**Section 14.11 Pre-Hearing Meeting**

a) The local office shall schedule a pre-hearing meeting with the appellant within 10 days after a notice of appeal is received. If the issue being appealed is a denial for expedited food stamps, the local office shall schedule a pre-hearing meeting within 2 business days after a notice of appeal is received.

b) If the appellant does not withdraw the appeal following the meeting, the Department shall complete a written statement of facts supporting its action or inaction and provide it to the appellant. The appellant must receive that statement at least 2 business days before the Hearing. If the statement is mailed, the local office should allow at least 2 business days for receipt.