



REQUEST FOR FAIR ADMINISTRATIVE HEARING

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM

INSTRUCTIONS

A REQUEST FOR FAIR ADMINISTRATIVE HEARING MUST BE RECEIVED BY THE ARKANSAS ENERGY OFFICE (AEO) WITHIN THIRTY (30) CALENDAR DAYS OF THE DATE OF THE NOTICE OF ACTION. REQUESTS MADE AFTER THIRTY (30) CALENDAR DAYS WILL NOT BE CONSIDERED.

A Fair Administrative Hearing (also known as an appeal or appeal hearing) is a formal hearing with an Administrative Hearing Officer who did not take part in the initial decision or the decision review. A Fair Administrative Hearing may be requested when the applicant is not satisfied with the results of a Review.

The Administrative Hearing Officer will determine the time and date for the hearing. Both the Arkansas Energy Office (AEO) and the applicant can conduct discovery, present witnesses, present other evidence, and have the right to cross-examination of the other party's witnesses. AEO and the applicant may engage representation for the Fair Administrative Hearing.

To request an appeal, send this completed form, a copy of the Notice of Action, and a copy of the Review Finding letter to AEO in writing by email (ee.aeoliheap@arkansas.gov) or by mail to:

Arkansas Department of Energy & Environment
Attention: AEO—Attention LIHEAP Appeals
5301 Northshore Drive
North Little Rock, AR 72118

APPLICANT NAME (PRINT): _____ PHONE NUMBER: _____

ADDRESS: _____ ALTERNATE PHONE #: _____

CITY, STATE, AND ZIP CODE: _____ EMAIL: _____

COUNTY OF RESIDENCE: _____

REGISTER NUMBER OR UNIQUE IDENTIFIER (found in Section 1 of Notice of Action)

Please provide information regarding why an appeal is requested. Attach additional sheets, if necessary.

BEFORE SENDING, HAVE YOU INCLUDED:

- ☐ A copy of the Notice of Action ☐ A copy of the Review Finding letter

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To request a Fair Administrative Hearing, send:

- ☐ The completed Request for Fair Administrative Hearing,
- ☐ A copy of the Notice of Action you are appealing, and
- ☐ A copy of the Review Finding letter.

Mail or email documents to:

Arkansas Department of Energy & Environment | AEO—Attention LIHEAP Appeals
5301 Northshore Drive | North Little Rock, AR 72118-5317
ee.aeoliheap@arkansas.gov

