



## Reasons for appeal

If you have applied for or are getting financial help, medical coverage, Supplemental Nutrition Assistance Program (SNAP) or social services through the county or state agency and:

- The agency does not act quickly enough and you think it has gone beyond the legal time limit to act, you can appeal.
- The agency decides you cannot get help, you can appeal.
- The agency providing you with assistance or services reduces or stops them, you can appeal.
- The agency denies you a specific medical service, you can appeal.
- The agency thinks you maltreated a child or a vulnerable adult, you can appeal.

When you disagree with these and other county or state agency actions, you have the right to appeal. You must ask for a fair hearing by the state.

## Time limits

Your request for a hearing must be received within 30 days after you get a written notice about the county's or state's decision. If you show "good cause" for not appealing within this time limit, you may appeal up to 90 days after you get the notice. "Good cause" is when you have a good reason for not appealing on time. The Appeals Office will decide if your reason is a good cause reason. With SNAP you may appeal up to 90 days after you get a notice of the county's decision and **do not** have to show good cause.

After the Appeals Office gets your request, it will set a date for a hearing. The Appeals Office will tell you the exact date and time for the hearings and how it will take place (for example, telephone, videoconference).

## Preparation for a hearing

Get all the information about your case.

- Bring a letter from a doctor if a medical question is involved.
- Bring any other papers you want the human services judge to see.
- Ask others who know about your case to come to the hearing.

It is a good idea to make a list ahead of time of the points you want to make and bring it with you to the hearing.

## Hearings

A human services judge, who has not been involved in the decision you are appealing, will look at the facts in your case. He or she will look at the evidence and hear arguments by you and the agency. Every effort is made to get all information needed to arrive at a fair decision based on the law. Most hearings are held by telephone, but you have the right to a hearing where you can see the human services judge in certain circumstances.

## Who can help you

You may have a lawyer or another person speak for you at the hearing. However, the state or county agency cannot get a lawyer for you or pay for one. Contact the legal services office in your area if you want a lawyer.

The county may pay for some of the costs of your appeal. These costs may be for transportation and child care expenses.

## Decision

You usually will be told of the judge's final decision within 60 days of your SNAP appeal or 90 days of all other appeals.

## How to appeal

Request a hearing. This is easy to do. Your request for a hearing must be in writing and can be short. Your request can also be done online by going to <https://edocs.dhs.state.mn.us> DHS-0033 Appeal to State Agency. With SNAP appeals you may make a verbal request for a hearing. Send or make the request to the county agency or to:

Minnesota Department of Human Services  
Appeals Office  
PO Box 64941  
St. Paul, MN 55164-0941  
Metro: 651-431-3600 (Voice)  
Greater Minnesota: 800-657-3510  
TTY: 800-627-3529  
Fax: 651-431-7523

or file online at:

<https://edocs.dhs.state.mn.us/lfservlet/Public/DHS-0033-ENG-eform>

Attention. If you need free help interpreting this document, ask your worker or call the number below for your language.

ملاحظة: إذا أردت مساعدة مجانية لترجمة هذه الوثيقة، اطلب ذلك من مشرفك أو اتصل على الرقم 1-800-358-0377.

កំណត់សំគាល់ ៖ បើអ្នកត្រូវការជំនួយក្នុងការបកប្រែឯកសារនេះដោយឥតគិតថ្លៃ សូមសួរអ្នកកាន់សំណុំរឿង របស់អ្នក ឬហៅទូរស័ព្ទមកលេខ 1-888-468-3787 ។

Pažnja. Ako vam treba besplatna pomoć za tumačenje ovog dokumenta, pitajte vašeg radnika ili nazovite 1-888-234-3785.

Thov ua twb zoo nyeem. Yog hais tias koj xav tau kev pab txhais lus rau tsab ntaub ntawv no pub dawb, ces nug koj tus neeg lis dej num los sis hu rau 1-888-486-8377.

ໂປຣດຊາບ. ຖ້າຫາກ ທ່ານຕ້ອງການ ການຊ່ວຍເຫຼືອໃນການແປເອກະສານນີ້ພຣີ, ຈົ່ງຖາມ ພະນັກງານກຳກັບການຊ່ວຍເຫຼືອຂອງທ່ານ ຫຼື ໂທໂທໂປ 1-888-487-8251.

Hubachiisa. Dokumentiin kun bilisa akka siif hiikamu gargaarsa hoo feete, hojjetoota kee gaafadhu ykn afaan ati dubbattuuf bilbilli 1-888-234-3798.

Внимание: если вам нужна бесплатная помощь в устном переводе данного документа, обратитесь к своему социальному работнику или позвоните по телефону 1-888-562-5877.

Digniin. Haddii aad u baahantahay caawimaad lacag-la'aan ah ee tarjumaadda qoraalkan, hawlwadeenkaaga weydiiso ama wac lambarka 1-888-547-8829.

Atención. Si desea recibir asistencia gratuita para interpretar este documento, comuníquese con su trabajador o llame al 1-888-428-3438.

Chú ý. Nếu quý vị cần được giúp đỡ dịch tài liệu này miễn phí, xin gọi nhân viên xã hội của quý vị hoặc gọi số 1-888-554-8759.

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For accessible formats of this publication and additional equal access to human services, write to [dhs.info@state.mn.us](mailto:dhs.info@state.mn.us), call 651-431-3600, or use your preferred relay service. (ADA1 [9-15])