



HOW TO APPEAL a SNAP DECISION

The Rhode Island Department of Human Services (DHS) will tell you in writing if your SNAP application is denied or your SNAP benefits are changing.

What should I do if I think DHS is wrong?

1. You have **the right to disagree**. Every notice has an **appeal attached** to it.
2. You can **fill out the appeal form** by simply writing in "*I Do Not Agree with This*". Sign your name and get the form back to DHS as soon as possible. Remember to keep a copy for yourself.
3. **Timing is important**. If you are on benefits **and get the appeal form to DHS within 10 days of the notice**, your benefits can stay the same until the issue is resolved.
4. If you miss the 10-day deadline, you can still file an appeal within **90 days** of a notice, but the decision you questioned goes into effect until the issue is resolved.
5. After 90 days, you lose your chance to appeal.

How are issues resolved?

1. The Department of Human Services will **review your case** after you file your appeal. They may agree they made a mistake and fix it. Or they may say you will need a hearing because they aren't willing to change their decision.
2. **Contact RI Legal Services about an appeal**. Representation by Legal Services is **FREE**.
 - a. They can review the case, tell you if you have a claim, negotiate with DHS for you, and/or represent you at a hearing if that is necessary.
 - b. The earlier Legal Services gets involved in your case the better. You can call them as soon as you get a notice, even before sending in the appeal. Contact RI Legal Services at 274-2652 for the Providence office or at 846-2264 for the Newport office.



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