

## **NOTICE OF INSTRUCTION**

TO: Case Management Agencies/PSA 6

FROM: Susan McCurry, Senior Medicaid Waiver Specialist

DATE: March 1, 2006

SUBJECT: **NOTICE #: 021506-MW-RevFairHearing**

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The Department of Elder Affairs has forwarded Notice of Instruction#: 021406-1-I-OCFM, which replaces all previous Notices of Instruction related to the Fair Hearing Notice.

The attached notice updates the address of the Office of Appeal Hearings. A signed copy of the revised fair hearing notice is required to be placed in the case file at the time of enrollment into any Medicaid Waiver program, during the yearly re-certification for continued eligibility and at any time a reduction, suspension, or termination of services is not the client's choice, but has been initiated by the case management agency.

The revised fair hearing notice must be distributed to all Medicaid Waiver Case Managers for immediate use. Case Managers must deliver the notice to clients as client visits occur. The revised notice may also be provided, and its receipt documented, via mail.

Case Management agencies may place the notice on agency letterhead, but may not alter the verbiage of the notice in any manner.

Please contact me immediately should there be any questions related to this Notice of Instruction.

Thank you.

Cc: Gloria Schuyler, Fiscal Director  
Katie Colwell, Medicaid Waiver Specialist