ADH Script- Respondent Did Not Appear

Today's date is _____. The time is approximately ____.

The Health and Human Services Commission is conducting an Administrative Disqualification Hearing in the (SNAP/TANF) program for (name of client), Respondent, Case Number_____, Client Number____, OIG Number____.

The purpose of the hearing is to determine whether the Respondent, (Name of Client), committed an intentional program violation of the (SNAP/TANF) program.

Representing the Office of Inspector General and participating in this hearing by telephone is _____. I am (NAME), hearings officer for the Health and Human Services Commission. I am located at (ADDRESS). This hearing is being recorded and it will serve as a record of these proceedings.

The Respondent is not present at this hearing today. The Respondent was sent notice of this Administrative Disqualification Hearing by both regular and certified mail on (DATE___), certified letter article number _____, signed for by____ on (DATE___). The notices sent by regular and certified mail advised the Respondent of the nature and purpose of the hearings, as well as the date, time and place for which the hearing has been scheduled. I have before me the postal receipt for the certified notice **AND/ OR** Acknowledgement of Receipt of Notice for Administrative Disqualification Hearing, which accompanied the notice and will be accepted as **EXHIBIT R.**

If any items were non-deliverable:

The certified letter article #____ was (returned as non-deliverable; unclaimed etc.) **AND/OR** the notice sent by regular mail was (returned as non-deliverable, etc.)

The Respondent did receive at least 30 days advance notification of this Administrative Disqualification Hearing. The Respondent did not appear as scheduled and did not contact the Agency to request a postponement. Since the Respondent did not appear for this hearing, the hearing will be conducted at this time without the Respondent present on the basis that the Respondent failed to appear without good cause.

I will now administer the standard oath. Do you swear or affirm that the testimony you are about to give shall be the truth, the whole truth, and nothing but the truth? (OIG Representative?) Let the record show that _____ answered in the affirmative.

_____ (OIG Rep), please offer your exhibits at this time.

Let the record show that the exhibits will be admitted as marked.

____ OIG Rep, please offer your testimony.

The decision will be issued in writing and the due date is _____.

The time is now approximately ___ on ____ and this hearing is now closed. Thank you.