

## **.06 Local Office Hearing Request Procedures - Preparing the Hearing Packet**

Prepare a fair hearing packet to assist the district fair hearing specialist in performing a review of the issue being appealed. Packets consist of the following:

- [Pre-hearing Summary](#) (FA-502).
- Documents and all supporting information related to the action being appealed. Documents in the fair hearing packet include, but are not limited to, copies of the following:

Decision notice relating to the issue being appealed.

NOTE Include the Reverse of Computer Generated Decision Notice (FA-100) form. The FA-100 is in [Public Folders](#) in Outlook.

Hearing request, including the envelope.

The application for benefits.

Official [documentation forms](#), when applicable.

Verification documents used for the action taken.

Case Record History (FA-015) and CADO relevant to the action appealed.

AZTECS budget prints.

Other documents, when applicable, that include, but are not limited to, the following:

- Requests for information.
- Appointment notices.
- Any documents used to support the change in benefits.
- [Change Reports \(FA-412\)](#).
- Electronic Benefit Transfer (EBT) transaction history.

Overpayment documents that include, but are not limited to, the following:

- The discovery of the overpayment
- Overpayment claim report
- Recalculated budgets
- Demand notices

Medical Expense Deduction (MD) documents that include, but are not limited to, the following:

- Screens prints of SPME, SPMI, SPDC, and SPMS
- MA (MED) Spenddown Worksheet (FAA-1146A)
- Medical expenses

**WARNING**

Include documents related to EACH approval period, when the issue of the hearing pertains to the current and prior approval periods.