THORNDALE DIS 100 JAMES BUCHANAN DR THORNDALE, PA 19372-9989

Mail Date: 04/27/2016



Notice ID: 9048037525

OFFICE OF INCOME MAINTENANCE

Record ID: 15/ **Telephone:** 1-888-814-4698

Notice ID: 9048037525

**COMPASS:** The fast and easy way to apply for benefits

www.compass.state.pa.us

Pennsylvania receives information from other state and federal agencies to verify the information you give them. If you misrepresent, hide, or withhold facts which may affect your eligibility for benefits, you may be required to repay your benefits, and you may be prosecuted and disqualified from receiving certain future benefits.

### DEAR

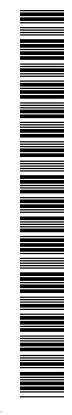
This letter tells you about your benefits. If you have a question, please call the number listed above.

Which benefit?	This is a summary of your benefits. You can find more information inside this letter.
SNAP	You no longer qualify for SNAP starting June 01, 2016 because the time limits for this benefit ended.
	If you do not agree with this decision, fill out the enclosed Fair Hearing form, then mail it or give it to your caseworker by July 26, 2016. If we get the form on or before May 11, 2016, you will continue to receive your benefits while you wait for the Fair Hearing decision.

If you have a disability and need this letter in large print or another format, please call our helpline at 1-800-692-7462. TDD Services are available at 1-800-451-5886.

**If you do not agree with our decision**, you have the right to a Fair Hearing. To learn more about Fair Hearings, read Your Right to Appeal and to a Fair Hearing.

**Do you need legal help?** You can get free legal help by visiting: LEGAL AID OF SOUTHEASTERN PA at 222 N Walnut St, 2nd Floor, WEST CHESTER, PA 19380 or by calling (877) 429-5994.



Record ID: Mail Date: 04/27/2016 Page 1 of 6 PA162 \*904803752530000103\*

Notice ID: 9048037525



### **Your SNAP Benefits**

Who no longer qualifies?	
Who?	When?
	Starting June 01, 2016  This is the law we used to make this decision: 7  CFR § 273.24

: Your SNAP benefits are changing because your three month time period for benefits has expired and you are not meeting a work requirement. Program requirements limit single, able-bodied adults to receiving SNAP benefits for three months within a 36-month period unless they are exempt or meeting a work requirement. You can become eligible again if you work at least 20 hours a week, participate in a workfare program, participate in a Workforce Investment Act Program, A Trade Adjustment program, or an Employment and Training Program, or live in an area where work requirements do not apply, or become exempt from the work requirement.

Remember that you can apply again for SNAP at any time.

### To learn more, see the eligibility handbooks at

http://www.dpw.state.pa.us/publications/policyhandbooksandmanuals/index.htm

Record ID: 15/ Mail Date: 04/27/2016 Page 2 of 6 PA162



## If you have any questions about this notice...

### You should take time to review this notice for accuracy.

If you have questions about this notice or your benefits, you can call the Statewide Customer Service Center at 1-877-395-8930.

In Philadelphia, call 1-215-560-7226.

The call is free. Call Monday through Friday between 8 a.m. and 5 p.m.



If you do not agree with this decision...

# Your Right to Appeal and to a Fair Hearing

### What does right to appeal mean?

Your right to appeal means that you have the right to ask us to review our decision, if you think that we made a mistake. You can ask a judge to review the county assistance office's (CAO) decision at a fair hearing.

### What is a fair hearing?

A fair hearing is a formal meeting where you, the CAO, and a judge can talk about your appeal. The judge will follow the law and the department's policies in making a decision. You should be prepared for the meeting. If you want to present any evidence that supports your claim that the decision was not correct, bring that evidence with you.

### How can you ask for a fair hearing?

- Call the CAO to ask for a fair hearing, and
- Mail the completed, attached Fair Hearing Form to the CAO or
- Take the completed, attached Fair Hearing Form to the CAO.

**Note:** You do not have to complete the Fair Hearing Form if the decision is for SNAP (Food Stamps), but it's easier for us to track your appeal if you do.

### Do you need legal help?

You can ask for free legal help by visiting Legal Services at LEGAL AID OF SOUTHEASTERN PA at 222 N Walnut St,2nd Floor

WEST CHESTER, PA 19380 or by calling (877) 429-5994.



If you want to file an appeal and ask for a Fair Hearing..

- 1. If you want to appeal our decision, fill out and sign the Fair Hearing form included in this packet.
- 2. Choose the kind of fair hearing you want:
  - A telephone hearing at a place you choose. Tell us which phone number to use, such as your own, or a friend or relative's phone number. If you choose this kind of hearing, make sure we can reach you at this phone number.
    - ▶ The judge will call you, your witnesses, anyone helping you, and the CAO.
  - A telephone hearing at the CAO. You will go to the CAO for your hearing.
    - ▶ The judge will call you there in the office, and call anyone helping you.
  - A face-to-face hearing with you and the people you bring in the hearing room with a judge and CAO staff on the phone.
    - ➤ You and anyone helping you will be in the hearing room with a judge. The CAO staff will be on the phone.
    - ➤ You must travel to the assigned Bureau of Hearings and Appeals office for a face-to-face hearing. The location will be assigned to you based on where you live.
  - A face-to-face hearing with you and the people you bring in the hearing room with you with a judge and the CAO staff in the hearing room.
    - ▶ The judge, you, CAO staff, witnesses, and anyone helping you will be in the room.
    - ➤ You must travel to the assigned Bureau of Hearings and Appeals office for a face-to-face hearing. The location will be assigned to you based on where you live.



PA/FS 162 F 7/14

Notice ID: 9048037525

3. Mail the form to: THORNDALE DIS, 100 JAMES BUCHANAN DR

THORNDALE, PA 19372-9989

### or give this form to the CAO.

- a. For Cash Assistance, Health Care, LIHEAP or SSP, you must mail or give the form to the CAO within 30 days of the mailing date on your letter.
- b. **If you are applying for SNAP** and you do not agree with the decision, you must mail or give the form to the CAO within 90 days of the mailing date on your letter.
- c. **If you already get SNAP** and you do not agree with the decision, you must mail, call or give the form to the CAO within 90 days of the first day of the month that your benefits change.

### Reminder: You may continue to receive your benefits while you wait for your fair hearing if:

- 1. This letter tells you that your benefits will stop or be reduced; and
  - This letter provides you a date to request an appeal and to continue your benefits while you wait for the Fair Hearing Decision; and
  - Your request for appeal is received or postmarked by that date and you do not waive continuation of benefits; OR
- 2. This letter tells you that your benefits will stop or be reduced; and
  - The reason for this change is because of information you provided on a semiannual reporting form; and
  - Your request for appeal is received or postmarked within 10 days of the mailing date on this letter and you do not waive continuation of benefits.

### Get ready for a hearing...

### Can you talk with us before the fair hearing?

Yes. You will get a letter from the CAO asking if you want to meet before the fair hearing takes place. A meeting before the hearing is called a pre-hearing conference. This meeting will not delay or replace your fair hearing. You can use this meeting to tell us if you have information that you think might change our decision. You can bring someone to speak for you if you want to.

### Can you get a copy of any information we used to make our decision?

Yes, you can ask for a copy of all the documents that will be used at the hearing.

#### Who can come to the hearing?

You can bring anyone to the hearing, such as witnesses who might have information. You can speak for yourself or bring someone to speak for you who knows more about the rules of the program.

### What if you speak another language, are deaf or have another disability?

You can ask for an interpreter to be at the fair hearing, or other assistance, on the attached Fair Hearing Form. This is a free service. You may bring a friend or relative to help you at the hearing, but the department will provide the official interpreter.

### At the hearing...

### What happens at a fair hearing?

You will have time to tell the judge your side of the case. Someone can speak for you (if you want), and your witnesses can speak. You may show documents to the judge.

### When will you know what the judge decides?

The judge will send you the decision within 90 days (within 60 days for SNAP) of the day you asked for the hearing.

You may have to pay back some or all of the benefits you got while waiting for your hearing.

### What happens if the judge decides the CAO is right?

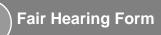
If the judge decides that the CAO made the right decision, your benefits will change or stop.

You may have to pay back some or all of the benefits you got while waiting for your hearing.

### What if you do not agree with the judge's decision?

You can appeal again. The judge's decision letter will tell you how to appeal.

Record ID: 15/ Mail Date: 04/27/2016 Page 4 of 6



1. Name:	Case Number: 15/
Phone number:	Address:
2. Tell us which program you  SNAP (Food Stamps)	ı want to appeal:
3. Do you want your SNAP be decision?	enefits to continue at the same amount pending the hearing  Yes No
4. Choose the way you want	your hearing:
By telephone, at the phor	ne number you write on this form
By telephone, at the CAO	
Face-to-face, with you an and CAO staff on the pho	d the people you bring in the hearing room with a judge ne.
Face-to-face, with you and and CAO staff in the hear	d the people you bring in the hearing room with a judge ing room.
	the assigned Bureau of Hearings and Appeals office for a face-to-face signed to you based on where you live.
5. Do you need a free interpre	eter? 🗌 Yes 🗌 No
If yes, what language?	
	appeal because of a hearing impairment or other www.e can help you. There is no cost to you for this service.
7. Tell us why you disagree w	vith this decision:
8. Signature:	
9. Date:	
If someone will be helping you representative below.	with your appeal, please fill out the information for the
9. Representative Name:	
0. Representative Address: _	
1. Representative Telephone	Number:
The Bureau of Hearings and Ap your hearing will be.	peals will send you a letter to tell you when and where
	DA/ES 163 E 7/14

PA/FS 162 F 7/14



Record ID: 15/ Mail Date: 04/27/2016 Page 5 of 6 PA162 \*904803752530000303\*

Notice ID: 9048037525

Record ID: 15/ Mail Date: 04/27/2016 Page 6 of 6