

# Participant Notification Requirements

## Notice of Action Taken

Unless directed otherwise or required by your Subrecipient Agreement's deliverables, CSDJFS will determine eligibility and issue all notices, follow-up letters (i.e. verification checklists), and advise applicants of their hearing rights. See below for instructions about the JFS 4065, which subrecipients do have in a role in completing correctly and issuing to customers.

## Closing a Case – Prior Notice of Right to a State Hearing (JFS 4065)

When an AG's circumstances change (e.g., out of county address change, change in AG composition) and the subrecipient is notified of the change, eligibility status shall be reviewed. This review shall be clearly noted in the case notes.

CSDJFS requires participants to report any changes that may impact the status of their case to report the change to CSDJFS within ten (10) calendar days from the start of the change. Subrecipients should maintain the same process and notify participants of this requirement at the initiation of services. When the change includes the removal of the child(ren), service may continue only when the temporarily absent criteria are met.

Should the participant be non-compliant or a change in circumstances causes the AG to become ineligible, a Prior Notice of Your Right to a State Hearing form must be sent via U.S. Mail, with the service(s) being terminated effective on the same date. The subrecipient must notify an AG when services are to be reduced or terminated prior to the end date listed on the approval form. Reasons for terminating or reducing services include:

- The AG is not complying with the agreed upon case plan
- The AG fails to comply with written program/service policies and procedures
- The AG violates a written agency rule or regulation
- The AG has not accessed services or has failed to contact the Subrecipient regarding services in the past thirty (30) consecutive days
  - If the program in question or its' services do not call for contact as frequently, a JFS 4065 **should not** be issued unless there are other reasons for closing the case

The Prior Notice of Right to a State Hearing form is a mandatory form developed by ODJFS to notify applicants their services have been terminated or reduced and must be fully completed by the subrecipient. The Notice shall contain a clear and understandable statement of the proposed action and the reasons for the action.

When services are being reduced or terminated, notification shall be made by U.S. Mail and delivering (if chosen) a completed Prior Notice of Right to a State Hearing Form no less than fifteen (15) calendar days prior to the processing of the proposed action to the participant. A copy should be kept in the case file, and a copy must be sent to CSDJFS via email: Summit\_PRC@jfs.ohio.gov.

### **Hearing Notices**

At the request of CSDJFS, the subrecipient will be required to provide case information and/or send a representative to the hearing. If the subrecipient is found to be at fault by failing to extend hearing rights, properly document case activity, or fail to provide services as prescribed by CSDJFS, the subrecipient will be responsible for reissuing services as a result of the hearing decision. These services will not be reimbursed by CSDJFS.