



Alaska Department of Health  
Division of Public Assistance

## FAIR HEARING REQUEST

This form may be used to request a fair hearing. If requested, the Division will assist you in making a hearing request. The request for Supplemental Nutrition Assistance Program (SNAP) and Medicaid may be made to any employee of the Division in person, by telephone, or in writing; requests for all other programs must be made in writing. SNAP fair hearing requests must be made within 90 days from the effective date of the action. Fair hearing requests for all other programs must be made within 30 days from the date of the notice.

Name: \_\_\_\_\_ Case Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Check the program(s) you want a fair hearing on:**

- |  |   |
|--|---|
| <input type="checkbox"/> SNAP                                | <input type="checkbox"/> Medicaid           |
| <input type="checkbox"/> Adult Public Assistance             | <input type="checkbox"/> Interim Assistance |
| <input type="checkbox"/> Alaska Temporary Assistance Program | <input type="checkbox"/> Senior Benefits    |
| <input type="checkbox"/> General Relief Assistance           | <input type="checkbox"/> Heating Assistance |

Briefly describe why you disagree with the action taken on your case and want to request a fair hearing: \_\_\_\_\_

**If you are currently getting cash or Medicaid benefits** - If we get this request before the date your benefits are to be lowered or stopped, your benefits in most instances will stay the same until the fair hearing decision is made. *If the hearing is not decided in your favor, you will have to pay back these benefits.* If you get Temporary Assistance benefits while you wait for the fair hearing decision and you lose, the months of benefits you received may count towards your time limit.

**If you are currently getting SNAP benefits** – If we get this request before the date your benefits are to be lowered or stopped, your benefits will in most instances stay the same until the fair hearing decision is made, or your SNAP certification period ends, whichever comes first. *If the hearing is not decided in your favor, you will have to pay back these benefits.*

**If you do not want to get benefits while you are waiting for a fair hearing decision** – Check this box: ☐

If you choose not to get benefits during this period and win your fair hearing, the Division will pay you any benefits owed. If you do not request a fair hearing before the effective date of the action, you can still appeal but benefits will not be continued. You can always re-apply for benefits while waiting for your hearing.

*At the hearing you may represent yourself or be represented by a legal representative. You may qualify for free legal advice and representation by contacting the Alaska Legal Services Corporation at (907) 272-9431 or 1-888-478-2572.*