

Division of Family Services
P.O. Box
Jefferson City, MO 65103-0088

January 17, 2003

John Smith
3222 South Main
Anywhere, MO 22222

Case Id: R 12345678

Dear Mr. Smith:

Effective February 1, 2003, your General Relief grant is being reduced to \$9.00.

The reason for this decision is that there is not enough money available to pay the full General Relief grant amount. State Law 208.154 and State Regulation 13 CSR 40-2.130 require the grant to be reduced when appropriated funds are not sufficient to pay the full grant.

If you agree with the above decision, you do not have to request a hearing.

If you feel this action is wrong, you have the right to request a hearing within 90 days of the date of this letter. You may request a hearing by mail, by telephone, or in person through your local Division of Family Services at the address listed on this notice.

If you request a hearing on or before January 27, 2003, your benefits will continue pending the results of the hearing. **If you request a hearing on or before January 27, 2003**, it will be held January __, 2003, at 8:00 A.M. at your local Division of Family Services office. At the hearing, you may present your information yourself or you may be represented by your own attorney or by other persons who know your situation. If you do not have an attorney, or cannot afford one, you may be able to get help from Legal Aid or Legal Services in your area. You have the right to bring witnesses to testify at the hearing and to question witnesses who appear at the request of the Division of Family Services.

Sincerely,

Caseworker
Load #
Phone #