



IRIS PARTICIPANT APPEAL RIGHTS

Appealing this Decision

IRIS Program participants have rights specific to the IRIS program and under Wisconsin State Law. If you disagree with the decision in this Notice of Action ([F-01204](#)), you have the right to request a State Fair Hearing.

If you file for a fair hearing request, then contact the Division of Hearings and Appeals using the Request for a State Fair Hearing - IRIS ([F-00236B](#)) and provide all relevant information. Submit these materials along with a copy of this notice, to:

IRIS Request for Fair Hearing
Wisconsin Division of Hearings and Appeals
5005 University Ave, Suite 201
PO Box 7875
Madison, WI 53707-7875

OR Fax to (608) 264-9885

The State of Wisconsin, Division of Hearings and Appeals, schedules the hearing and will provide you with notice of the hearing date along with additional information about the hearing. The hearing consists of a teleconference with an independent judge. This provides you the opportunity to state the reason for your appeal. You may have someone present with you, such as an advocate, friend, family member or witness. You may also present evidence at the hearing. An IRIS program representative will also join the teleconference.

Your appeal must be postmarked or faxed within forty-five (45) days of the date of this notice of action to meet the appeal deadline.

Continuing Your Services during an Appeal

During the appeal process, you have the right to request service continuation until a hearing decision is rendered. Requests for continuation of services must be received (postmarked) **on or before the effective date of the intended action**. Requests for continuation of services should be noted on your request for a State Fair Hearing.

For appeals, including requests for continuation of services, that are received **on or before the effective date of the intended action**, the noted services will continue until a decision is rendered. You may be responsible for repaying the cost of these services if you lose your appeal. However, at the discretion of the Department of Health Services, you may not be required to repay these costs.

For those requests for continuation of services that are received **after the effective date of the intended action**, discontinuation of services will be effective the date identified on the notice of action. You will receive notification of this via the updated plan.

Copies of Your Records

You, or your legal representative, have a right to a free copy of your records, relevant to your appeal. To request a copy, please contact your IRIS consultant.

Hearing Decision

Once a hearing decision is made, you will be sent a written decision from the Division of Hearings and Appeals.

Where to go for Help in Seeking Your Rights

If you need assistance to understand this notice and your rights, then you may contact your IRIS Consultant. Your consultant will inform you of your rights, attempt to informally resolve any of your concerns and/or assist you in filing an appeal. However, IRIS consultants cannot represent you at the Fair Hearing.

Disability Rights Wisconsin (DRW) may also provide you with free advocacy assistance, if you are *between the ages of 18 and 59*. DRW Ombudsman's are available in offices located in Madison, Milwaukee and Rice Lake. See below for contact information:

DRW Madison Office
131 W. Wilson Street, Suite 700
Madison, WI 53703
(608) 267-0214
800-928-8778 toll free
(608) 267-0368 fax

DRW Milwaukee Office
6737 W. Washington Street, Suite 3230
Milwaukee, WI 53214
(414) 773-4646
800-708-3034 toll free
(414) 773-4647 fax

DRW Rice Lake Office
217 W. Knapp Street
Rice Lake, WI 54868
(715) 736-1232
877-338-3724 toll free
(715) 736-1252 fax

TTY for all: 888-758-6049

The Board on Aging and Long-Term Care (BOALTC) may also provide you with free advocacy assistance, if you are *age 60 or above*. The BOALTC Ombudsman's are available throughout the State and are available at:

1-800-815-0015

Translation Services

If you need this form in another language, Braille or large print, then please contact your IRIS consultant. Interpreter and translation services are available, free-of-charge.

