



KIM JOHNSON  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**

**State Hearings Division**

PO Box 944243, MS 9-17-442 Sacramento, CA 94244-2430

PHONE: 800-743-8525 FAX: 1-833-281-0905



GAVIN NEWSOM  
GOVERNOR

**IN-PERSON HEARING SCHEDULED**

**December 21, 2023**

**RE: SHN-104946193**

Your In-Person hearing will be on:

Hearing Date: January 10, 2024

Hearing Time: 10:00 AM Pacific Time

Hearing Location 444 N 3rd St, Suite 100, Sacramento, CA 95811

Go to the hearing location on your hearing day. Please allow time for parking. Check in at the lobby. County staff will take you to the hearing room when the judge is ready to start the hearing.

You must be available to start your hearing **up to one hour after the assigned hearing time.**

You have a right to choose the type of hearing you want. Our hearing types include: Telephone, video, or in-person. If you do not have a telephone, computer, or tablet and you want a phone or video hearing, you can go to the county office and use the telephone or video equipment at the county office.

If you want an in-person hearing and cannot get to a hearing site because you have a disability or other hardship, you may ask to have the hearing at another location including a facility, your home, etc. We will ask you for proof of your disability or hardship.

If you want to change to another type of hearing, please call 800-743-8525 right away. If you change the type of hearing, we will have to reschedule the hearing. This may cause a delay in getting the hearing decision.

**Reason for the Agency Action**

**Sacramento County must** make a statement in writing explaining its action. This is called a “Statement of Position” (Statement). If there is more than one agency in your hearing, each must prepare a Statement. The Statement must be ready for you two work days before your hearing.

Here’s how to get the Statement:

- For appeals of a County action, at your local County Social Services office
- You can ask **Sacramento County** if they can mail it to you
- You can ask **Sacramento County** to send it by fax or email
- If you have an online appeals account, the Statement must be there

If the Statement is not ready two work days before the hearing, you can:

- Decide to go the hearing without it.
- Postpone (delay) the hearing so that you can get a copy of the Statement.

**Getting Documents to the Judge**

You can tell the judge about your case. If you want, you can send a written statement explaining why you do not agree with the **Sacramento County** action. You can also send documents that you think will help your case. You can send the documents before the hearing. This helps the judge prepare for the hearing. Bring a copy of your documents to the hearing.

List your State Hearing Number (SHN) on anything you send us. This number is at the very top of this letter. You can send the documents by:

If you have any questions about this letter you may call 800-743-8525, or contact the State Hearings Division in one of the ways below:

- **Online Appeals Account:** <https://acms.dss.ca.gov/acms/>
- **Email:** SHDCentralSupport@DSS.ca.gov
- **Fax Number:** 833-281-0902
- **Mail To:** (Allow at least 5 days for mailing. Keep your originals.)  
State Hearings Division  
PO Box 944243, MS 9-16-431, Sacramento, CA 94244-2430

If your appeal involves the county, you can also provide the documents to the county appeals representative. The county will make a copy. You will keep your original document.

The judge may give you time to turn in documents after the hearing. This may delay your hearing decision.

### **Your Hearing Rights**

We sent you a letter telling you we got your request for an appeal. That letter included very important information about your hearing rights. This includes information on free interpreters, disability accommodations, and witnesses. You can ask to see documents in your case file before and at the hearing. You can also see the information about your hearing rights at <https://acms.dss.ca.gov/acms/>.

### **IMPORTANT INFORMATION**

**If you CANNOT attend the hearing:** Call 800-743-8525 before your hearing to ask for a postponement. You also can contact us by email (listed above) or through your Online Appeals Account (ACMS).

**If you DO NOT go to the hearing:** You will get a decision dismissing your appeal. If you still want your hearing, you must tell us within 30 calendar days of the date you get the decision saying we dismissed your case. You must also give a good reason why you did not go to your hearing. Call 800-743-8525 if you still want your appeal.

**Please Note: Subject to all county and public health guidelines, masks will be required for all in-person hearing attendees, regardless of vaccination status.**

If any of the following apply to you, please contact our office to make alternative arrangements for your hearing:

- Positive COVID-19 test within 14 days of your hearing day
- Fever or flu-like symptoms within 72 hours of your hearing day
- Been in close contact with a confirmed case of COVID-19 within 14 days of your hearing day

STATE HEARINGS DIVISION

CC:

Sacramento County