**NOTICE OF RIGHTS AND RESPONSIBILITIES**

of applicants for Title XX-funded legal services and clients whose eligibility for Title-XX funded services must be determined or redetermined

 Please be advised that you have:

* The right to request services funded under the Title XX Social Services Block Grant;
* The right to have an application form completed by the Title XX service provider within 10 calendar days from the date of the service request;
* The right to have eligibility determined within 30 calendar days from the date the application form is dated and signed;
* The right to be notified of eligibility and service decisions;
* The right to request a Departmental hearing to appeal:
	+ A finding of ineligibility after a determination or redetermination of eligibility;
	+ The failure to make a decision on an application or a request for service within the time periods specified in these regulations;
	+ A denial of service;
	+ A reduction, termination, or suspension of a service;
* The right to continue to receive service, if a timely appeal is filed, until the fair hearing decision is rendered 1;
* The responsibility to provide true and complete information to enable the Title XX service provider to establish eligibility;
* The responsibility to report to the title XX service provider any subsequent changes in circumstances which may change your eligibility, such as address, family size, PA 5-A card status, or income;
* The responsibility to provide documentation or eligibility-related items when required, as a condition for receiving, and continuing to remain eligible for Title XX social services;
* The responsibility for the cost of service from the proposed effective date of the title XX service provider’s decision which was appealed until the date service is terminated or reduced, if the Office of Hearing and Appeals finds that you do not meet eligibility or service requirements;
* The responsibility for payment of the fee decided by the Office of Hearing and Appeals as a result of an appeal hearing.

In addition, please be advised that fraudulent receipt of Title XX Social Services based on false information, provided knowingly, makes you liable to legal prosecution.

I have read the above list of my rights and responsibilities as a recipient of Title XX services.

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 Applicant’s Signature Date

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 Client’s Signature (at redetermination) Date

*Sources: 12, Pennsylvania Bulletin 2007, 2011 (June 26, 1982) regs. 3-1-104, 3-1-176.*

1 The provision of service is subject to the Code of Professional Responsibility

**RIGHT TO APPEAL AND FAIR HEARING**

You have the right to file an appeal within the time limits specified on the other side of this form and request a fair hearing from the Department of Human Services.

In order to have a fair hearing, you **MUST DO THE FOLLOWING:**

1. state your reason(s) for the appeal in the space provided below otherwise the appeal request will be dismissed without a hearing; *and*

2. indicate your phone number including area code in the space provided below; *and*