



## NOTICE TO APPLICANTS

### ***TANF and/or Medicaid/DC Healthy Families Applicants***

You have a right to have your application resolved by DHS within **Forty-Five (45)** days. This means:

- We will send to you your notice of eligibility or your notice of ineligibility no later than **Forty-Five (45)** days from the day after your application was received. In Medicaid cases where a disability is claimed and a medical review is required, you will receive your notice within **Ninety (90)** days.
- If you are found eligible for TANF and/or Medicaid and wish to question the amount of your payment or your Medicaid coverage, you may contact your worker or request a Fair Hearing.
- If you have not received your eligibility notice or your notice of ineligibility within **Forty-Five (45)** days (or **Ninety (90)** days in Medicaid cases requiring a medical review) from the day after your application was received, you have a right to request a Fair Hearing. Please see "All Applicants" section on the reverse side of this form for more information.

### ***Food Stamps Applicants***

You have a right to have your application resolved by DHS within **Thirty (30)** days. This means:

- If you are eligible for Expedited Food Stamps, you will receive them within **Seven (7)** days after we receive your application. Expedited Food Stamps are available to you if (a) you have \$100 or less in available resources and less than \$150 in gross monthly income; (b) your monthly income and resources are less than your shelter costs; *or* (c) you are a migrant or seasonal farm worker.
- We will send to you your notice of eligibility or your notice of ineligibility no later than **Thirty (30)** days from the day after your application was received.
- If you are found eligible for Food Stamps and wish to question the amount of your benefit, you may contact your worker or request a Fair Hearing.
- If you have not received either your eligibility notice or your notice of ineligibility within **Thirty (30)** days from the day after your application was received, you have a right to request a Fair Hearing. Please see "All Applicants" section on the reverse side of this form for more information.

### ***Interim Disability Assistance Applicants***

You have a right to have your application resolved by DHS within **Sixty (60)** days. This means:

- We will send to you your notice of eligibility or your notice of ineligibility no later than **Sixty (60)** days from the day after your application was received.
- If you are found eligible for Interim Disability Assistance and wish to question the amount of your benefit, you may contact your worker or request a Fair Hearing.
- If you have not received your eligibility notice or your notice of ineligibility within **Sixty (60)** days from the day after your application was received, you have a right to request a Fair Hearing. Please see "All Applicants" section on the reverse side of this form for more information.

## HealthCheck (EPSDT)

The HealthCheck program provides free check-ups and treatment to Medicaid- and D.C. Healthy Families-eligible children under age 21. The HealthCheck program is very important and can be obtained from any doctor or clinic participating in the Medicaid program. The HealthCheck program also helps in scheduling appointments and providing transportation to the doctor's office. For help in scheduling appointments and obtaining transportation call 1-800-MOM-BABY. For more information about the program, call (202) 727-0725.

**I hereby declare that this form was discussed with me.**

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Worker: \_\_\_\_\_ Telephone No: \_\_\_\_\_

## All Applicants

You may call your worker, the **Office of Administrative Review and Appeals (698-4650)**, or the **Office of Fair Hearings (724-5431)** to request a Hearing. In addition, you may request a Hearing through one of the legal service agencies listed below. Should you request a Hearing, the law provides that:

1. You have a right to be represented by legal counsel or by a layperson who is not an employee of the Government of the District of Columbia.
2. You may bring witnesses on your behalf.
3. Reasonable expenses relating to the Hearing, such as transportation costs for you and witnesses, will be paid by the DHS.
4. You may expect a decision within **Sixty (60)** days of the date of your request.
5. **Free** legal services are available to you. A list of locations where free legal services may be obtained is listed below.

## Free Legal Services

Neighborhood Legal Services  
1213 Good Hope Rd., SE  
(202) 678-2000

Neighborhood Legal Services  
3<sup>rd</sup> Floor  
701 Fourth St., NW  
(202) 682-2735

Legal Aid Society  
Suite 800  
666 11<sup>th</sup> St., NW  
(202) 628-1161

Neighborhood Legal Services  
1<sup>st</sup> Floor  
701 Fourth St., NW  
(202) 682-2700

Bread for the City Free Legal  
Clinic  
1525 Seventh St., NW  
(202) 265-2400

Legal Counsel for the Elderly  
(for people age 60 and older)  
601 E St., NW  
Building A, 4<sup>th</sup> Floor  
(202) 434-2120

***For legal help with  
Medicaid issues, contact:***

Terris and Pravlik  
1121 12<sup>th</sup> St., NW  
Washington, DC 20005  
(202) 682-0578