

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

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

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 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.