

## **Service by Mail of Administrative Disqualification Hearing (ADH) Notices**

All notices of ADH shall be sent to respondents by certified mail, return receipt requested. (ACL 87-104)

All ADHs will be scheduled 45-50 days in advance to allow sufficient time for the signed return receipt to be received by SHD before the date of the hearing. (ACL 87-104)

Any hearings where the mail receipt is signed by respondent, or where the respondent refused to accept delivery will proceed, even in the absence of the respondent. (ACL 87-104)

Where there is no evidence of notice having been received, the request for disqualification shall be dismissed, without prejudice. The request may be rescheduled if the current address of the respondent is determined. (ACL 87-104) It is strongly suggested that counties request hearings only for respondents who are currently eligible or whose whereabouts are known. (ACL 95-37)

If the respondent lives in a different county within the State of California from the county taking the action, the hearing shall be scheduled as an in-person hearing in the county of residence. MPP 22-045.1

If the respondent lives in a different state, the hearing shall be scheduled as an in-person hearing in the county of involvement.