

Maryland SUN Bucks FAIR HEARING REQUEST

Fill out this form **ONLY** if you disagree with a decision concerning your Maryland SUN Bucks benefits. If you disagree with the action of the Department of Human Services, 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 and selecting the Maryland SUN Bucks option. Complete boxes 1-3 below. Please print clearly.

1. Tell us who you are.

Name: _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone Number: _____

Email Address: _____ Your Local Office: _____

2. What are the reasons you want a hearing?

- I was not allowed to apply.
- My application was turned down.
- My application was not handled properly.
- I am not receiving the services I need.
- The amount of assistance I receive is wrong.

If you received a notice about this benefit, what is the date on the notice? _____

Do you give consent to electronic delivery of your hearing notice to the email address provided?

- Yes
- No

Why do you want a hearing? Please tell us what happened. _____

3. Signature

Sign

Date

FOR AGENCY USE ONLY

Local Office: _____ Date Appeal Received: _____ Case Name: _____

Conference Held: Yes ____ No ____

Worker Name: _____ Supervisor's Approval: _____ Date: _____

FOR APPEAL UNIT USE ONLY

Appeal Representative: _____ Date: _____

Category: _____ Transmitted By: _____

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How do I request a hearing?

- **Fill out the form** on the front of this page.
 - **Mail, Email, Fax, or take the form** to your local Department of Social Services
 - **Mail the form** to:
 - Office of Administrative Hearings
 - 11101 Gilroy Rd.
 - Hunt Valley, MD 21031-1301
- **If you don't want to fill out the form or would like help with the form,**
 - Go to your local Department of Social Services. Someone there will help you.
 - Call 1-800-332-6347 and select the SUN Bucks option for other information.

How long do I have to request a hearing?

You may file an appeal and request a hearing up to 90 days from the date of the notice of the decision that you disagree with.

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 Department of 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 the reasons for the case decision at least 6 days before the hearing. We will talk to you about this decision at any time before your hearing, call your local department of social services to make an appointment with a supervisor.