

APPEALS OR COMPLAINTS

NOTE: DENIAL OR DISCONTINUANCE OF CERTIFICATION FOR THE SSI-E EXCEPTIONAL EXPENSE PAYMENT DOES NOT AFFECT MEDICAL ASSISTANCE, FOOD STAMPS OR YOUR BASIC SSI MONEY PAYMENT.

If you have been denied or discontinued from certification for the SSI-E Exceptional Expense Payment at this time, you have the right to make a new request at any time you believe yourself to be eligible. If you have questions about the action or believe it improper, we will be glad to discuss the matter with you further.

If you believe this action should not have been taken, you have the rights to appeal the decision. You have 45 days from the effective date of the denial or discontinuance of certification to appeal.

If you have been notified that your certification for the SSI-E payment will be discontinued, you have 10 days from the date on this notice to appeal if you want the payment to continue until a decision based on a hearing is made; otherwise, payment will be stopped. Let us know at the address or phone number on the other side of this notice if you are requesting that your payment continue until a hearing decision is made.

Send a written request for a hearing to:

*Department of Administration
Division of Administrative Hearings
P.O. Box 7875
Madison, WI 53707-7875*

Briefly state why you think the action you are appealing was in error. If you require assistance in putting your request in writing, we will help you.

At a hearing you have the right to:

1. Be assisted by a representative of your choice.
2. Present oral and written statements and other evidence.
3. Have witnesses subpoenaed.
4. Cross-examine witnesses.
5. Bring an interpreter, if needed.
6. Examine all documents and records to be used by the agencies at the hearing. If you employ an attorney, we cannot pay the fee.

If you believe you have been discriminated against because of race, color, age, sex, disability or national origin, you have the right to file a complaint with:

*Secretary
Department of Health and Family Services
P.O. Box 7850
Madison, WI 53707-7851*

or with:

*Secretary
U.S Department of Health and Human Services
Washington, D.C. 20201*