



## Your Appeal Choices

If you believe the enclosed decision was made in error, you may appeal to FHIAP staff **or** request a hearing before an Administrative Law Judge. In either case, you must:

1. Appeal the decision in writing **within 21 days** of the date on the letter telling you of FHIAP's decision. Explain why you are appealing and whether you want to appeal to FHIAP staff **or** have a hearing before a judge.

2. Mail your appeal to:  
 FHIAP Appeals  
 PO Box 5880  
 Salem, OR 97304-0880

Fax your appeal toll-free to:  
 1-866-843-8936

<b>Appeals versus Hearings: What's the difference?</b>	
<b>Appeals</b>	<b>Hearings</b>
Informal	Formal
Decided by FHIAP staff	Decided by administrative law judge
FHIAP sends letter (usually within 10 days) that it received your appeal	FHIAP asks state Office of Administrative Hearings to schedule hearing.
Staff reads your letter; may ask questions by letter or phone.	Hearing held by telephone. You testify under oath. The judge records hearing. You may have an attorney at your expense.
Decision: 30-45 days.	Decision (final order): At least four months.
You believe the decision is in error: May still request a formal hearing.	You believe the decision is in error: May appeal to the Oregon Court of Appeals.

Note: If you are filling out a new FHIAP application (either as a first-time FHIAP applicant or a former FHIAP member who is applying again with a new reservation number), you must appeal to FHIAP staff **before** requesting a hearing.

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**After**

**Deciding the case**

Anyone who reviews your appeal or hears your case - FHIAP staff or an Administrative Law Judge - must follow the rules and laws in place at the time FHIAP reviewed and made a decision on your application.

If you don't like a rule or a law, you may want to write to program managers and your state legislators to change it for the future. However, future changes in the law cannot be applied to past decisions.

**Questions? Call toll-free in Oregon: 1-888-564-9669.**

**Ask for FHIAP's appeals staff.**