

## A Fair Hearings - Request Requirements

**REVISION 26**  
(10/01/13. – 12/31/13)

[For MA after 2013](#)  
[See the EPM](#)

A hearing may be requested for any eligibility decision that includes, but is not limited to, the following:

- An application is denied or is not acted on in a timely manner.
- A request for supplemental, restored, or replacement benefits is denied or is not acted on in a timely manner.
- Benefits have been reduced or stopped.
- An overpayment determination or amount of an overpayment is disputed.
- A determination has not been made.

### CA EXCEPTION

In addition to the previously listed items, CA participants may also request a hearing for either of the following reasons:

- A [CA Payee](#) determination must be made or continued.
- The disability determination for CA is being disputed. (See [Arranging Medical Exams](#) for procedures)
- A request for a [LIBL hardship extension](#) is denied or is not acted on in a timely manner.

### MA EXCEPTION

[AHCCCS\(g\)](#) is responsible for hearing requests related to payment of medical bills. FAA is responsible for hearing requests related to the eligibility determination.

A fair hearing may be requested verbally or in writing.

Any of the following methods may be used to request a hearing in writing:

- Hearing Request (FA-100) form.
- Reverse side of decision notice.

- Written statement from the appellant or representative.

NOTE The request must include the reason for requesting a hearing.

- Attorneys representing the hospital that is acting as a representative for a hospitalized participant who resides in Maricopa county or Apache Junction.

When the appellant or representative requests a hearing verbally, complete the Verbal Fair Hearing Request (FA-100A form) and immediately send it to Onbase.

When completing the FA-100A, indicate the following:

- Programs the participant is requesting a hearing on.
- Reason for requesting a hearing.
- Notice(s) date they are appealing.
- Date of the verbal request.
- Write a brief explanation of why the participant is requesting a hearing.

Once a fair hearing request is received an FAA Fair Hearing Request E-form MUST be sent within 2 work days.

When a fair hearing request is received for a Tribal TANF determination, Do NOT complete the FAA Fair Hearing Request E-form. Immediately forward the request to the appropriate Tribal TANF program.