



PO 220.8: Pre-Hearing Conference

PR 220.8.

When a notice of appeal is received, schedule an informal conference with the client and/or their representative. The conference must be held within 10 days after the appeal is received. The caseworker and casework supervisor must attend the conference with the client.

If the client attends the conference and accepts the decision, ask the client to withdraw the appeal.

If the client does not attend the conference, but the GA Unit has decided the action was incorrect, contact the client and ask them to withdraw the appeal. Reverse the action and restore benefits to the previous amount.

If the GA Unit leaves its decision unchanged and the client does not withdraw the appeal, complete a statement of facts supporting the GA Unit's action.

