

XXXXXXXXXXXXXX

Mailing Date: MM/DD/YEAR

XXXXXXXXXXXXXX
XXXXXXXXXXXXXX
XXXXXXXXXXXXXX
XXXXXXXXXXXXXX



State of Wisconsin

Case #: XXXXXXXXX

IM AGENCY

123-456-7890 for questions or
to report changes
987-654-3210 to fax proof



The State of Wisconsin is an equal opportunity service provider. This letter contains information that affects your benefits. If you need this material in a different format because of a disability or if you need this letter translated or explained in your own language, please call 123-456-7890. These services are free.

You Need to Renew Your FoodShare Benefits by Month Year

You are getting this letter because your FoodShare renewal due date has changed. Due to a change in program rules, you can now keep your benefits for longer before you need to complete a renewal. **Your next renewal is now due on Month Day, Year.**

You do not need to take any action at this time to keep getting FoodShare benefits. You will be a FoodShare member as long as you continue to meet program rules.

When it is time to renew your benefits, you will get a renewal packet in the mail a month before your renewal is due. This packet will tell you how to complete the renewal of your benefits.

More information about your FoodShare benefits

Most FoodShare members renew their benefits every year. Based on what you have told us, you can get FoodShare for a longer period before you need to complete a renewal, if you continue to meet the program rules.

For a FoodShare household to complete renewals less often:

- All adult household members must be age 60 or older, blind, or have a disability.
- No adult household members earn money from a job or are self-employed.
- No one in the household is a migrant worker.

If your household situation changes, you may have to complete six-month report forms. If that happens, you will get a letter letting you know. The letter will include the report form's due date.

If you have no changes, you may not have to complete an interview to keep getting benefits when you complete your next renewal. However, you can request an interview if you would like one. To schedule or complete an interview, you must contact your agency.

There are no changes to your reporting rules. You must report the following changes:

- If your household's total monthly income (before taxes) goes over \$X,XXX.XX, you must report it by the 10th day of the next month. For example, if your income goes over the limit in June, you must report it by July 10th.
- If someone in your household has a substantial lottery or gambling winning, you must report it during the first 10 days of the month after you get your winnings.

You can report changes to your household information in a few ways:

- You can call your agency at 123-456-7890.
- You can fill out a change report form and fax or mail it using the instructions on the form. You can get the form online at www.dhs.wisconsin.gov/forwardhealth/change-report.htm.
- If you have an ACCESS account, you can go to access.wi.gov, and click Report My Changes.

Your Right to a Fair Hearing

What is a fair hearing and why should I ask for one?

A Fair Hearing gives you the chance to tell why you think there has been a wrong decision about your application or benefit. At the hearing, a hearing officer will hear from you and the agency to find out if the decision was right or wrong. You may bring a friend or family member with you to the hearing. You may also be able to get free legal help. To learn more about free legal help, call 1-800-362-3904.

How long do I have to ask for a hearing?

The Division of Hearings & Appeals must get your request for a hearing about the decision in this letter by the date below:

FoodShare - Month Day, Year

Keep in mind that these are the deadlines for asking for a hearing about the decision in this letter. If you are getting FoodShare benefits and you miss the deadline, you can ask for a hearing at any time if you do not agree with your FoodShare benefit amount.

Please Note: You cannot request a Fair Hearing if you have been disqualified from the FoodShare Program for an intentional program violation.

Can I keep my benefits while I wait for my hearing?

Yes, if you are already getting benefits and if you ask for a hearing before your benefits change, you can keep getting the same benefits until the hearing officer makes a decision. If the hearing officer decides that the agency was right, you may need to return the extra benefits that you got after your benefits were supposed to change.

Please Note: Benefits will not be continued if the change was due to a member receiving a FoodShare intentional program violation.

How do I ask for a hearing?

You can ask for a fair hearing and/or a hearing request form at the agency shown on the first page of this notice. Or, you can get a request form at dhs.wisconsin.gov/em/customerhelp. You can send the form or a

letter asking for a hearing to the Division of Hearings & Appeals, PO Box 7875, Madison, WI 53707-7875,
or fax it to 608-264-9885.

SAMPLE

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to:

1. **mail:**
Food and Nutrition Service, USDA
1320 Braddock Place, Room 334
Alexandria, VA 22314; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
FNCSIVILRIGHTSCOMPLAINTS@usda.gov

This institution is an equal opportunity provider.