

Ohio Department of Job and Family Services  
**NOTICE OF APPROVAL OF YOUR APPLICATION FOR ASSISTANCE**  
*(Do not use to approve food assistance benefits)*

Name	Assistance Group	
Street Address	Case Number	Program
City, State, and Zip Code	County	Mailing Date

We approved your \_\_\_\_\_ application dated \_\_\_\_\_

Starting \_\_\_\_\_ you will get \_\_\_\_\_

The people affected by this action are \_\_\_\_\_

The reason for this action is \_\_\_\_\_

The rules that require this action are \_\_\_\_\_

Caseworker	Worker I.D.	Telephone Number
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**Your Right to a State Hearing**

This notice tells you what we are doing on your case. Contact your caseworker if you do not understand this notice. We can explain it. We also may be able to change what we are doing.

**IF YOU DISAGREE WITH THIS DECISION, ASK FOR A STATE HEARING**

**Ask for a State Hearing:** You can ask for a state hearing, if you disagree with the County Department of Job and Family Services' (CDJFS) action or think the CDJFS may have made a mistake. If you want a hearing, the Ohio Department of Job and Family Services (ODJFS) must receive your request 90 days from the date this notice was mailed to you. If 90<sup>th</sup> day falls on a holiday or weekend, the deadline will be the next work day.

**You can ask your local Legal Aid program for free help with your case.** Contact your local Legal Aid office by phoning 1-866-LAW-OHIO (1-866-529-6446) or by searching the Legal Aid directory at <http://www.ohiolegalservices.org/programs> on the internet.

If someone is helping you with your case, ODJFS will need a signed "authorized representative" notice from you saying it's okay for that person to represent you for the hearing process.

AG Name	Case Number	Mailing Date
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**Step 1:** Read, sign, date, and fill in your telephone number. Another person may sign this for you, if they send us your signed “authorized representative” notice.

Sign Here	Date	Telephone Number (     )
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**Step 2:** What is your hearing for? (*Check all that apply.*)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> OWF (cash assistance)          | <input type="checkbox"/> Disability Financial Assistance     | <input type="checkbox"/> Provision, Retention, Contingency (PRC) |
| <input type="checkbox"/> Medicaid                       | <input type="checkbox"/> Child Care (Title XX)               | <input type="checkbox"/> Child Support (Title IV-D)              |
| <input type="checkbox"/> Medicaid Waiver Services       | <input type="checkbox"/> Medicaid – Disability Determination | <input type="checkbox"/> Medicaid – Managed Care                 |
| <input type="checkbox"/> Medicaid – Prior Authorization |  |  |

**Step 3:** Fill out the information, as it applies to your situation.

- I want *to do my hearing by telephone.*
- I *need* an interpreter at my state hearing.
- My preferred days/times for a hearing are: \_\_\_\_\_  
(Please note: ODJFS may not be able to give you the preferred date.)
- I want a County Conference. (This is a meeting to discuss your case with your local agency.)
- This person has agreed to help me with my state hearing (my “authorized representative”)

Name	Telephone Number (     )
Address	Fax (     )
City, State, Zip	Email

**Step 4:** ODJFS must receive your request 90 days from the date this notice was mailed to you. You must choose one of the following ways to send this state hearing request to us. You should keep proof of when and how you sent this hearing request to us.

**Please only submit your hearing request one time.**

**Email** – Email the ODJFS Bureau of State Hearings at [bsh@jfs.ohio.gov](mailto:bsh@jfs.ohio.gov). In the subject, put “State Hearing Request”. In the message, put all of the information from the boxes at the top of this page and from Steps 1, 2, and 3; or

**Phone** – Phone the ODJFS Consumer Access Line at 866-635-3748. Follow the instructions for State Hearings. Mention this notice; or

**Fax** – Fax both pages of this notice to the ODJFS Bureau of State Hearings at (614) 728-9574; or

**Mail** – Mail all pages of this notice to ODJFS Bureau of State Hearings, P.O. Box 182825, Columbus, Ohio 43218-2825.

**Contact your caseworker** – It is better to send this request using one of the other methods above. But, you may give this page (completed and signed) to your caseworker. Or, you may phone your caseworker. Mention this notice.

**On the Day of the State Hearing:** You, or someone else helping you with your case, can explain the reason(s) why you don’t think the decision is right. ODJFS will explain its reasons. Then, an ODJFS hearing officer will make a decision after the hearing.