

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

REVISION 18
(10/01/11 - 12/31/11)

A designated staff at the local office is responsible for preparing a fair hearing packet which consists of the following:

- [Pre-hearing Summary](#) (FA-502).
- Copy of the documents related to the action being appealed. Documents in the fair hearing packet include, but are not limited to, the following:
 - Decision notice relating to the issue being appealed.
 - 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 or the CADO Extension Form (CEF) 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

WARNING

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