

General Relief (GR) Program Guide Letter #44

June 28, 2007

Subject **GR APPEALS CLARIFICATIONS**

Effective Date Upon receipt.

Reference County policy.

Purpose The purpose of this letter is to provide clarifications on the Good Cause policy for late filing of an appeal.

Background GR applicants and recipients are not eligible for State Hearings. Their appeals are heard by a GR Hearing Officer from the Health and Human Services (HHS) Appeals Section.

**Changes/
Clarifications** GR applicants and recipients who file for a GR hearing after the required timeline must be evaluated for Good Cause. Additional considerations for granting Good Cause for late filing must include:

- an evaluation of relevant circumstances including the applicant's physical, mental, educational, literacy or linguistic limitations;
- adequate notice not provided;
- verification that sufficient time to respond was not possible because the notice was not delivered or received by the recipient; and/or
- applicant/recipient made a bona fide good faith effort to comply with the appeal procedures.

The GR Hearing Officer will make the determination of Good Cause instead of the Appeals Section Chief.

Required Action The GR Hearing Officer will review late filings, requests for rescheduling/postponing a hearing or failure to appear for the hearing for Good Cause. Any cases in which Good Cause applies must be rescheduled for a hearing.

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Automation Impact No impact.

Forms Impact No impact.

Quality Assurance Impact Effective with the August 2007 review month, Quality Assurance will cite with the appropriate error any case that does not follow the requirements of this letter.

Summary of Change The table below shows the changes in the Program Guide.

Article/Section	Changes
GRPG 90-901	<ul style="list-style-type: none">• Clarifications added regarding Good Cause.• Deleted references to CDS procedures.

Filing Instructions The table below shows how to file the Program Guide material.

Action	Pages
Remove	GRPG 90-900-3 through 90-900-6
Replace	GRPG 90-900-3 through 90-900-6

Manager Approval

ORIGINAL SIGNED BY:

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