



IF YOU DISAGREE WITH A DECISION ABOUT YOUR BENEFITS, YOU HAVE A RIGHT TO A STATE HEARING.



When can I ask for a state hearing?

- If your application for cash or food assistance, Medicaid, PRC, or other benefit is denied
- If your benefits are stopped or lowered
- If it takes more than 30 days since you applied, and you have not received a decision (45 days if Medicaid)
- If you are told to pay back money for past assistance
- If you disagree with your self-sufficiency plan (including the hours or place you are told you must work)
- *Note:* You must request a hearing within 90 days from the date the notice was mailed.



How can I request a fair hearing?

- By email to bsh@jfs.ohio.gov
- By fax to (614) 728-9574
- By mail it to ODJFS Bureau of State Hearings, P.O. Box 182825, Columbus, Ohio 43218.
- If your Medicaid is run by a managed care provider (like CareSource, Molina, or Buckeye Health Plan), you need to request an internal appeal from the provider before you request your state hearing.
- *Note:* If you already have benefits you can ask to keep getting them until your hearing is decided. You must make this request within 15 days from the date the notice was mailed. You may have to pay for the continued benefits if you lose.

How can I prepare for the hearing?

- If there are witnesses or other materials you think you will need to make your case, request them as soon as possible.
- Make sure to request your “appeal summary” when you request your hearing, so that you

can review the evidence showing why the agency made the decision it did about your benefits. The appeal summary must be provided 3 days prior to the hearing if requested.

What else do I need to know?

- **If you win your hearing:** the agency must correct its mistake within a short time. This may include paying you back benefits.
- **If you lose your hearing:** you will have the right to more levels of review. You must decide if continuing to appeal is the right choice for you.
- **You are protected:** The Department of Job and Family Services cannot retaliate against you for requesting a hearing; neither can your Medicaid provider.
- **You do not have to be alone:** You have the right to bring your lawyer, paralegal, friend, family member, or anyone you choose to the hearing. Your county office should have release forms and “appointment of authorized representative” forms you can fill out to give permission to the agency to release information about your case to your helper.
- **You may be able to get legal help:** Your local legal aid organization might be able to advise or represent you. Ask for help as soon as you can so that they can properly investigate your case.

This information is provided by LASC based on current laws and ordinances, which are always subject to change, and is not legal advice. If you have questions, see below for information on how to contact LASC:

FRANKLIN & MADISON

Call (614) 241-2001 or Toll Free 1-888-246-4420
1108 City Park Avenue, Columbus, OH 43206
Office Hours: 8:30am-5:00pm Monday-Friday

DELAWARE, MARION, MORROW, & UNION

Call (740) 383-2161 or Toll Free 1-888-301-2411
150 Oak Street, Marion, OH 43302
Office Hours: 9:00am-5:00pm Monday-Friday

Visit Us Online: www.columbuslegalaid.org

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