

## **.01 Local Office Hearing Request Procedures - Hearing Documentation and Preparation**

**REVISION 07**  
(01/01/09 – 03/31/09)

FAA staff must complete the following on the day the hearing request is received in the local office:

- Date stamp the hearing request.
- Log the pertinent information on the Hearing Request Record (FA-501).
- Record verbal requests in writing by completing the Hearing Request (FA-100) form.
- Assign the request to a supervisor or designated EI the same day the request is received by using the [Free Form Alerts](#).
- Conduct the conference on the same day the hearing request is received, when the hearing is requested by the appellant verbally in the local office. (See [Preparing for the Pre-hearing Conference](#) and [Participant Review of Case](#))

In addition to the above, FAA staff is also required to complete the following:

- Provide the appellant or representative with the phone number and address of any legal services available.
- Upon request, provide the appellant or representative a copy of materials needed to prepare for the hearing, including copies of pertinent documents in the [case file\(g\)](#).

**NOTE** When an appeal is filed by a hospital acting as a representative, FAX the hospital's attorney following information:

- AZTECS screen prints of budget calculation
- Income screen prints
- Notice screen prints
- Any documentation in CADO that relates to the eligibility decision that was appealed

- Advise the appellant or representative of the right to request a [continuation of benefits](#).
- Schedule a pre-hearing conference. (See [Pre-hearing Scheduling](#))
- Conduct a pre-hearing conference. (See [Conducting the Pre-hearing Conference](#))
- Authorize and [arrange medical exams](#) when required for the CA determination and requested by the [Office of Appeals](#).
- Send the General Medical Evaluation (FA-193) form to the [District Medical Consultant](#) or physician, as applicable.
- Forward the completed FA-193 along with any medical reports to the Office of Appeals when it is returned.
- Determine whether an interpreter or alternative form of communication is needed.
- Notify the following of the time, date and place of the fair hearing when they were involved in the action:  
Office of Special Investigations (See [OSI PH](#))  
Pre-Determination Quality Control (PDQC) in Maricopa and Pima counties only  
Jobs case manager for appeals arising from a Jobs sanction

**WARNING**

DO NOT copy and provide to the appellant or representative, materials that cannot be introduced in the hearing process. (See [Conducting Hearings](#)) The information that cannot be introduced in the hearing process include, but are not limited to the following:

- Confidential information received from any source that provides information about the appellant without the appellant's knowledge.
- Information received from the [Office of Special Investigations](#).
- [IRS BEER](#) reports.
- Medical information consider to be psychologically harmful to the appellant or participants in the appellant's budgetary unit as deemed by a physician.