



Date

Hearings Officer

Office Address, Area Code and Telephone No.

Client Name and Address:

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Appeals Information

Action You May Consider Taking Before the Date of the Hearing

- To avoid any delays or losing benefits, you may consider
 - contacting your assigned eligibility worker
 - contacting your service agency
 - other (specify): _____
 to get more information on what action you can take to receive benefits.
- If your SNAP or TANF application/case was denied because you missed an appointment with your eligibility worker, contact the office to reschedule or submit a new application. If your SNAP or TANF application/case was denied because the eligibility office did not receive information requested to complete your case, and you now have the information, contact the eligibility office to submit a new application or have your application reopened, whichever is possible.
- The fair hearing will determine if the agency's action on your case was correct. If it was not correct, the Hearings Officer will determine if you are entitled to restored benefits or services.
- Please bring to the hearing any important documents you would like to show the Hearings Officer. Bring the appointment letter also. If you decide to *withdraw* your appeal request before the hearing, please send the enclosed withdrawal form back to my office.
- Please arrive at the designated hearing office at least *15 minutes* before the hearing.

Hearings Officer