



PO 220.4: How An Appeal May Be Filed

PR 220.4.

A person may file a written appeal by facsimile (fax), mail, or in person. A written appeal must be signed by the client or a person approved by the client. A fax of the client's request for an appeal is the same as an original written request.

Forward the original of the request for an appeal to the Public Aid Committee within 48 hours of the receipt of the request. If the request was received by mail, also forward the envelope. Keep a copy of the request and envelope in the case record.

