



PO 220.7: Pre-Hearing Review

PR 220.7.

Within 7 days after an appeal is filed, conduct a pre-hearing review. A pre-hearing review is a meeting between the caseworker and casework supervisor. At the pre-hearing review determine if:

- the client was properly notified,
- the policy and procedures were correctly applied, and
- the calculations were accurate and correspond to proper periods.

If the client was not properly notified, the policy and procedures were not correctly applied, or the calculations were inaccurate or did not correspond to the proper period(s), rescind or modify the action, as appropriate. Notify the client that:

- the GA Unit is dropping the action and restoring benefits to the previous level because the GA Unit made an error. Ask the client to withdraw the appeal, or
- the GA Unit is changing its original action because of errors, but is taking different action.

If the review finds that the original action was correct, make sure that all paperwork and verifications are available for the appeal hearing.

