DSHS Administrative Hearing Request

I. To be completed by the appellant (the person requesting the administrative hearing)		
Basic Information		
1. Full Legal Name	2. Main Phone Number and Area Code	3. Alternate Phone Number, if any
4. Current Address		
5. I am requesting an administrative hearing to challenge a substantiated initial find because (you can change this later):		
6. Do you need assistance in the administrative appeal process, such as an interpreter or a disability accommodation?		
Representative Information		
1. Will someone represent you at the hearing? ☐ Yes ☐ No	2. Is this representative an attorney ☐ Yes ☐ No	
3. Representative's Name	4. Representative's Organization	5. Representative's Phone
6. Prepresentative's Address		
Signature		
7. Signature		8. Date
II. To be completed by DSHS		
Office of Administrative Hearings (OAH) Information		
	Investigation ID	
	OAH Phone Number and Area Code	
	OAH Toll-Free Phone	
	OAH Fax and area Code	

DSHS Administrative Hearing Request
DSHS 27-178 Instructions

You have a right to request an administrative hearing to challenge a substantiated initial finding made by DSHS per WAC 388-103-0090. In order to request a hearing, you must send the Office of Administrative Hearings (OAH) the following minimum required information in written form (WAC 388-103-0100):

- The full legal name, current address and phone number of the alleged perpetrator;
- A brief explanation of why the alleged perpetrator disagrees with the substantiated initial finding; and
- A description of any assistance needed in the administrative appeal process by the alleged perpetrator, including an interpreter or an accommodation for a disability.

OAH must receive this information by the earlier of these two dates (WAC 388-103-0100):

- No later than 5:00 p.m. on the thirtieth (30th) calendar day from the mailing date on the department's letter of notice; or
- No later than 5:00 p.m. on the thirtieth (30th) calendar day from the date the department's letter of notice was personally served upon the alleged perpetrator.

In order to request a hearing, you must either complete this form or submit a written request with the above minimum required information before the date described above to the OAH office provided on this form.

Form instructions:

- Section I – **Required**
  - Boxes (1) through (4) – provide the requested information.
  - Box (5) – Explain why you disagree with the initial finding. You can change this later.
  - Box (6) – Request any assistance in the hearing process. Please include the language if interpretation is needed. Assistance does not include representation (such as providing you an attorney).
- Section I – Optional
  - Boxes (7) and (8) – Will you have someone represent you? You can change this later.
  - Boxes (9) through (12) – Provide this information only if you have a representative.

  Boxes 13 and 14 are required.
- Section II – **Required**
  - DSHS will provide the information related to the finding against you and the local OAH office contact information.

Where to send this form or a written request for an administrative hearing:

- DSHS will provide a copy of this form along with the substantiated initial finding letter. DSHS will provide you with the address, phone number, and fax number of your local OAH office.
- Send this form to OAH. **Do not send this form to DSHS.**
- Please send a copy of your substantiated initial finding letter with this form to OAH.
- Please keep a copy of this form for your records.

How to send this form or a written request for an administrative hearing:

- You can mail or fax an administrative hearing request to OAH.
- If you fax your request, you must mail a copy of the request on the same day.