



## Ohio Administrative Code

### Rule 5101:6-2-02 State hearings: notice of approval of an application for benefits.

Effective: March 1, 2019

---

(A) When the agency approves an application for public assistance or social services, the assistance group shall be provided prompt written notice of the decision.

(1) The notice shall contain:

(a) A clear and understandable statement of the action the agency has taken and the reasons for it, including the beginning date of aid and the amount of all benefits authorized.

(b) Citations of the applicable regulations.

(c) An explanation of the assistance group's right to and the method of obtaining a county conference and a state hearing.

(d) A telephone number to call about free legal services.

(2) The JFS 04074 "Notice of Approval of Your Application for Assistance" (rev. 9/2011), or the Ohio department of job and family services (ODJFS) computer-generated approval notice, shall be used.

(B) When the agency approves an application or reapplication for supplemental nutrition assistance program (SNAP) benefits, the assistance group shall be provided written notice of the decision.

(1) The ODJFS electronic approval notices are the only notices that may be used for approval of applications and reapplications for SNAP benefits. When the agency approves an application or reapplication for SNAP benefits, the JFS 04074, any version shall not be used.

(2) Timing of the notice shall be in accordance with rule 5101:4-5-07 of the Administrative Code.



(3) The notice shall contain:

(a) A clear and understandable statement of the action the agency has taken.

(b) Citations of the applicable regulations.

(c) An explanation of the assistance group's right to and the method of obtaining a county conference and a state hearing.

(d) The name and telephone number of the person to contact for more information.

(e) A telephone number to call about free legal services.

The notice shall also include the amount of the allotment, the beginning and ending dates of the certification period, and any variations in the benefit level based on changes anticipated at the time of certification.

If the initial allotment contains both benefits for the month of application and the current month's benefits, the notice shall explain that the initial allotment includes more than one month's benefits, and shall indicate the monthly allotment for the remainder of the certification period.

(4) The agency may include with the notice a reminder of the assistance group's obligation to report changes in circumstances and the need to reapply for continued participation at the end of the certification period. Other information that may be useful to the assistance group also may be included.

(5) When an assistance group's application is approved on an expedited basis without verification, as provided in rule 5101:4-6-09 of the Administrative Code, the notice shall be accompanied by an explanation that the assistance group shall provide the verification that was previously waived.

(6) If the agency has elected to assign a longer certification period to an assistance group certified on an expedited basis, the notice shall also be accompanied by an explanation of the special conditions of the longer certification period, as specified in rule 5101:4-6-09 of the Administrative Code.



(7) For assistance groups provided a notice of expiration at the time of certification, as required by rule 5101:4-7-07 of the Administrative Code, the notice of eligibility shall be accompanied by a notice of expiration.

(8) The JFS 07401 "Notice of Pending Supplemental Nutrition Assistance Program (SNAP) Application" (rev. 11/2016), or its computer-generated equivalent, shall be used.