

APA-1

TRANSMITTAL SHEET FOR NOTICE OF INTENDED ACTION

Control: 560
Department or Agency: Alabama Medicaid Agency
Rule No.: 560-X-3-.08
Rule Title: Fair Hearing Requests Form and Delivery - NEW RULE
Intended Action: New

Would the absence of the proposed rule significantly harm or endanger the public health, welfare, or safety? No

Is there a reasonable relationship between the state's police power and the protection of the public health, safety, or welfare? Yes

Is there another, less restrictive method of regulation available that could adequately protect the public? No

Does the proposed rule have the effect of directly or indirectly increasing the costs of any goods or services involved? No

To what degree?: N/A

Is the increase in cost more harmful to the public than the harm that might result from the absence of the proposed rule? No

Are all facets of the rule-making process designed solely for the purpose of, and so they have, as their primary effect, the protection of the public? Yes

Does the proposed action relate to or affect in any manner any litigation which the agency is a party to concerning the subject matter of the proposed rule? No

Does the proposed rule have an economic impact? No

If the proposed rule has an economic impact, the proposed rule is required to be accompanied by a fiscal note prepared in accordance with subsection (f) of Section 41-22-23, Code of Alabama 1975.

Certification of Authorized Official

I certify that the attached proposed rule has been proposed in full compliance with the requirements of Chapter 22, Title 41, Code of Alabama 1975, and that it conforms to all applicable filing requirements of the Administrative Procedure Division of the Legislative Services Agency.

Signature of certifying officer

Timothy "Bo" A. Offord, Jr.
Timothy Offord

Date

Tuesday, March 17, 2026

REC'D & FILED

MAR 18, 2026

LEGISLATIVE SVC AGENCY

APA-2

ALABAMA MEDICAID AGENCY

NOTICE OF INTENDED ACTION

AGENCY NAME: Alabama Medicaid Agency

RULE NO. & TITLE: 560-X-3-.08 Fair Hearing Requests Form and
Delivery - NEW RULE

INTENDED ACTION: New

SUBSTANCE OF PROPOSED ACTION:

The above referenced rule is being created to establish procedures for submitting fair hearing requests to the agency.

TIME, PLACE AND MANNER OF PRESENTING VIEWS:

Written or oral comments may be submitted to the Alabama Medicaid Agency, 501 Dexter Avenue, Post Office Box 5624, Montgomery, Alabama 36103-5624. Agency business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

FINAL DATE FOR COMMENT AND COMPLETION OF NOTICE:

Tuesday, May 5, 2026

CONTACT PERSON AT AGENCY:

Administrative Secretary
Alabama Medicaid Agency
501 Dexter Avenue
Post Office Box 5624
Montgomery, Alabama 36103-5624
Phone: (334) 353-3399

Timothy "Bo" A. Offord, Jr.

Timothy Offord

(Signature of officer authorized
to promulgate and adopt
rules or his or her deputy)

**Fair Hearing Requests Form and Delivery - NEW
RULE.**

(1) Any request for a Fair Hearing or Undue Hardship exemption, if allowed by law, must include the name of the complainant (the individual adverse action has been taken against) and the name of the individual requesting the fair hearing, if different from the complainant. To expedite processing, the request should be accompanied by the action letter being appealed, a statement specifying the issue(s) being appealed, and, for individual's requesting hearing on behalf of a complainant, documentation demonstrating authority to act on the complainant's behalf.

(2) Any request for a Fair Hearing or Undue Hardship exemption, if allowed by law, may only be submitted by the following methods:

(a) Mail: requests may be sent to either the district office handling the complainant's case or the Medicaid central office at the following address: Alabama Medicaid Agency, Attn: Fair Hearings Coordinator, 501 Dexter Avenue, Post Office Box 5624, Montgomery, Alabama 36103-5624. Requests received by mail will be deemed received the date the request is delivered to the district or central office.

(b) E-Mail: requests may be sent by e-mail to the agency at FairHearings@medicaid.alabama.gov. Requests received by e-mail will be deemed received the date the e-mail is delivered to the agency inbox. In the event of documented service outages affecting the State's e-mail delivery system, the e-mail will be deemed received the date the e-mail was sent.

(c) Phone: requests may be made by phone by contacting the complainant's Medicaid case worker or by contacting the Fair Hearings Coordinator at 334-353-5210. Requests made by phone will be deemed received the date the request is documented by the case worker or the Fair Hearings Coordinator. Requests will not be accepted by voicemail.

Author: Lauren Ray, Administrator, Administrative Procedures Office

Statutory Authority: State Plan; Title XIX of the Social Security Act; 42 C.F.R. Part 431, Subpart E; and Ala. Code (1975) § 41-22-1, et. seq.

History: New Rule: Published _____; effective _____.