



Ohio Administrative Code

Rule 5101:6-2-03 State hearings: notice of denial of an application for benefits.

Effective: [March 1, 2019](#)

(A) When the agency denies an application for or a requested change in 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.

(b) Citations of the applicable regulations.

(c) An explanation of the individual'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 07334 "Notice of Denial of Your Application for Assistance" (rev. 9/2011), or its computer-generated equivalent, shall be used.

(B) When the agency denies a supplemental nutrition assistance program (SNAP) application, reapplication or requested change in benefits, the assistance group shall be provided written notice of the decision.

(1) The ODJFS electronic denial notices are the only notices that may be used for denial of applications for SNAP benefits.

(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 and the reasons for it.
 - (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.
- (4) When the denial is caused by the assistance group's failure to take action to complete the application process, as described in rule 5101:4-5-07 of the Administrative Code, the notice shall also explain:
- (a) What action the assistance group shall take to reactivate the application.
 - (b) That the case will be reopened without a new application if action is taken within thirty days of the mailing date of the denial notice.
 - (c) That the assistance group shall submit a new application if, at the end of the thirty day period, the assistance group has not taken the needed action and wishes to participate in the program.
- (5) When the agency is at fault for not completing the application process by the end of the second thirty day period, but the case file is not complete enough to reach an eligibility determination, the agency may deny the case, but the notice of denial shall be accompanied by notification to the assistance group to file a new application and of its possible entitlement to benefits lost as a result of agency delay.
- (6) See rule 5101:4-2-02 of the Administrative Code for additional information that shall accompany the notice of denial for assistance groups with actual or potential categorical eligibility.