

**CERTIFICATION OF ADMINISTRATIVE RULES
FILED WITH THE LEGISLATIVE SERVICES AGENCY
OTHNI LATHRAM, DIRECTOR**

(Pursuant to Code of Alabama 1975, §41-22-6, as amended).

I certify that the attached is/are correct copy/copies of rule/s as promulgated and adopted on Wednesday, May 13, 2026, and filed with the agency secretary on Tuesday, May 19, 2026.

AGENCY NAME: Alabama Medicaid Agency

INTENDED ACTION: New

RULE NO.: 560-X-3-.08

(If amended rule, give specific paragraph, subparagraphs, etc., being amended)

RULE TITLE: Fair Hearing Requests Form and Delivery - NEW RULE

ACTION TAKEN: State whether the rule was adopted with or without changes from the proposal due to written or oral comments:

Adopted without changes

NOTICE OF INTENDED ACTION PUBLISHED IN VOLUME XLIV, ISSUE NO. 6, AAM, DATED TUESDAY, MARCH 31, 2026.

STATUTORY RULEMAKING 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.

REC'D & FILED
MAY 19, 2026
LEGISLATIVE SVC AGENCY

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.

Timothy "Bo" A. Offord, Jr.

Timothy Offord

Certifying Officer or his or her Deputy

(NOTE: In accordance with §41-22-6(b), as amended, a proposed rule is required to be certified within 90 days after completion of the notice.)

**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 May 29, 2026; effective July 13, 2026.