

### ALASKA LEGAL SERVICES CORPORATION

The Alaska Legal Service Corporation (ALSC) is a private non-profit law firm that provides free civil legal assistance to low-income Alaskans.

**ANCHORAGE LAW OFFICE**  
1016 West sixth Avenue, Suite 200  
Anchorage, Alaska 99501  
(907)272-9431

Toll-Free Outside Anchorage (888) 478-2572

**BETHEL LAW OFFICE**  
P.O. Box 248 - Bethel, Alaska 99559-0248  
(907) 543-2237

Toll-Free Outside Bethel (800) 478-2230

**DILLINGHAM LAW OFFICE**  
P.O. Box 176 - Dillingham, Alaska 99576-0176  
(907) 842-1452

Toll-Free Outside Dillingham (888) 391-1475

**NOME LAW OFFICE**  
P.O. Box 1429 - Nome, Alaska 99762-1429  
(907) 443-2230

Toll-Free Outside Nome (888) 495-6663

**FAIRBANKS LAW OFFICE**  
1648 Cushman, Suite 300 - Fairbanks, Alaska 99701-6202  
(907) 452-5181

Toll-Free Outside Fairbanks (800) 478-5401

**JUNEAU LAW OFFICE**  
419 6th Street, Suite 322 - Juneau, Alaska 99801-1096  
(907) 586-6425

Toll-Free Outside Juneau (800) 789-6426

**KETCHIKAN LAW OFFICE**  
306 Main Street #218 - Ketchikan, Alaska 99901-6483  
(907) 225-6420

**KOTZEBUE LAW OFFICE**  
P.O. Box 526 - Kotzebue, Alaska 99752-0526  
(907) 442-7737  
Toll-Free Outside Kotzebue (877) 622-9797

### DISABILITY LAW CENTER

The Disability Law Center of Alaska is the statewide Protection and Advocacy agency available to individuals with physical and/or mental disabilities.

**ANCHORAGE**  
1-800-478-1234  
Phone: 907- 565 -1002  
Fax: 907- 565 -1000

**FAIRBANKS**  
1-800-478-1234  
Phone: 907- 456 -1070  
Fax: 907- 456 -1080

**BETHEL**  
1-800-478-1234  
Phone: 907-543-3357  
Fax: 907-543-3359

**JUNEAU**  
1-800-478-1234  
Phone: 907-586-1627  
Fax: 907-586-1066

### LAWYER REFERRAL

The Alaska Bar Association offers a Lawyer Referral Service to the general public. Attorneys have agreed to accept referral clients at a reasonable fee. Fee arrangements need to be discussed between you and the attorney. Referrals services are available Monday

Friday 8:30 a.m. - Noon and 1:00 p.m. - 4:00 p.m.

Telephone: (907) 272-0352  
Toll-Free in Alaska: (800) 770-9999



Governor Mike Dunleavy  
Commissioner Adam Crum  
Department of Health & Social Services  
Division of Public Assistance  
P.O. Box 110640  
Juneau, Alaska 99811-0640  
Telephone: (907) 465-3347

## Preparing for your Fair Hearing



# HOW DO I PREPARE?

## What Happens?

What happens after the Division receives your request for a fair hearing?

After the request of a fair hearing is received, the Office of Administrative Hearings will send you a scheduling notice with the date and time of the fair hearing, and the phone number of the hearing office to notify if you or your representative cannot attend the fair hearing.

This notice will be sent to you at least 10 days before the fair hearing so that you have time to prepare.

## My Benefits?

Can you receive continued benefits pending your hearing outcome?

If you are a recipient of Public Assistance benefits (Alaska Temporary Assistance Program, Supplemental Nutrition Assistance Program, Medicaid, or Adult Public Assistance), you may request to have your benefits continued while awaiting the outcome of your fair hearing. However, if the hearing decision is not in your favor, you may be responsible for paying back any extra benefits paid to you while waiting for the fair hearing decision. Your fair hearing request must be received before the date your benefits are to be lowered or stopped to receive continued benefits.

## Schedule?

Can you postpone the schedule fair hearing?

You have the right to request and receive one postponement of the scheduled fair hearing, not to exceed 30 days.

## Pre-Hearing

What is a pre-hearing conference?

Once a fair hearing has been requested you have the right to a pre-hearing conference with a representative from the Division of Public Assistance. The pre-hearing conference allows you and the agency to discuss and possibly resolve any concerns that led to the initial request for a fair hearing.

## Wait Period

How long must you wait for a decision on your fair hearing?

Once your fair hearing has been held and the hearing record closed, a proposed decision is usually issued within 30 to 60 days. You will receive instructions with the proposed decision giving you and the Division an equal opportunity to submit any objections. A final decision is issued generally within a few days of the deadline for objections if no objections are submitted. If any objections are submitted prior to the deadline, it can take an additional 30 days to get a final decision as the case is sent to the commissioner's office for review.

### WEB RESOURCES - To help you prepare

<http://dhss.alaska.gov/dpa/Pages/default.aspx>

<http://dpaweb.hss.state.ak.us/node/15>

<http://courts.alaska.gov/links.htm>

<http://www.touchngo.com/lglcntr/akstats/aac.htm>

<http://www.fns.usda.gov/fsp/rules/Regulations>

## How Formal?

How formal is the fair hearing?

The fair hearing is NOT a trial. It will be conducted in an informal manner and will be attended by Administrative Law Judge, a representative for the Division, and by you or a member of your household and/or your representative. You do not have to be familiar with the rules of evidence. Every effort will be made to arrive at the facts in a way, which makes you feel comfortable. If you wish to have the Administrative Law Judge consider documents or written arguments, you should submit them in advance of the hearing date by mailing them to the Office of Administrative Hearings, 550 W. 7th Ave. STE 1940, Anchorage, Alaska 99501.

## Where do I go?

Hearing Location

Most hearings are conducted by telephone at the phone number indicated on your scheduling notice. If the telephone number on your scheduling notice is not the correct number or you would like to be reached at a different number, you must contact the Office of Administrative Hearings at the number listed on your scheduling notice before the hearing.

If you reside near Anchorage or Juneau and wish to attend the hearing in person, you will need to contact the Office of Administrative Hearings in Anchorage or Juneau at least two days before your scheduled hearing. They will provide directions to the location.

# FAIR HEARINGS