**Fact Finding Review Appointment Notice**

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

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| |  | | --- | | The State of Wisconsin is an equal opportunity service provider. This letter contains information that affects your W-2 benefits. If you need this material in a different format because of a disability, or if you need this letter translated or explained in your own language, please call the number below. These services are free. | |

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Agency worker attending Fact Finding Review:

You have asked for a Fact Finding. The date and time of your Fact Finding Review appointment is listed below. You may have someone come to the Fact Finding Review appointment with you.

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| **Appointment Details** | | |
| **Date, Time, Length** | **Fact Finding Coordinator** | **Location/Phone** |
| **/  /**  : |  |  |

At this appointment you will have a chance to explain why you think the W-2 agency made a wrong decision. You may bring any documents that support why you think the W-2 agency made a wrong decision. The program worker will also explain why the agency made its decision.

A Fact Finder will listen to both sides and decide if the agency acted correctly. If you disagree with the Fact Finder’s decision, you may ask for a Departmental Review. The instructions for asking for a Departmental Review are included in the Fact Finding decision that the Fact Finder will mail to you.

If you cannot attend the Fact Finding Review appointment, you have until **/  /** to give the W-2 agency a good cause reason. If you do not attend the Fact Finding Review appointment and you do not have good cause for not attending, you will lose the right to reschedule your Fact Finding Review appointment.

If you have any questions, special needs, or are unable to keep this appointment, contact the fact finding coordinator listed above.