OR,**

Mail the form to the Office of Administrative Hearings at the address above,

- Use the enclosed envelope.
- Make sure the address at the top of this page shows through the envelope window.

If you don't want to fill out the form

Go to your local social services office. Someone there will help you.

Call your case manager or call DHS at 1-800-332-6347 for other information.

- **How long do I have to request a hearing?**

You must ask for a hearing no later than **90 days** after the date of the notice.

- **Can I still get my benefits while I wait for my hearing?**

If you ask for a hearing no later than **10 days** after the date of the notice and you were getting benefits, you can get your benefits while you wait, unless your benefit period ends. Then we may not be able to send you benefits until after the hearing decision is received.

- **Will I owe any money if I get my benefits while I wait?**

If the judge agrees with the decision we made, you may have to pay back benefits you received.

- **When and where will the hearing be?**

The Office of Administrative Hearings will send you a notice telling you the time and place of your hearing.

- **Do I have to come to the hearing?**

The hearing may be dismissed if you do not come to it. If you can't come, call the Office of Administrative Hearings and they will let you know how to reschedule your hearing.

- **Can I bring someone to help me or speak for me?**

You can bring a lawyer, friend or relative. If you want free legal help, call your local social services office or call Legal Aid at 1-800-999-8904.

- **How can I prepare for the hearing?**

We will send you information with our reasons for the decision we made at least 6 days before the hearing. You can see your file, including your computer file, at your local office. We will talk to you about this decision. You will need to call to make an appointment to see your file and to talk to a supervisor.

If you need help completing the form, please call 1-800-332-6347.

Si necesita ayuda para llenar el formulario favor de llamar al 1-800-332-6347.