



Fair Hearing and Conference Unit Weekly Summary

Job Center No.: _____

Week Ending: _____

Number of Days Worked: _____

Summary of FH&C Actions

Action Taken	Breakdown				Total No.
	Contact Type				
1. Information only	A In Person	B Phone			A + B
2. Conference type	In Person	Phone			
3.	A PA/FS	B Employment	C BEV	D Other	A + B + C + D
4. Issues	A Discontinuance	B Reduction	C Denial	D Adequacy	A + B + C + D
5. Outcome	Upheld	Reversed	Other		
6. Document	Yes	No			
7. Fair Hearing request	A ATC	B Non ATC			A + B
8. Fair Hearing issues	Discontinuance	Reduction	Denial	Adequacy	
9. Packet Prep	A Defend	B Resolve			A + B
10. MDR actions					
11. Action initiated	A Form W-270	B LDSS-3722	C LDSS-3573		A + B + C
12. Staff consultation					
13. Total actions					1 + 3 + 4 + 7 + 9 + 10 + 11 + 12 + 13

SAMPLE

Prepared by _____

Date _____