

5101:6-2-03 NOTICE OF DENIAL OF AN APPLICATION FOR BENEFITS.

- (A) WHEN THE AGENCY DENIES AN APPLICATION FOR OR A REQUESTED CHANGE IN PUBLIC ASSISTANCE OR SOCIAL SERVICES, THE ASSISTANCE GROUP SHALL BE PROVIDED PROMPT WRITTEN NOTICE OF THE DECISION.
- (1) THE NOTICE SHALL CONTAIN A CLEAR AND UNDERSTANDABLE STATEMENT OF THE ACTION THE AGENCY HAS TAKEN AND THE REASONS FOR IT, CITE THE APPLICABLE REGULATIONS, EXPLAIN THE INDIVIDUAL'S RIGHT TO AND THE METHOD OF OBTAINING A COUNTY CONFERENCE AND A STATE HEARING, AND CONTAIN A TELEPHONE NUMBER TO CALL ABOUT FREE LEGAL SERVICES.
 - (2) "NOTICE OF DENIAL OF YOUR APPLICATION FOR ASSISTANCE," ODHS 7334, OR ITS CRIS-E EQUIVALENT, SHALL BE USED.
- (B) WHEN THE AGENCY DENIES AN APPLICATION OR REAPPLICATION FOR OR A REQUESTED CHANGE IN FOOD STAMP BENEFITS, THE ASSISTANCE GROUP SHALL BE PROVIDED WRITTEN NOTICE OF THE DECISION.
- (1) TIMING OF THE NOTICE SHALL BE IN ACCORDANCE WITH RULES 5101:4-5-11 AND 5101:4-5-13 OF THE ADMINISTRATIVE CODE.
 - (2) THE NOTICE SHALL CONTAIN A CLEAR AND UNDERSTANDABLE STATEMENT OF THE ACTION THE AGENCY HAS TAKEN AND THE REASONS FOR IT, CITE THE APPLICABLE REGULATIONS, EXPLAIN THE ASSISTANCE GROUP'S RIGHT TO AND THE METHOD OF OBTAINING A COUNTY CONFERENCE AND A STATE HEARING, AND CONTAIN THE NAME AND TELEPHONE NUMBER OF THE PERSON TO CONTACT FOR MORE INFORMATION AND A TELEPHONE NUMBER TO CALL ABOUT FREE LEGAL SERVICES.
 - (3) WHEN THE DENIAL IS CAUSED BY THE ASSISTANCE GROUP'S FAILURE TO TAKE ACTION TO COMPLETE THE APPLICATION PROCESS, AS DESCRIBED IN RULE 5101:4-5-13 OF THE ADMINISTRATIVE CODE, THE NOTICE SHALL ALSO EXPLAIN WHAT ACTION THE ASSISTANCE GROUP MUST TAKE TO REACTIVATE THE APPLICATION, THAT THE CASE WILL BE REOPENED WITHOUT A NEW APPLICATION IF ACTION IS TAKEN WITHIN THIRTY DAYS OF THE MAILING DATE OF THE DENIAL NOTICE, AND THAT THE ASSISTANCE GROUP MUST SUBMIT A NEW APPLICATION IF, AT THE END OF THE THIRTY-DAY PERIOD, THE ASSISTANCE GROUP HAS NOT TAKEN THE NEEDED ACTION AND WISHES TO PARTICIPATE IN THE PROGRAM.
 - (4) WHEN THE AGENCY IS AT FAULT FOR NOT COMPLETING THE APPLICATION PROCESS BY THE END OF THE SECOND THIRTY-DAY PERIOD, BUT THE CASE FILE IS NOT COMPLETE ENOUGH TO REACH AN ELIGIBILITY DETERMINATION, IF THE AGENCY CHOOSES TO DENY THE CASE, THE NOTICE OF DENIAL SHALL BE ACCOMPANIED BY NOTIFICATION TO THE ASSISTANCE GROUP TO FILE A NEW APPLICATION AND OF ITS POSSIBLE ENTITLEMENT TO BENEFITS LOST AS A RESULT OF AGENCY DELAY.
 - (5) SEE RULE 5101:4-2-02 OF THE ADMINISTRATIVE CODE FOR ADDITIONAL INFORMATION WHICH MUST ACCOMPANY NOTICE OF DENIAL FOR ASSISTANCE GROUPS WITH ACTUAL OR POTENTIAL CATEGORICAL ELIGIBILITY.

- (6) "NOTICE OF ELGIBILITY, DENIAL, PENDING STATUS, OR CHANGE," ODHS 7401, OR ITS CRIS-E EQUIVALENT, SHALL BE USED FOR DENIAL OF NA FOOD STAMP APPLICATIONS.

"NOTICE OF DENIAL OF YOUR APPPLICATION FOR ASSISTANCE," ODHS 7334, OR ITS CRIS-E EQUIVALENT, SHALL BE USED TO DENY PA FOOD STAMP APPLICATIONS.

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Certification: Arnold R. Tompkins

May 18, 1993
Date

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