



STATE OF CONNECTICUT

DEPARTMENT OF SOCIAL SERVICES

OFFICE OF LEGAL COUNSEL, REGULATIONS, AND ADMINISTRATIVE HEARINGS

25 SIGOURNEY STREET • HARTFORD, CONNECTICUT 06106-5033

02/23/2006

Client ID: N/A

CCSES Number: 10027363

Request Number: 182376

Charles Lake
P.O. Box 1237

Cairo, NY 12413

NOTICE OF DESK REVIEW

This notice is in response to your ~~02/07/2006~~ request for an administrative hearing concerning:

ISSUE: withholding of insurance assets **PROGRAM: Child Support**

DETAIL: Amount

Under authority of Connecticut General Statutes sections 17b-60 and 61 and 4-176e to 4-184, the desk review is scheduled for :

LOCATION : DANBURY DSS REGIONAL OFFICE
342 Main Street , Danbury CT 06810

DATE : 03/23/2006 , Thursday **TIME: 10:00 AM**

Anne C. Popolizio is the hearing officer who will be conducting this hearing. Materials you would like to submit for the hearing record may be mailed or faxed to the Hearing Officer's attention at (860)424-5729.

If you decide that you do not need this hearing or need to reschedule it because of an important reason, please contact this office at 860-424-5760 or 1-800-462-0134. A desk review has the same force and effect as a hearing; **however, you are not required to attend because you reside outside of Connecticut.**

You may send to the hearing officer any information or exhibits that you wish to submit as evidence for the record. This information must be submitted no later than the date of the desk review. After the hearing officer holds the desk review, he/she will extend the close of evidence and forward copies of all the exhibits submitted as evidence by the Support Enforcement Division and/or the Department of Social Services for your review and comments. The record will then be closed and the hearing officer will issue a decision in accordance with the pertinent law and regulations.

CC: John Souchuns - Operations Manager, DSS R.O # 31
Walter Biesadecki, Support Enforcement Services
Pamela Hogan, Bureau of Child Support Enforcement

Phone: (860) 424-5760

Phone Toll Free: 1-800-462-0134

Fax: (860) 424-5729

www.dss.state.ct.us/divs/adhear.htm

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-HEARING INFORMATION SHEET-

IF YOUR HEARING INVOLVES CHILD SUPPORT, CHILDCARE OR A NURSING HOME DISCHARGE, NOT ALL OF THE FOLLOWING INFORMATION MAY APPLY TO YOU.

The hearing process gives you a chance to explain why you disagree with the Department's action. It is an informal meeting, presided over by a hearing officer, in which someone from the Department, usually your eligibility worker, will explain the Department's action. You will be able to present your side and provide any documents that you think might help your argument. You may also bring witnesses who can testify for you.

Your Hearing may be held by video

Most of the hearings conducted at the Department of Social Services are held by video.

You and the hearing officer will be in two different offices. The hearing officer will speak with you and see you by using a video camera. You and the Department's representative will speak with and see the hearing officer on the video screen. There will be a fax machine in the hearing room so that you and the hearing officer may share documents.

The hearing officer will make an audio recording of the hearing. *There will be no video tape made of the hearing.*

Unless you have a good reason for missing the hearing, we will dismiss your hearing request.

You may have legal representation at the hearing, but this is not required. Unless you have a conservator, you must be present at the hearing. You and/or your representative have the right to review your case record before the hearing. If you wish to do so, contact your eligibility worker or your eligibility worker's supervisor to make arrangements to view your file. In most cases, you and your representative are entitled to receive a copy of the department's hearing summary from your eligibility worker five working days before the hearing. You may also ask your worker to provide you with a copy of the policy used in reaching the decision. Please:

- **Call the hearing officer as soon as possible if you decide that you no longer need the hearing or if you cannot make the scheduled appointment.**
- **Arrive at least 15 minutes before the hearing.**
- **Let the receptionist know that you are at the office for a hearing.**
- **Ask your eligibility worker for a copy of the hearing summary before you come into the hearing room if you have not received a copy.**

The hearing officer does not make a decision during the hearing. He or she will issue a written decision and send it to you by certified mail. Please contact your eligibility worker or the administrative hearings office if you have any questions about the hearing process.

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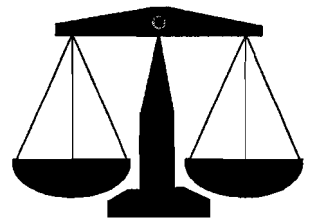
Questions & Answers About the Hearing Process

What Is The Goal Of The Hearing?

At the hearing, the Hearing Officer will determine whether the actions taken comply with the Department's policy. The Department representative will explain why the action was taken and then you should explain why the action does not comply with the policy. The Hearing Officer must rely on the policy as it applies to the facts in your situation.

How Long Will This Process Take?

We have scheduled your hearing for the date on the attached notice. Because of the many hearings we hold, the final written decision may take up to two months after the hearing.



Can I Get A Faster Resolution?

Now that the hearing is scheduled, it might be a good time to talk to your worker. If this is something that can be resolved with a phone call and perhaps mailing some documents, you should try to do it.

If you feel that you need to talk with your worker's supervisor, ask to do that. These conversations may show that you are correct and your worker can change the action. **If this issue is resolved, call toll free 1-800-462-0134 and cancel your hearing.** This will open a hearing slot for another client sooner.

What If I Cannot Resolve This With My Worker?

Then come to the hearing and bring with you any evidence that is appropriate. Your worker will provide you, prior to the hearing, with a written summary of why the actions were taken. This will help you prepare for the hearing.

[Véase al dorso para leer esta noticia en Español.]