

IOWA DEPARTMENT OF HUMAN SERVICES
NOTICE OF DECISION

WKR. NO.
CO. NO.
NOTICE DATE
CASE NO.

WORKER NAME

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If you have questions, phone your worker at:

We will accept collect calls from you if you live outside the local calling area.

If you wish to appeal the denial of eligibility or the amount of benefit, see page 2 for appeal rights.

Your County Department of Human Services will assist you in filing an appeal if you ask them. You may contact Iowa Legal Aid at 1-800-532-1275, or if you live in Polk County 243-1193, if you need help with an appeal.

The way your income is considered and benefits figured is shown at right. Here is the decision for each month of your application or reinstatement.

FIP/REFUGEE MEDICAL FOOD STAMPS

You may look at the employees' manual (EM) at the department's county office.

FIP/
REFUGEE

MEDICAL

FOOD
STAMPS

STATE SUPP/WAIVER
FACILITY

*EM

You may look at the Employees' Manual (EM)* at the Department's county office.

You Have the Right to Appeal

What is an appeal?

An **appeal** is asking for a hearing because you do not like a decision the Department of Human Services (DHS) makes. You have the right to file an appeal if you disagree with a decision. You do not have to pay to file an appeal. [441 Iowa Administrative Code Chapter 7].

How do I appeal?

Filing an appeal is easy. You must appeal in writing by doing **one** of the following:

- Complete an appeal electronically www.dhs.state.ia.us/forms/appealrequest.htm, or
- Write a letter telling us why you think a decision is wrong, or
- Fill out an Appeal and Request for Hearing form. You can get this form at your county DHS office.

Send or take your appeal to the Department of Human Services, Appeals Section, 5th Floor, 1305 E Walnut Street, Des Moines, Iowa 50319-0114. If you need help filing an appeal, ask your county DHS office.

How long do I have to appeal?

You must file an appeal:

- Within 30 calendar days of the date of a decision or
- Before the date a decision goes into effect

If you file an appeal more than 30 but less than 90 calendar days from the date of a decision, you must tell us why your appeal is late. If you have a good reason for filing your appeal late, we will decide if you can get a hearing.

If you file an appeal 90 days after the date of a decision, we cannot give you a hearing.

Can I continue to get benefits when my appeal is pending?

You may keep your benefits until an appeal is final or through the end of your certification period if you file an appeal:

- Within 10 calendar days of the date of a decision or
- Before the date a decision goes into effect

Any benefits you get while your appeal is being decided may have to be paid back if the Department's action is correct.

How will I know if I get a hearing?

You will get a hearing notice that tells you the date and time a telephone hearing is scheduled. You will get a letter telling you if you do not get a hearing. This letter will tell you why you did not get a hearing. It will also explain what you can do if you disagree with the decision to not give you a hearing.

Can I have someone else help me in the hearing?

You or someone else, such as a friend or relative can tell why you disagree with the Department's decision. You may also have a lawyer help you, but the Department will not pay for one. Your county DHS office can give you information about legal services. The cost of legal services will be based on your income. You may also call Iowa Legal Aid at 1-800-532-1275. If you live in Polk County, call 243-1193.

Statement of Nondiscrimination

By law, DHS will not discriminate against you on the basis of:

Age	Color	Creed	Disability	National Origin
Political Beliefs	Race	Religion	Sex	

If you feel we have discriminated, you can ask for a Discrimination Complaint form from any DHS office or the DHS Diversity Program Unit. To file a complaint of discrimination, you may also write to any of the addresses below. If you need help, you may call your county DHS office.

Iowa Department of Human Services
Diversity Program Unit 1st Fl
1305 E Walnut
Des Moines, IA 50319-0114

Iowa Civil Rights Commission
400 E 14th St
Des Moines IA 50319-1004

U.S. Department of Health and Human Services
Office for Civil Rights Region VII
601 E 12 St Rm 248
Kansas City MO 64106-2808

Medical Eligibility Income Calculation

Number In Household			_____
Income Limit			_____
Gross Unearned Income		_____	
Gross Earned Income		+	_____
Earned Income Deduction	-	_____	
Dependent Care Expense	-	_____	
Other Deductions	-	_____	
Total Countable Income			_____