



Wisconsin's Self-Directed Supports Program

IRIS Participant Appeal Rights

Participant Rights

As a participant of IRIS you have rights specific to the IRIS program and under Wisconsin State law. If you need assistance to understand this notice and your rights you may contact:

- **The IRIS Participant Services Specialist**, who can inform you of your rights, attempt to informally resolve your concern, and/or assist you in filing an appeal. He or she **cannot** represent you at a State Fair Hearing. You can contact an IRIS Participant Services Specialist at 1-888-515-4747.

OR

- The following ombudsman agencies may be able to provide you with free assistance. These agencies advocate for IRIS program participants.

For persons ages 18-59:

Disability Rights Wisconsin (formerly Wisconsin Coalition for Advocacy):
www.disabilityrightswi.org

Madison Office

131 W. Wilson Street, Suite 700
Madison, Wisconsin 53703
Telephone: 608-267-0214
Toll Free: 1-800-928-8778
Fax: 608-267-0368

Milwaukee Office

6737 West Washington St. Suite 3230
Milwaukee, Wisconsin 53214
Telephone: 414-773-4646
Toll Free: 1-800-708-3034
Fax: 414-773-4647

Rice Lake Office

217 W Knapp Street
Rice Lake, WI 54868
Telephone: 715-736-1232
Toll Free: 1-877-338-3724
Fax: 715-736-1252

TTY number for all three offices:

1-888-758-6049

Translation Services

If you need this form in another language, Braille or large print, please call the IRIS Participant Services Specialist at 1-888-515-4747. Interpreter and translation services are available free of charge.

Appealing this Decision

If you disagree with the decision in this Notice of Action, you have the right to request a State Fair Hearing.

1. To file for a request for a fair hearing, **you must complete the enclosed State Fair Hearing request form and send it to the Division of Hearing and Appeals**, along with a copy of this notice to:

IRIS Request for Fair Hearing
Wisconsin Division of Hearing and Appeals
5005 University Ave, Suite 201
PO Box 7875
Madison, WI 53707-7875

OR

Fax to 608-264-9885.

2. A hearing will be scheduled with the State of Wisconsin, Division of Hearing and Appeals. The hearing will consist of a 15 minute teleconference with an independent judge which will give you an opportunity to state your reason for appeal. You may have someone present with you such as an advocate, friend, family member or witness. You may also present evidence at the hearing. This conference will also be attended by an IRIS representative. The Administrative Law Judge will hear your case and render a decision within 90 days of the hearing.
3. You should file your appeal as soon as possible. To meet the deadline for your appeal, it **must be postmarked or faxed within forty-five (45) days of receipt of this notice of action.**

Continuing services during an appeal

You have the right to request that the service(s) effected by this notice remain in place during the appeal. If you request a Fair Hearing **before the effective date of the IRIS Notice of Action**, you can ask that your services remain in place until after the results of the fair hearing are known. You must let the IRIS Consultant Agency know of your request to continue services within 10 days of receiving this notice by contacting a Participant Services Specialist at: 1-888-515-4747.

Please note that you may be responsible for repaying the cost of the service(s) if you lose the appeal; however, you may not be required to repay this cost if it would be a significant and substantial financial burden on you.

Copies of Your Records

You or your legal representative has a right to a free copy of your records relevant to your appeal. To request copies, please contact a Participant Services Specialist at 1-888-515-4747.

Hearing Decision

Once a hearing decision is made, you will be sent a Certification of Administrative Action, which is the final ruling rendered by the Division of Hearings and Appeals.