

4205.05.05 ASSISTANCE IN EXERCISING THE RIGHT TO APPEAL

The DFR is responsible for assisting an unsatisfied individual so that he may fully exercise his right to appeal.¹ Any time an individual expresses a disagreement with any action taken, he must be verbally reminded of the right to request a fair hearing. Assistance is to be provided to the individual who is having difficulty in preparing the **written** request for an appeal.

The individual is to be informed that **they he** may represent **himself themselves** at the hearing or be represented by an attorney, a relative, a friend, or any other spokesman of his choice.¹

Information and referral services should also be provided to help the unsatisfied individual make use of any free legal services that are available in the community. This information is included on the eligibility notices.