

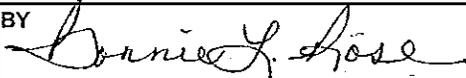


ISSUE DATE  
November 14, 2013

EFFECTIVE DATE  
November 14, 2013

NUMBER  
05-13-10, 51-13-10, 55-13-10, 59-13-10

**SUBJECT:**  
Addition to the Office of Long-Term Living Standardized Home and Community-Based Services Waiver Participant Informational Materials – Your Appeal and Fair Hearing Rights

BY  
  
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Deputy Secretary, Office of Long-Term Living

**PURPOSE:**

The purpose of this bulletin is to provide additional informational material for program participants to ensure that all involved agencies are providing participants with consistent and uniform information by transmitting the latest document on *Your Appeal and Fair Hearing Rights*.

**SCOPE:**

This bulletin applies to the Department of Public Welfare's (Department) Office of Long-Term Living's (OLTL) Independent Enrollment Broker (IEB), Area Agencies on Aging (AAAs) enrollment staff, and Service Coordination entities (SCEs) that provide services to participants in the AIDS, Aging, Attendant Care, CommCare, Independence and OBRA waivers and the Act 150 Program.

**BACKGROUND/DISCUSSION:**

To provide consistent information to program participants in accordance with 55 Pa. Code Section 52.14(i), on May 20, 2013, OLTL issued a participant informational packet to be distributed to all participants, regardless of which program they are enrolled in or in which county they reside.

The Department developed the following document that sets forth consistent and accurate information regarding Appeal and Fair Hearing Rights to participants in OLTL waiver programs and the Act 150 Program. Effective November 14, 2013, the IEB, AAA enrollment staff and SCEs are to incorporate the attached document into the informational packet issued by OLTL on May 20, 2013.

OLTL will continue to provide updated materials as the need arises.

**PROCEDURE:**

Effective November 14, 2013, the IEB and AAA enrollment staff should provide the attached informational materials to waiver applicants at the time of enrollment as part of the informational packet issued on May 20, 2013. Effective November 14, 2013, all SCEs are expected to provide the attached informational material to waiver participants at the time of their annual redeterminations as part of the informational packet issued on May 20, 2013.

**ATTACHMENT**

Your Appeal and Fair Hearing Rights Informational Material

**COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:**

**PA Dept. of Public Welfare  
OLTL/Forum Place 6th Floor  
Bureau of Policy and Regulatory Management  
P.O. Box 8025  
Harrisburg, PA 17105-8025  
(717) 783-8412**