



**State of Florida
Department of Children and Families**

Rick Scott
Governor

Mike Carroll
Secretary

DATE: July 2, 2015 **TRANSMITTAL NO.:** I-15-07-0007

TO: Economic Self-Sufficiency Operations Managers
Economic Self-Sufficiency Program Offices

FROM: Dianna Laffey, Chief, Program Policy (**Signature on File**)

SUBJECT: Disability Fair Hearings Process

EFFECTIVE: Upon Receipt

The purpose of this memo is to remind staff of the procedures to follow when a fair hearing is requested based on an unfavorable disability decision rendered by the Division of Disability Determinations (DDD).

Current Process

The region's hearing coordinator or designated staff must assist with coordinating all documentation between the Hearing's Office, DDD and the customer. The Department's representative is responsible to prepare and notify DDD of the date and time the hearing will be held, and provide DDD with the medical documentation that was used to make the decision.

Staff should notify, by email, the following contacts at DDD when a disability hearing is scheduled: Lauren.Coe@ssa.gov and Consevilla.Martinzez@ssa.gov. The email should be sent immediately after the supervisory review and no later than one week in advance of the hearing date.

Medical records and other evidence that will be presented during the hearing must be provided to the Hearing's Officer, DDD and the customer for their review prior to the hearing. All documents must be numbered and scanned into a PDF file and emailed to Lauren Coe and Consevilla Martinez. If the file size is too large for the email, DDD will accept the documentation in multiple email files.

The following information must be included in the email:

- The Notice of Hearing.
- The ES-CF 2909, *Disability Determination and Transmittal*, completed by DDD and a copy of the CF-ES 2514, *Authorization to Disclose Information*.
- All medical records that were used for the disability decision.
- All DDD documents and forms.

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

- Evidence of a previous Social Security Administration (SSA) denial (if any) based on disability, including the type of determination, whether it was a denial of Title II (SSDI) or Title XVI (SSI), the effective date of the determination, and whether the SSA decision is currently under appeal.
- Notice(s) of Case Action.

If there are policy questions, Region offices may contact Dorthene Baker at (850) 717-4293.

cc: Assistant Secretary for Economic Self-Sufficiency (Jennifer Lange)
Director (Jeri Flora)
Customer Call Center (Pat Badland, Liesta Sykes, Irene Hill, Hyung Kim, Georgina Santana)
Data and Technology (William Martinez)
EBT (Michael Pogue)
FLORIDA Help Desk (Anthony Gaston)
Information Technology (Kit Goodner, Barbara Roglieri)
Medicaid Eligibility System (Suzanne Poirier, Margie France, Eileen Schilling)
Office of Appeal Hearings (Nathan Koch)
Office of Communications (Alexis Lambert)
Office of the General Counsel (Herschel Minnis)
Office of Quality Management (Tonyaleah Veltkamp, Cindy Mickler, Annette Wiechers, Susan Thomas)
Program Policy (Dorthene Baker, Voletta Bogan, Connie Mathers)
Public Benefits Integrity (Andrew McClenahan, Sheri Hall, Fred Young)
AHCA (Kathy Austin, Melanie Brown-Woofter, Lisa Gill, Peggy Hall, Shevaun Harris, Beth Kidder, David Rogers)
Florida Bar Elder Law Section (Emma Hemness, Twyla Sketchley)
Florida Legal Services (Cindy Huddleston)
DOH, Division of Disability Determinations (Lauren Coe, Consevilla Martinzez)