



AGING AND LONG-TERM SERVICES ADMINISTRATION (AL TSA)  
ADULT PROTECTIVE SERVICES (APS)

# APS Administrative Hearing Request

**I. To be completed by the appellant (the person requesting the administrative hearing)**

**Basic Information**

1. FULL LEGAL NAME	2. PHONE (MAIN) (AND AREA CODE)	3. ALTERNATIVE PHONE (IF ANY)
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4. CURRENT ADDRESS

5. I AM REQUESTING AN ADMINISTRATIVE HEARING TO CHALLENGE APS'S SUBSTANTIATED INITIAL FINDING BECAUSE (YOU CAN CHANGE THIS LATER):

6. DO YOU NEED ASSISTANCE IN THE ADMINISTRATIVE APPEAR PROCESS, SUCH AS AN INTERPRETER OR A DISABILITY ACCOMMODATION?

**Representative Information**

7. WILL SOMEONE REPRESENT YOU AT THE HEARING? <input type="checkbox"/> Yes <input type="checkbox"/> No	8. IS THIS REPRESENTATIVE AN ATTORNEY? <input type="checkbox"/> Yes <input type="checkbox"/> No
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9. REPRESENTATIVE'S NAME	10. REPRESENTATIVE'S ORGANIZATION	11. REPRESENTATIVE'S PHONE
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12. REPRESENTATIVE'S ADDRESS

**Signature**

13. SIGNATURE	14. DATE
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**II. To be completed by APS**

**Office of Administrative Hearings (OAH) Information**

	APS INVESTIGATION ID
	OAH PHONE (AND AREA CODE)
	OAH TOLL FREE HONE
	OAH FAX (AND AREA CODE)

**APS Administrative Hearing Request**  
DSHS 27-178 Instructions

You have a right to request an administrative hearing to challenge a substantiated initial finding made by APS 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 (30<sup>th</sup>) calendar day from the mailing date on the department's letter of notice; or
- No later than 5:00 p.m. on the thirtieth (30<sup>th</sup>) 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**
  - APS 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:**

- APS will provide a copy of this form along with the substantiated initial finding letter. APS 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.