

Vic Todd

Authorized Signature

Number: SS-AR-08-004

Issue Date: 02/11/2008

Topic: Forms

Due Date: 02/29/2008

Subject: Obsoleteing DHS Form 9003

Applies to (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input checked="" type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Action Required: Any remaining copies of DHS Form 9003, a brochure entitled "How to Prepare for Your Hearing," should be recycled. The May 2003 version of this form should no longer be distributed to clients.

Reason for Action: The current form is outdated. Some of the information about telephone hearings conflicts with instructions clients receive from the Office of Administrative Hearings. The Office of Administrative Hearings is also sending clients additional information about the hearing process. DHS will be updating Form 9003 later this year.

Field/Stakeholder review: Yes No

If yes, reviewed by:

If you have any questions about this action request, contact:

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